



**APPLICATION FOR
COMMERCIAL BUILDING PERMIT
CITY OF MELROSE**

225 1st St. NE, Melrose, MN 56352
Phone: (320)-256-4278 • Email: planning@cityofmelrose.com
cityofmelrose.com

Permit No. _____
PID No. _____
Date RCVD. _____
PD-CK # _____
Cash-Rec # _____

| | |
|-------------------|--|
| 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) _____
3. Daytime Phone _____ Email Address _____
4. Owner's Address (if different from above) _____
5. 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 _____

6. Type of Improvement:

Build _____ Addition _____ Remodel _____ Roof only _____ Other _____

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 and Labor): \$ _____

10. Type of Construction:

On site _____ Modular _____ Prefabricated _____ Other _____ *(explain)*

11. Dimensions of Structure: _____

12. Number of Stories of Structure: _____

ADDITIONAL INFORMATION REQUESTED ON REVERSE

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") Identifying where water & sewer enter the building.
- Construction activity will disturb more than one acre of land (*MPCA Stormwater permit required*)
- Mark location of existing electric and water meters
- Final Grading Plans
- 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 liability arising from the granting of this permit.

BUILDING OFFICIAL CONTACT INFORMATION: 320-207-1209 MARK@MIDMNCODE.COM

AUTHORIZED SIGNATURE OF OWNER OR BUILDER

ZONING OFFICER

This Permit Expires One Year From: _____

BUILDING OFFICIAL