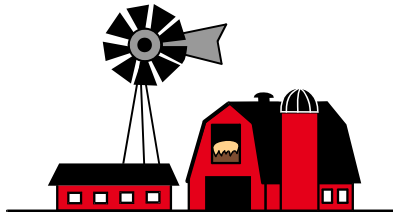


# TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

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



Roger Ihrke, Administrator  
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-- 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 &amp; 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

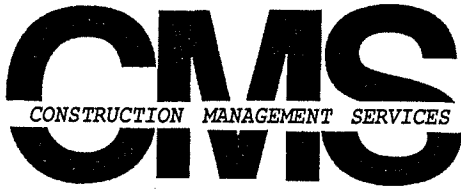
SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

Received by:	Date Received:		<b>Finished Value</b> (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**  
**STRICT COMPLIANCE IS MANDATORY**

**WINDOW AND/OR DOOR REPLACEMENT:**

1. Window(s) and door(s) shall be installed and flashed in accordance with the manufacturer's written installation instructions. R612.1
2. Window fenestration U-factor shall not exceed 0.32. Chapter 1322 Table R402.1.1
3. Door fenestration U factor shall not exceed 1.2 for un-insulated metal, 0.6 for insulated metal and 0.5 for wood doors. Table R303.1.3(2)
4. Written instructions shall be provided for each window and door and shall be on the job site at time of inspection. R612.1
5. Single and multiple station smoke alarms shall be installed:
  - a. In each sleeping room.
  - b. Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
  - c. On each additional story of the dwelling, including basements, but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level. MSBC1309/R314.3
6. Carbon monoxide alarms shall be required in all single family homes and multi-family apartment units. General location requirements: within ten (10) feet of each sleeping room. MN Stat.299F.50 MSBC1309/R315

Where a fuel burning appliance is located within a bedroom or it's attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

**SMOKE ALARMS AND CARBON MONOXIDE ALARMS CAN BE BATTERY OPERATED UNITS**

Jay Kruger  
Building Official

**CALL CMS FOR FRAMING & FINAL INSPECTION**  
**507-282-8206**