



**APPLICATION FOR NEW DWELLING 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	
Meter & SP	
WAC Charge	
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 Construction:

Built On-Site _____ Modular _____ Prefabricated _____ Other _____ (Explain)

7. Dimensions of Uses in Sq. Ft.:

Dwelling (1st Story) _____ Dwelling (Additional Stories) _____

Basement _____ Finished? _____ (yes or no) Garage _____

Overhead Garage Door Height _____ Deck _____ (If deck is planned it must be shown on the plans and completed within 1 year)

8. Number of Stories of Structure _____ Height (grade to roof line) _____

10. Type of Siding

Aluminum _____ Vinyl _____ Wood _____ Brick _____ Stone _____ Stucco _____

Other _____ (Explain)

Additional Information Required on Reverse

9. Foundation Type (see foundation sheet & Check which One Applies Below)

Exhibit 3 _____ Exhibit 6 _____ Exhibit 7 _____ Exhibit 8 _____
Other _____ (Explain)

11. Approximate Start Date _____

12. Contractor's name and license number as required by Minnesota Statute (if no contractor sign disclaimer)

Name _____ License # _____

13. Please Provide the Following (If Applicable):

Electrical Contractor: _____ PH: _____

Plumbing Contractor: _____ PH: _____

Mason & Concrete Contractor: _____ PH: _____

Heating & Venting Contractor: _____ PH: _____

Excavation Contractor: _____ PH: _____

14. Estimated Cost of the Project (Including Materials & Labor): \$ _____

15. Required Forms & Items to Return with application:

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

Site Plan (Largest 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 required)

____ 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.

AUTHORIZED SIGNATURE OF OWNER OR BUILDER

ZONING OFFICER

This Permit Expires One Year From: _____

BUILDING OFFICIAL