

**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. \_\_\_\_\_

**New Dwelling  
 Building Permit Application**  
**SITE INSPECTIONS TUE/THUR AM ONLY**

<b>Permit Fee</b>	
<b>Surcharge</b>	
<b>Plan Check</b>	
<b>WAC Charge</b>	
<b>SAC Charge</b>	
<b>Total Fee</b>	

*Please Type or Print Legibly:*

**Zoning District** \_\_\_\_\_

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(s) \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

5. Type of Construction:  
 Built On-Site \_\_\_\_\_ Modular \_\_\_\_\_ Prefabricated \_\_\_\_\_ Other \_\_\_\_\_ *(Explain)*

6. Dimensions of Uses in Sq. Ft.: Overhead Garage Door Height \_\_\_\_\_  
 Dwelling (1st Story) \_\_\_\_\_ Dwelling (Additional Stories) \_\_\_\_\_  
 Basement \_\_\_\_\_ Finished? \_\_\_\_\_ (yes or no) Garage \_\_\_\_\_  
 Deck \_\_\_\_\_ *(If deck is planned it must be shown on plans and completed w/in 1 year)*

7. Number of Stories of Structure \_\_\_\_\_ Height (grade to roof line) \_\_\_\_\_

8. Foundation Type *(See Foundations Sheet & Check Which One Applies Below)*  
 Exhibit 3 \_\_\_\_\_ Exhibit 6 \_\_\_\_\_ Exhibit 7 \_\_\_\_\_ Exhibit 8 \_\_\_\_\_  
 Other \_\_\_\_\_ *(Please Explain)*

9. Type of Siding \_\_\_\_\_

10. Approximate Start Date \_\_\_\_\_

**Additional Information Required on Reverse**

11. Please provide general contractor's name and license number as required by Minnesota Statute

Name \_\_\_\_\_ License No. \_\_\_\_\_ **OR**

*This work is being done by applicant who is acting as their own general contractor and assumes complete responsibility. I have read and signed the License Contractor Disclaimer.*

\_\_\_\_\_ *Initial Here*

12. Please Provide the Following:

Electrical Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Mason & Concrete Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Heating & Venting Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Excavation Contractor \_\_\_\_\_ PH: \_\_\_\_\_

13. Estimated Cost of Project (Including Materials & Labor ): \$ \_\_\_\_\_

**Required Forms & Items to Return with Application:**

Utilities Application (To Be Completed and Signed at Public Utilities Office)

Site Plan (8 1/2" x 11" or 11" x 17")

TWO SETS of Construction Plans - One full-sized set-one set not greater than 11" x 17". Identify where water and sewer enter building.

Energy Calculations

\_\_\_\_\_ Licensed Contractor Disclaimer

\_\_\_\_\_ Construction activity will disturb more than one acre of land (MPCA Stormwater Permit req.)

\_\_\_\_\_ Other \_\_\_\_\_

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

Final grading plans (if required)

Plans for erosion control

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 BUILDER**

\_\_\_\_\_  
**ZONING OFFICER**

*This Permit Expires One Year From:* \_\_\_\_\_

\_\_\_\_\_  
**BUILDING OFFICIAL**

**Remarks:** \_\_\_\_\_