



CITY OF HERMANTOWN NEW HOUSE / ADDITION BUILDING PERMIT PACKET

MINIMUM REQUIRED INFORMATION FOR CONSTRUCTION PLANS

1. Minimum – 2 complete sets – 1/4" scale.
2. Elevations: Front, rear, side, & cross-sectional detail from footing through roof system
3. Floor plan of all floors including basement and garage.
4. Window schedule/sizes.
5. Energy calculations.
6. Footings: Depth/width, reinforcement placement/size.
7. Conventional foundations: Wall thickness, concrete reinforcement, block or wood. If wood foundation, all design/construction details per proper agency.
8. Slab on grade or post foundation: Some designs may require design by a MN registered structural engineer.
9. Floor system: Size, spacing and type of joist/truss. Indicate posts and beams including size/type. Floor sheathing: Thickness/type.
10. Wall system: Exterior – size, spacing and type of studs. Exterior wall sheathing, bracing, siding/veneer, weather resistive barrier, insulation type and size, vapor retarder and interior wall finish. Interior wall stud spacing and size.
11. Roof system: Size/spacing of framing members including trusses, roof sheathing type/size, underlayment, roofing material.
12. Attic insulation material, R-value, and ventilation systems.
13. Fire suppression if applicable.

INSPECTIONS REQUIRED

- Please contact City Hall a minimum of 24 hours prior to inspection
- All construction activity in which a building permit is required is subject to inspection. The inspection record card and approved plans are to be on site at all times during construction
- No work shall be done on any part of the building beyond the required inspections on the inspection record card without signed approval indicated.
 1. Footing Inspection: Before concrete is placed. Forms/reinforcement in place
 2. Cast in Place Foundation Inspection: Before concrete is placed
 3. Foundation Inspection: Before backfilling, verify drainage system, insulation, waterproofing and backfill material
 4. Plumbing Inspection: Air test, visual and final manometer
 5. Radon System Inspection
 6. Framing Inspection: After rough-ins are completed
 7. Insulation Inspection: Vapor retarder, insulation and sealing
 8. HVAC Inspection
 9. Drywall Inspection: Fire rated assemblies
 10. New Homes Blower Door Test
 11. Fire Suppression Inspection, if applicable
 12. Final Inspection
 13. Issue Certificate of Occupancy

NOTICE TO APPLICANTS FOR CITY OF HERMANTOWN BUILDING PERMITS

1. The minimum information required to process your application is listed below.
2. Incomplete applications cannot be accepted and must be returned to the applicant.

CHECKLIST FOR BUILDING PERMIT APPLICATIONS

1. Application for Zoning Certificate	Yes	No
2. Site Plan to Scale	Yes	No
a. Signed by Applicant	Yes	No
b. Are dimensions of lots & setbacks shown	Yes	No
3. Building Permit Application		
a. Legal Description and/or Parcel Code	Yes	No
b. Cost of the Project	Yes	No
c. Signature	Yes	No
d. Daytime Phone Number	Yes	No
e. E-mail address	Yes	No
4. Proof of Title for New Construction (Recorded Warranty Deed)	Yes	No
5. Proof of Septic System Permit or Certificate of Compliance (if applicable)	Yes	No
6. Two Sets of Construction Plans	Yes	No
7. Driveway Access Permit (If applicable)	Yes	No
8. Erosion & Sediment Control Plan Application	Yes	No



CITY OF HERMANTOWN EROSION CONTROL AND FILL PERMIT APPLICATION

Permit is required for all land disturbance activities impacting 500 square feet or more for any project requiring a building permit application for new construction.

FEE INFORMATION

- Fee - \$125.00
- Minimum Deposit** - \$500.00
 - ** Deposit may be increased by Community Development Director based on site conditions and risk or erosion complications.

GENERAL INFORMATION

1.) Applicant Contact Information

- Business or Entity:
- Name:
- Address:
- Phone:
- Cell:
- E-mail:

2.) Landowner Contact Information (if different than applicant)

- Business or Entity:
- Name:
- Address:
- Phone:
- Cell:
- E-mail:

3.) Contactor Contact Information

- Business or Entity:
- Name:
- Address:
- Phone:
- Cell:
- E-mail:

PROJECT INFORMATION

Brief Project Description (e.g., new home, addition, commercial building, grading, excavation/fill, etc.):

If project extends over winter, the site will need to be temporarily stabilized until the start of next construction season. See Erosion and Sediment Controls section below.

1.) Project Type

- Vegetation Only
- Fill Only
- Grading Only
- Both Grading and Filling
- Structure and Grading

2.) Flood Plain Data

- Is the site in the flood plain? Yes No
(If the site is in the flood plain, complete the following questions.)
- Is the site in the floodway? Yes No
- Is the site in General Flood Plain District? Yes No
(Note: A "YES" to either of the two questions above indicates a problem may exist. A Conditional Use Permit and an engineering study will be required in order to determine the impacts on flood elevations and velocities.)
- Is Special Use Permit required? Yes No

3.) Water Resource Data

- Project is adjacent to: Lake Stream Ditch
- Name:
- ID Number:
- Present Water Level:
- Ordinary High-Water Level:
- Highest Known Water Level:
- 100-Year Flood Level:
- Datum of Evidence
 - Sea Level:
 - Assumed:(Note: Any fill below the ordinary high may require a DNR permit.)

4.) Project Purpose

- Clear Land
 - Road or Driveway
 - Fill in Wetland
 - Elevate Building Site
 - Improve Lawn
 - Improve Commercial/Industrial Site
 - Other - Specify
-

5.) Project Scope

- Areas of disturbed ground in square feet or acres:
- Volume of Fill in cubic yards:
- Closest distance to ordinary high water level in feet:
- Project start date:
- Project completion date:

6.) Site Characteristics

- Project site soil type: Sand Gravel Clay Loam
- Fill type: Sand Gravel Clay Loam
Black Dirt Demo Material Other (Specify) _____
- Average slope of work area in feet of rise for each 10 feet of horizontal distance:

Notice: This application is not complete until drawings are submitted which adequately describe the proposed project.

Erosion and Sediment Controls (check all methods that will be used at the project site) See included information sheet for further details. Additional measures beyond those listed below (such as ditch/swale stabilization) may also be required, based on site characteristics.

1.) Soil Stabilization (stabilization of exposed soils is required within seven (7) days):

Mulch Seed & Mulch Sod Erosion Control Blanket
Other (Specify) _____
Not Applicable (explain why) _____

2.) Sediment Controls (required for down gradient perimeters and stockpiles):

Fiber Roll Silt Fence Filter Berm Other (Specify) _____
Not Applicable (explain why) _____

3.) Entrance/Exit Stabilization: Stone Pad Mud Mat Paved Driveway

Other (Specify) _____
Not Applicable (explain why) _____

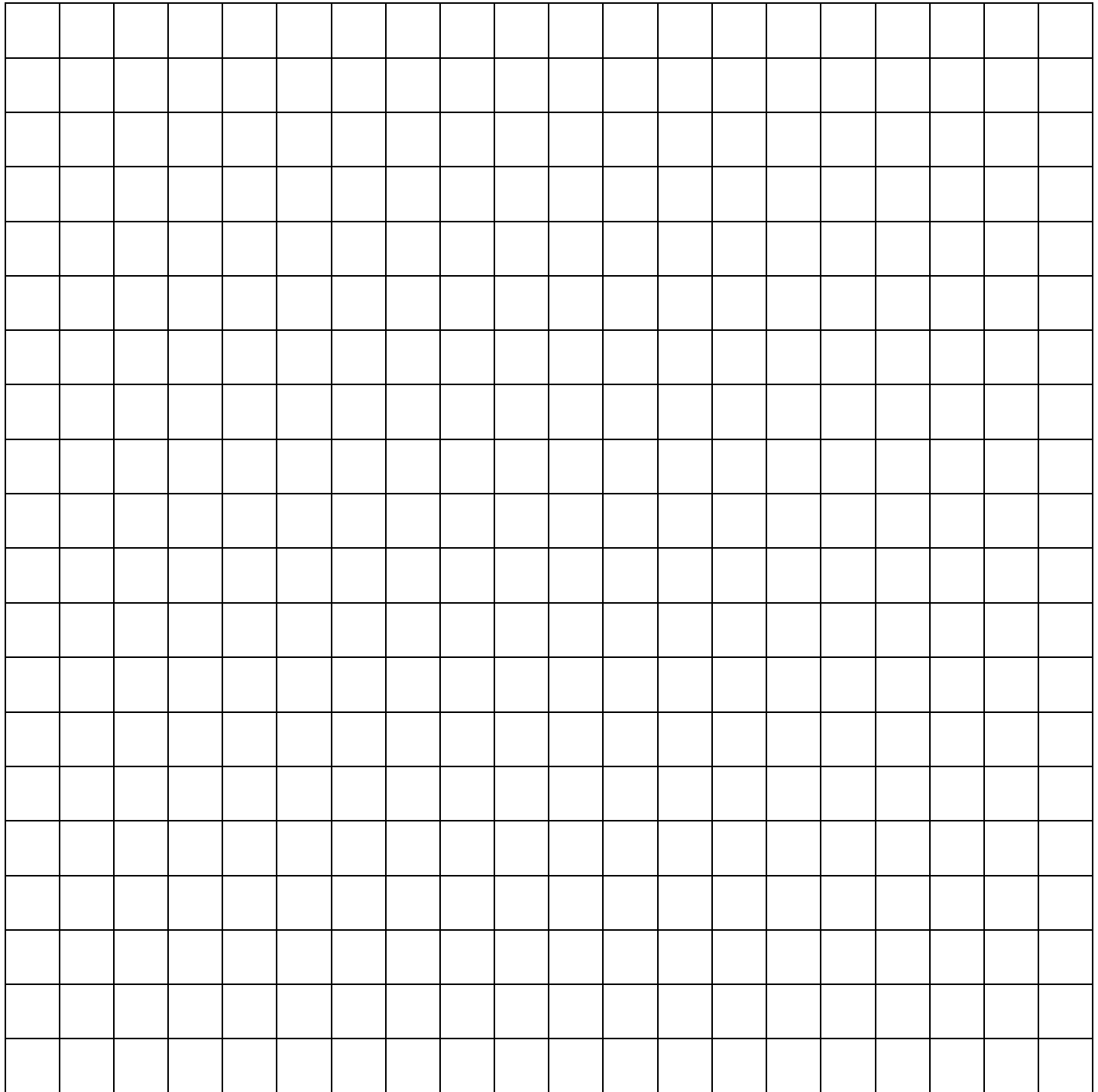
4.) Storm Drain Inlet Protection (required for downstream storm drains, except during winter):

Filter bag insert Other (Specify) _____
There are no downstream drains

5.) Temporary Stabilization Over Winter (if project will not be stabilized before October 30):

Mulch Seed & Mulch Hydromulch Erosion Control Blanket
Other (Specify) _____
Not Applicable (explain why) _____

Erosion and Sediment Control Site Plan. A drawing showing the limits of disturbance, direction of grade, property boundaries, existing and proposed structures, and the locations of erosion and sediment control devices must be provided. This can be drawn below, or generated separately and submitted with your application materials. This drawing must be to scale with dimensions to provide the City with adequate information as to the projects impacts.



ACKNOWLEDGMENT AND SIGNATURE

MS4 Statement of Compliance

(Pertaining to the City Code Section 1060 Erosion and Sediment Control for Land Disturbance Activities).

The Applicant, Landowner and the Contractor conducting work on the site are jointly responsible for the construction activities that occur on the site. By signing this permit, all parties are required to install and maintain all erosion and sediment control BMPs to ensure that sediment, soil and debris does not leave the construction site. This includes but is not limited to tracing of soil/mud onto public streets and roadways from vehicles leaving the site, soil eroding from the site onto roadways or drainage ditches or onto neighboring property. If sediment, soil/mud and /or debris leaves the site, all parties are responsible for the immediate clean up and all costs and finds associated with it. All parties are also responsible for the total restoration of vegetation on the site (seed/mulch, sod, gardens, etc.) after construction disturbance is substantially complete, and only after vegetation has been established with vigorous growth can BMPs be cleaned and removed.

This permit does not authorize any work other than that which is specifically described in the application and plans listed above, nor any work by anyone other than the applicant listed on the permit. If permittee is found to (a) continue land disturbance work beyond completion date, (b) disturb more acreage than is permitted, (c) utilize a permit, or if the City finds land disturbance activities otherwise negatively impact the residents of environmental quality of the City of Hermantown, the permit may be revoked.

I hereby acknowledge that I have received and read information concerning the City of Hermantown's Erosion and Sediment Control Requirements and the City Code Section 1060. I agree to install and maintain such controls as required throughout the duration of the construction. I also consent that the City's designated representative may enter upon the property for purposes of inspection to determine compliance with erosion and sediment control requirements until the lot is fully stabilized. At the completion of final stabilization, the Applicant, Landowner or Contractor is responsible to contact the City for final inspection. At this time, the permit will be terminated if the City deems the project stabilized. I understand that I will be subject to loss of deposit and enforcement action for failure to comply with erosion and sediment control requirements.

I hereby certify with my signature that I understand all of the above and all data of my application forms, plans and specifications are true and correct to the best of my knowledge.

Applicant Signature

Signature: _____ Date: _____

Landowner Signature (If different than Applicant)

Signature: _____ Date: _____

Contractor Signature (Responsible for Erosion Control)

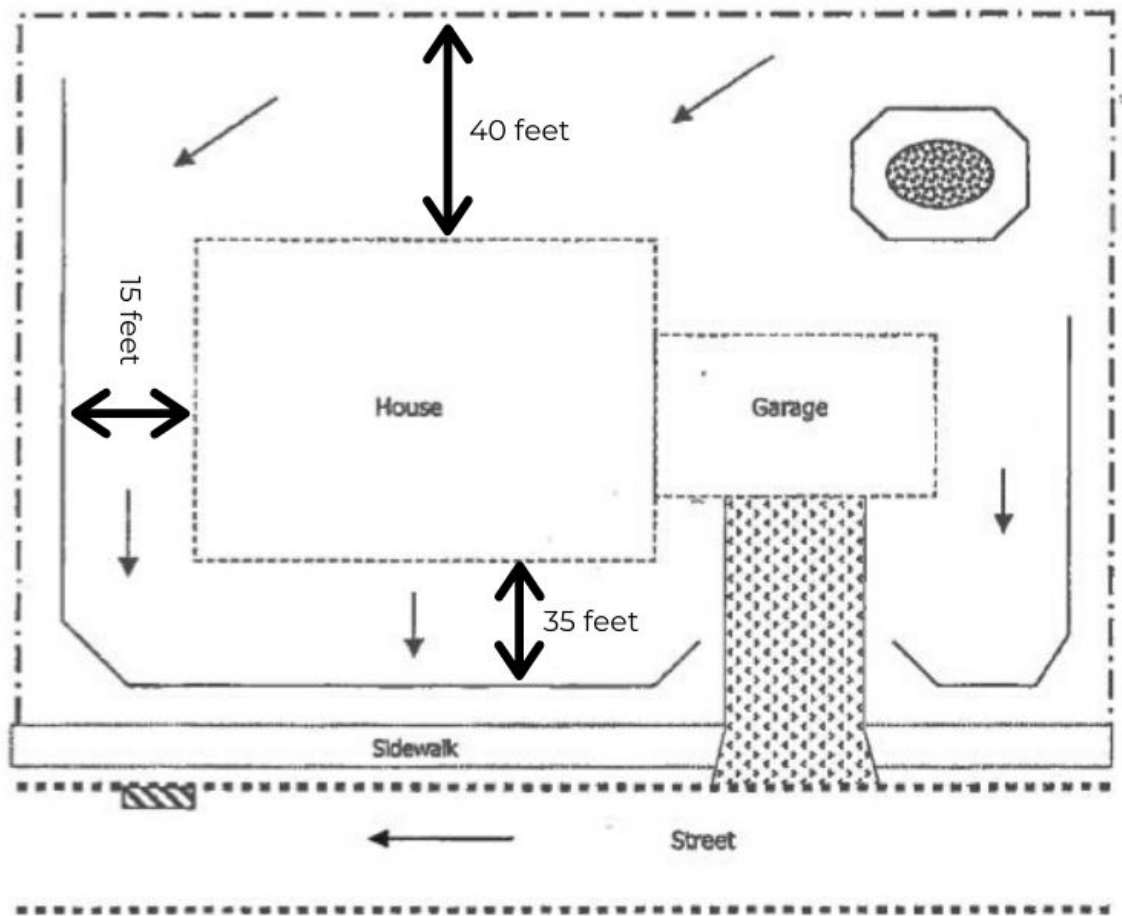
Signature: _____ Date: _____

Tennessee Warning - Data Practice Advisory

Some or all of the information that you are asked to provide on the attached application is classified by state law as either private or confidential. Private data is information, which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to consider your application. You are not legally required to provide this information. You may refuse to provide this information. The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied. Other persons or entities may be authorized by law to receive the information.



SAMPLE SITE PLAN



NOTES:

1. It is the responsibility of the owner and contractor to implement and maintain effective erosion and sediment controls throughout construction.
2. Sediment control must be installed on all down gradient perimeters before land disturbing activities begin and must be maintained throughout construction.
3. Exposed soils must be temporarily or permanently stabilized (e.g., with mulch, mulch/seed, sod, rock, etc.) within 7 days of inactivity.
4. Controls must be installed at the construction entrance/exit to minimize offsite tracking. Any material tracked onto streets must be removed within 24 hours.
5. Inlet protection must be provided for down gradient storm drain inlets and must be maintained throughout construction.
6. Sediment controls must be installed around stockpiles, and stockpiles must not be placed in streets, on sidewalks, or near water bodies.

LEGEND

---	Project Boundary
—	Sediment Control
▨	Protected Storm Drain
----	Curb and Gutter
▤	Stabilized Construction Entrance
●	Stockpile
←	Finished Grade

Erosion and sediment controls are required at most project sites where a building permit or land alteration permit is required. This is only a sample plan and is not intended to address every possible situation. Additional or modified practices may be required on some sites.

SUMMARY OF REGULATORY REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL

- Stabilize exposed soils
 - Exposed soils must be temporarily or permanently stabilized within 7 days of being worked. Stabilization can be achieved with a variety of materials, including mulch, mulch/seed, sod, erosion control blankets, riprap, aggregate, pavement, or more.
- Install and maintain sediment control along perimeter
 - Before construction begins, controls must be installed at the perimeter of down gradient slopes to prevent sediments from moving offsite. While silt fencing is most often, other options (such as biorolls or compost logs) are also appropriate for some applications. Silt fences are not appropriate for long, steep slopes. Whatever method is chosen, it must be installed in accordance with the manufacturer's specifications. For example, a silt fence must be trenched in six inches.
 - Perimeter controls must be inspected at least weekly and after every 1/2 in rain and maintained as needed. Silt fences must be repaired, replaced, or supplemented when they become non-functional or when they are 1/3 full with sediment.
- Minimize vehicle tracking onto roads
 - Stone pads, mud mats, wash racks, or equivalent systems must be used at the construction exit to prevent tracking of sediments offsite.
 - Any sediment that does get tracked onto the streets must be swept up and removed within 24 hours
- Install and maintain storm drain inlet protection
 - All storm drain inlets that receive runoff from the construction site must be protected until the site is fully stabilized. Examples of inlet protection options include inlet filter bags and gravel bag barriers.
 - Inlet protection devices must be inspected weekly and after every 1/2 inch rain event. Sediments must be removed as needed and must not be discharged into the storm sewer.
- Install sediment controls for temporary stockpiles
 - Sediment control must be installed around temporary soil stockpiles using silt fence or another method. Stockpiles must not be placed in streets, on sidewalks, or near water bodies.
 - If a stockpile is to remain in place for an extended period, it must be stabilized like any other exposed soil area. This does not apply to stockpiles of aggregate or sand.
- Control dewatering discharge
 - All water from dewatering activities must be discharged in a manner that does not cause erosion, nuisance conditions, or adverse impacts to receiving waters.
- Complete and submit a **Permit Modification Form** upon change of ownership
 - For new homes within a subdivision, the state NPDES stormwater permit for construction activities requires the new owner or operator to submit a **Permit Modification Form** to the Minnesota Pollution Control Agency prior to commencing construction activity and within seven (7) days of assuming control of the property. You may be required to provide a copy of your completed form to the City. If the original owner did not provide you with a copy of the required form, contact the City for assistance.

This is not an exhaustive list and is not intended to address every possible situation. Additional or modified practices may be required to achieve effective erosion and sediment control on some sites based on site conditions and the type of project.

APPLICANT: Please keep this information for future reference.



CITY OF HERMANTOWN DRIVEWAY APPLICATION

APPLICANT INFORMATION

- Name of Applicant:
- Address:
- Phone Number:
- E-mail:
- City Road Name / Number:
- Date proposed driveway will be needed:
- Purpose of driveway (residence, commercial, field, etc.):
- Contractor:
- Contractor Phone:

PROPERTY OWNER INFORMATION

- Name of Property Owner:
- Address:
- Phone Number:
- E-mail:
- Township / Section / Range:

APPLICATION PROCESS

1. Complete the above application and submit a \$350.00 check made payable to the City of Hermantown. Upon final inspection and approval by the City's Public Works Department, the installation deposit of \$250.00 will be refunded.
2. Place flagging where driveway approach is desired.
3. Public Works will inspect the location to determine the culvert size, if one is needed. Public Works DOES NOT install the culvert.
4. **Please draw, on a separate sheet, a sketch of the property, the present and proposed driveways, and the relation to the City street/road.**

FEES

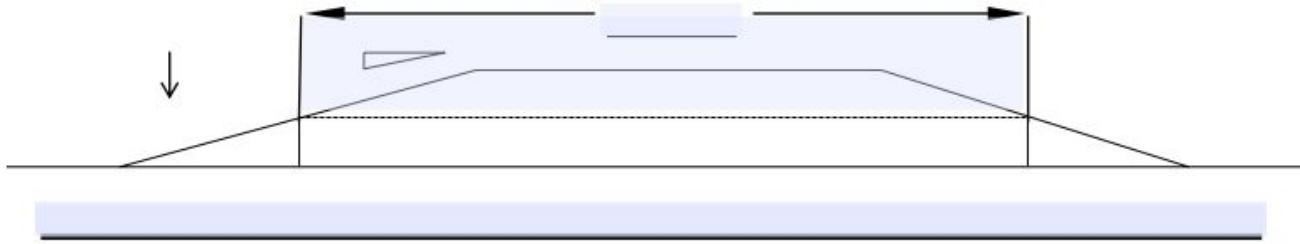
- Permit Fee - \$100.00
- Installation Deposit - \$250.00
- Total Remittance: \$350.00 (make checks payable to the City of Hermantown)

I, we, the undersigned herewith make an application for permission to construct an access driveway at the above location. The driveway will be constructed to conform with the standards of the City of Hermantown and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the City of Hermantown. It is further agreed that no work in the connection of this application will be started until the application is approved and the permit issued.

Applicant Signature: _____ Date: _____

(Public Works Department Use Only)

Typical Culvert Installation Diagram



Required Information - Diameter: _____ Length: _____ Aprons: _____

Dates - Sizing Inspection: _____ Installation Inspection: _____

Culvert Payment Received: _____ Delivered: _____

Final Inspection Requested: _____ Deposit Refunded: _____

Final Inspection Completed and Refund Authorized: _____ Warranty Number: _____

Requirements for Driveway Access Permits

No work shall be started until an application for a Driveway Access is approved by the Public Works Director and a Driveway Access Permit issued.

Where work on a traveled roadway is necessary, traffic must be protected using the appropriate traffic control devices planned in accordance with the Minnesota Manual on Uniform Traffic Control Devices (including the Field Manual).

No foreign material such as dirt, gravel, or bituminous material shall be deposited on the City road/street during the construction of the driveway or installation of any drainage facilities.

The City road/street and right-of-way area must be cleaned up after work is completed. This includes, but is not limited to, slope restoration and turf establishment.

Applicant shall provide the appropriate erosion control during construction and, if necessary, take out an NPDES/SDS General Storm Water Permit for construction activities.

After the driveway construction is completed, the applicant shall notify the Public Works Director the work has been completed and is ready for final inspection and approval by the City of Hermantown Public Works Department.

No changes or alterations in entrances may be made at any time without written permission from the City of Hermantown Public Works Department.

Driveway fill slopes shall be constructed according to the recommendation of the City of Hermantown Public Works Department. Vertical ends constructed of concrete or masonry will not be permitted.

Driveway surfaces shall be constructed to slope down and away from the shoulder line of the City road/street for a distance of at least 15 feet with a fall of at least 3 inches. Standard residential culverts will be 24 feet wide; standard commercial culverts will be 32 feet wide. Wider entrances and culverts may be required by the Public Works Director if deemed necessary.

Culverts shall be supplied by the Applicant and must meet size, type and length specified by City requirements.

A bond or other security may be required (in addition to the deposit required for the permit) to ensure compliance with the application in an amount specified by the City of Hermantown Public Works Department.

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New Construction Energy Code Compliance Certificate

Per R401.3 Certificate. A building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Post



Mailing Address of the Dwelling or Dwelling Unit	City
Name of Residential Contractor	MN License Number

THERMAL ENVELOPE								RADON CONTROL SYSTEM	
Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply						Passive (No Fan)	
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocyanurate
Below Entire Slab									
Foundation Wall									
Perimeter of Slab on Grade									
Rim Joist (1st Floor)									
Rim Joist (2nd Floor+)									
Wall									
Ceiling, flat									
Ceiling, vaulted									
Bay Windows or cantilevered areas									
Floors over unconditioned area									
Describe other insulated areas									

Building envelope air tightness:	Duct system air tightness:
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Windows & Doors	Heating or Cooling Ducts Outside Conditioned Spaces
Average U-Factor (excludes skylights and one door) U:	Not applicable, all ducts located in conditioned space
Solar Heat Gain Coefficient (SHGC):	R-value

MECHANICAL SYSTEMS						Make-up Air <i>Select a Type</i>		
Appliances	Heating System		Domestic Water Heater	Cooling System				
Fuel Type						Not required per mech. code		
Manufacturer						Passive		
Model						Powered		
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:	Interlocked with exhaust device. Describe:		
Efficiency	AFUE or HSPF%				SEER /EER	Other, describe:		
Residential Load Calculation	Heating Loss		Heating Gain		Cooling Load		Location of duct or system:	
						Cfm's		
						" round duct OR		
						" metal duct		

MECHANICAL VENTILATION SYSTEM						Combustion Air <i>Select a Type</i>	
Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):						Not required per mech. code	
Select Type						Passive	
Heat Recover Ventilator (HRV) Capacity in cfm's:	Low:		High:		Other, describe:		
Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:		High:		Location of duct or system:		
Balanced Ventilation capacity in cfm's:						Cfm's	
Location of fan(s), describe:						" round duct OR	
Capacity continuous ventilation rate in cfm's:						" metal duct	
Total ventilation (intermittent + continuous) rate in cfm's:							



CITY OF HERMANTOWN

ZONING CERTIFICATE APPLICATION

Application Number: _____ (Assigned by City Official)

Applicant Information

- Name:
- Address:
- Telephone Number:
- Fax Number:
- E-mail Address:

Owner Information

- Name:
- Address:
- Telephone Number:
- Fax Number:
- E-mail Address:

Property Information

- Land Address:
- Plat/Parcel Number:
- Legal Description:
- Activity Proposed:

Note:

- Attach plat plan showing the location, dimensions, and nature of any structure involved, including setbacks from property lines.

The undersigned does hereby make application for a zoning certificate for the activity described herein. This is only an application, it does not represent or guarantee approval.

Signature:

Date: _____

Office Use Only:

- Fee:
- Payment Date:
- Receipt Number:

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CITY OF HERMANTOWN BUILDING PERMIT APPLICATION

Permit Number: _____

Property Information

- House Number:
- Street Name:
- Zone:
- Lot:
- Block:
- Subdivision:
- Plat:
- Parcel:

Building Information Type of Improvement

- New Home
- Commercial Building
- Multi-Family
- Commercial Remodel
- Addition
- Demo
- Garage/Shed/Deck
- Moving/Relocation
- Residential Remodel/Repair

Principal Type of Frame

- Masonry
- Wood Frame
- Structural Steel
- Reinforced Concrete
- Other (Specify):

Owner Information

- Name:
- Address:
- Phone Number:
- E-mail:
- Ownership Private
- Ownership Public

Proposed Use Information

Residential

- One Family
- Two Family

Type of Sewage Disposal

- Public or Private Company
- Individual/Septic Tank/etc.

Type of Water Supply

- Public or Private Company
- Individual/Well/Cistern

For Residential Buildings Only

- Number of Bedrooms:
- Number of Full Bathrooms:
- Number of Partial Bathrooms:

Costs

- Cost of Improvement:
- Plumbing:
- HVAC:
- Other:
- Total:

Contractor Information

- Name:
- Address:
- Phone Number:
- E-mail:
- Fax Number:
- License Number:

Architect Information

- Name:
- Address:
- Phone Number:
- E-mail:
- Fax Number:

CITY OF HERMANTOWN BUILDING PERMIT APPLICATION (continued)

Detailed Description of Proposed Construction:

Applicant Signature

Signature: -----

Date: -----

Building Official Approval:

Date: -----

For Office Use Only

- Permit Fee:
- Erosion/Sediment Control Fee:
- Zoning Certificate Fee:
- Minnesota Surcharge:
- Plan Checking Fee:
- 9-1-1 Fee:
- Park Fee:
- TOTAL FEE:

- Approved by:
- Phone Number:
- Date Permit Issued:
- Permit Number:

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