

City of Melrose
 225 E First St N, Melrose MN 56352
 Ph: (320) 256-4278 FAX: (320) 256-7766

Permit No. _____
 PID No. _____
 Date Rcvd. _____

Commercial Building Permit Application

**Property must be staked by 12:00 noon on
 Tuesday or Thursday for inspection.
 NO EXCEPTIONS
 Contact Building Official Dan Marthaler
 320-249-7533 for questions and/or inspections**

Permit Fee	
Surcharge	
Plan Check	
WAC Charge	
Tax	
SAC Charge	
Total Fee	

Zoning District _____

Please Type or Print Legibly:

1. Site Address _____ Melrose, MN 56352
2. Owner(s) _____ Daytime Phone _____
3. Owner's Address (if different from above) _____
4. Legal Description of Site: *(Please Attach Metes & Bounds Description)*
Note If unknown, please refer to property tax statement or ask Zoning Coordinator*

 Lot _____ Block _____ Addition _____
5. Type of Improvement:
 Build _____ Addition _____ Remodel _____ Roof Only _____ Sign _____ Other _____
6. Describe in detail work to be done _____

7. Building Covering Material(s) *If Applicable* _____
8. Approximate Start Date _____
9. Estimated Cost of Project *(Including Materials & Labor)*: \$ _____
10. Type of Construction:
 On Site _____ Modular _____ Prefabricated _____ Other _____ *(Explain)*

Additional Information Requested On Reverse

11. Dimensions of Structure: _____

12. Number of Stories of Structure(s) _____

13. Please Provide the Following: *(If Applicable)*

General Contractor _____ PH: _____

Electrical Contractor _____ PH: _____

Plumbing Contractor _____ PH: _____

Mason & Concrete Contractor _____ PH: _____

Heating & Venting Contractor _____ PH: _____

Excavation Contractor _____ PH: _____

Sprinkler Contractor _____ PH: _____

Sign Contractor _____ PH: _____

Required Forms & Items to Return with Application:

- Building Permit Checklist
- Site Plan (Largest 11" x 17")
- One Full-sized set of Construction Plans with cross sections *(Signed By Architect if Applicable)*
- One Set of Construction Plans (Largest 11" x 17") Identify where water & sewer enter building.
- Construction activity will disturb more than one acre of land *(MPCA Stormwater Permit req.)*
- Mark location of existing electric and water meters
- Final grading plans (if required)
- Plans for erosion control
- Knox Box System Installation - Contact Fire Chief
- Other _____

Your application will be deferred until all checked items above are provided.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. I have identified all property boundaries, easements, flood zones and/or wetlands existing on the property on my site plan and application.

All demolition debris must be contained and disposed of properly. Roadways and gutters must be kept clear of debris.

The undersigned further agrees the City and its' administrative staff relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Melrose, and its employees harmless from all liability arising from the granting of this permit.

AUTHORIZED SIGNATURE OF OWNER OR OWNER'S AGENT

ZONING OFFICER

This Permit Expires One Year From: _____

BUILDING OFFICIAL