

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. \_\_\_\_\_

**Residential Additions  
Building Permit Application**

**SITE INSPECTIONS TUE/THUR AM ONLY**

Permit Fee	
Surcharge	
Plan Check	
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/Addition: *(Bedroom, Living Room, Garage etc.)* \_\_\_\_\_

6. Describe in detail work to be done \_\_\_\_\_

7. Approximate Start Date \_\_\_\_\_

8. Please provide 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 Licensed Contractor Disclaimer. \_\_\_\_\_ (Initial Here)*

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

10. Type of Construction:

On Site \_\_\_\_\_ Other \_\_\_\_\_ *(Explain)*

**Additional Information Required on Reverse**

11. Foundation Type (See Foundations Sheet & Check Which One Applies Below)

Exhibit 3 \_\_\_\_\_ Exhibit 4 \_\_\_\_\_ Exhibit 5 \_\_\_\_\_ Exhibit 6 \_\_\_\_\_

Other \_\_\_\_\_ (Please Explain)

12. Please Provide the Following: (If Applicable)

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

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

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

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

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

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

Cross Section

Floor Plan

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

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

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

\_\_\_\_\_ Erosion/Sediment Control

**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 BUILDER**

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

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

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

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

\_\_\_\_\_