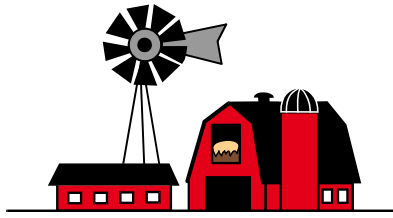


TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11th Avenue SW Room 10
Rochester, MN 55902
Phone: (507) 529-0774



Roger Ihrke, Administrator
David H. Meir, Administrator
Jered Staton, Administrator
roger@tcpamn.org
david@tcpamn.org
jered@tcpamn.org

-- TCPA --

FLAT FEE PERMIT PROCESS

Certain items of improvement or construction on a property within the townships administered by TCPA require only a flat fee permit.

Fill out the attached application form, mail or bring the form to the TCPA office with the fee, and the permit can be issued immediately. You will still need to call CMS for inspections.

The flat fee permit charges – as of March 01, 2023 - are as follows;

Roofing	- \$93.00
Replace window(s)	- \$93.00
Residing	- \$93.00
Replace furnace	- \$93.00
Replace A/C	- \$93.00
Install gas line	- \$93.00
Replace water heater	- \$93.00

Some items – for instance the replacement of the furnace and the A/C at the same time - only require one permit fee.

TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11TH Avenue SW—Room 10 | Rochester, MN 55902 | PH: (507) 529-0774 | FX: (507) 281-6821

JOB SITE LOCATION:

Township: _____ Address: _____

City: _____ State: _____ Zip: _____

PROPERTY OWNER:

Name: _____ Address: _____

Home PH#: _____ City: _____ State: _____ Zip: _____

Work PH#: _____

PROPERTY LEGAL DESCRIPTION:

Township Section #: _____

Email Address: _____

PROPOSED USE:

<input type="checkbox"/> Dwelling	<input type="checkbox"/> Deck	<input type="checkbox"/> Furnace	<input type="checkbox"/> Dwelling Addition/Year Built: _____
<input type="checkbox"/> Pole Building	<input type="checkbox"/> 3-Season Porch	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Finish Basement
<input type="checkbox"/> Private Garage	<input type="checkbox"/> Siding	<input type="checkbox"/> Gas Line	<input type="checkbox"/> Dwelling Remodel/Year Built: _____
<input type="checkbox"/> Business Commercial	<input type="checkbox"/> Re-Roofing	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Other: _____

Description of Project:

Building Dimensions: _____ Use & Occupancy: _____

Lot Size/Dimensions: _____ Construction Type: _____

Estimated Value:

* General Contractor Address _____ _____ _____ * License # _____ Phone # _____ Septic Installer _____	* Plumbing Contractor _____ * Plumber License # _____ Mechanical Contractor _____ Phone # _____ Electrician _____ Well Driller _____
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* Denotes Required information for all permits

 Floodplain Management District: YES NO

 Shoreland Management District: YES NO

You must attach two (2) copies of building plans and a free-hand sketch showing land dimensions, building locations and distances in relation to other buildings, lot lines, roads, road right-of-ways, septic & well locations plus neighboring septic & wells if located in a subdivision or on a small acreage in a developed area. Set-backs apply. Designate North. Variance & Conditional Use permits may also be needed. If this activity is located in a shoreland management district, you must also show distance to the ordinary high water level and certify your existing septic system. Wells must meet required distance from septic systems. A building permit will not be issued for any construction until approval is received from TCPA. A penalty may, and will be assessed up to the amount of the building permit fee, if activity is started prior to obtaining a building permit. Additions to the application or re-inspections may be billed separately when they become applicable and must be paid prior to the inspection(s).

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. 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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Refund and Cancellation Policy: upon request of cancellation of building permits, charges or refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.

IF YOU HAVE QUESTIONS PLEASE CALL TCPA AT (507) 529-0774

IF THIS APPLICATION IS INCOMPLETE IT WILL BE RETURNED TO THE APPLICANT

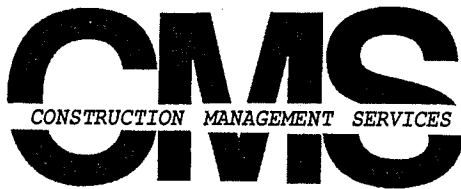
SIGNATURE: _____ PRINT NAME: _____ DATE: _____

APPLICANT MAY BE BILLED FOR INSPECTIONS PREMATURELY REQUESTED (work not ready for inspection)

----- - TO BE COMPLETED BY TCPA -----

Received by:	Date Received:		Finished Value (not cost)
Building Permit: \$	Plan Review: \$	State Surcharge: \$	
Plumbing Permit: \$	Plan Review: \$	State Surcharge: \$	
Mechanical Permit: \$	Plan Review: \$	State Surcharge: \$	
Other: \$		TOTAL DUE: \$	

 Permit Approved By: _____ Date: _____
 (Building Official)



A Division of WSE Engineering Services, Ltd
1765 Restoration Rd SW
Rochester, MN 55902
507-282-8206

THE FOLLOWING ITEMS ARE CONDITIONS FOR PERMIT ISSUANCE FOR REROOFING

STRICT COMPLIANCE IS MANDATORY

1. Only two (2) layers of roof covering are permitted. R907.3
2. Ice barrier is required under first layer. R907.3
3. **Provide ice dam protection on all roof edges. Protection shall extend from the eave's edge to a point at least 24" inside the exterior wall line. R905.2.7.1 Exception: Detached accessory structures that contain no conditioned floor area.**
4. Attic ventilation: The total net free ventilation area shall not be less than 1 to 150 of the area of the space ventilated except that the total area is permitted to be reduced to 1 to 300, provided at least 40 percent and not more than 50 percent of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated no more than 3 feet below the ridge or highest point, with the balance of required ventilation provided within the bottom third of the attic space. (i.e. eaves) MSBC1309/R806.2
5. Sidewall Flashing: Flashing against a vertical sidewall shall be by the step-flashing method. R905.2.8.4
6. Existing buildings and structures: Kick-out flashings shall be required in accordance with Section R903.2.1 when simultaneously re-siding and reroofing existing buildings and structures. R903.2.1.1
7. Asphalt shingles shall be fastened to solidly sheathed decks, or one inch (1") thick nominal wood boards. R905.2.1
8. This structure must comply with all portions of the Minnesota State Building Code whether noted on this plan or omitted. Failure to note any detail(s) on the plan does not remove the builder from the responsibility of complying with the Building Code.

Jay Kruger
Building Official

CALL CMS FOR FINAL INSPECTION - (507) 282-8206