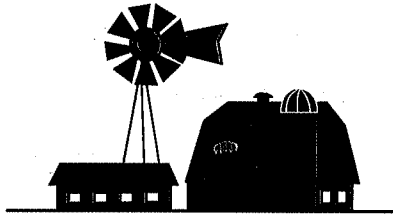


TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

**4111 11th Avenue SW Room 10
Rochester, MN 55902**

**Phone: (507) 529-0774
Fax: (507) 281-6821**



**Roger Ihrke, Administrator
David H. Meir, Administrator
Barbara Literski, Adm. Asst.
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TCPA

MOBILE HOME PERMIT PROCESS

This packet includes the forms you'll need to submit an application to install a mobile home within the townships administered by TCPA.

A permit for the installation of a mobile home in a mobile home park is considered a flat fee permit; in other words the cost of the permit is a flat fee – it is not dependent on the value of the project as is the case with most other building permits.

The flat fee also covers the installation of a mobile home on a site other than a mobile home park as long as the mobile home is not being installed on a basement – but on piers or blocks – and that there are no additions or modifications being made to the mobile home.

A manufactured home, i.e. a Winona home or a Wausau home or a Schult home, is not a flat fee permit and requires the standard – new dwelling – building permit.

1. **Building Permit application:** Complete as much of the form as possible and remember to sign it.
2. **Zoning Certificate application:** Complete and sign. In particular you MUST include a site plan showing the location of the proposed home in relation to all lot lines, as well as the distances to adjacent trailers in a mobile home park. If the mobile home is being installed on a site not within a mobile home park, the site drawing must show the distance to all lot lines, the distance from the well and from the septic tank and septic field. Your permit cannot be processed without this required site plan.

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)

TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

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

ZONING CERTIFICATE APPLICATION

PLAT & PARCEL #: **TOWNSHIP:**

OWNER/APPLICANT CONTACT INFORMATION:

Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ **PH #:** _____

PERMIT PROPERTY INFORMATION:

Site Address: _____

City: _____ **State:** _____ **Zip:** _____

Legal Description: _____

DESCRIPTION OF WORK:

- | | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Demolish |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Ag Setback | <input type="checkbox"/> Moved | <input type="checkbox"/> Use Change | <input type="checkbox"/> Other |

Use of New Structure: _____

SIGNATURE:

I hereby acknowledge that I have read the above application and certify that the information contained therein is correct.

Date: _____

Applicant Signature: _____

ZONING APPROVAL:

Permit #: _____ **Date:** _____ **Zoning District:** _____

Required Yards (minimum): _____

Front: _____ **Side (interior):** _____

Rear: _____ **Side (street):** _____

Special Conditions:

Approved by: _____ Date: _____

SITE PLAN DRAWING

(Your application cannot be processed without this information.)

- Proposed building location with distances marked to all lot lines and all other structures on the site.
- Property lines in relation to streets and/or roads.
- Location of septic tanks and drain field with distances marked to all existing and proposed structures.
- Location of well and distances marked to all existing and proposed structures.



NOTES:

- If the application for construction of a structure is to be used for animal housing; as owner or operator you must comply with all agencies overseeing animal feedlots. Contact your local Feedlot Technician for further details (507) 280-2850.
- 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.
- If applicant disturbs one acre or more of soils area during a project; applicant must apply and be issued a NPDES permit from MPCA.
- If applicant intends to bury old building materials during demolition, must obtain permit from MPCA if required.

**Health Department
Special Conditions:**

Permit #: _____ **Fee Paid: \$** _____

Approved by: _____ Date: _____

BUILDING PERMIT PROCESS

(Revised 1-24-15)

1. Applicant shall submit application to the responsible jurisdiction.
Applicant shall include:
 - a. Site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
 - b. Legal description and address of property.
 - c. Two sets of plans which include footing, foundation, wall & roof details. CMS will release permit after energy calculations, makeup and combustion air calculations (mechanical calculations) and energy compliance certificate are approved. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
 - d. On-site and well information if building is not municipal water and/or sanitary sewer.
2. Building permit review and issuance normally takes 10 to 14 working days.
3. Applicant pays all fees when he/she picks up the permit(s) before construction.
4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required:
 - a. Footing/foundation. This is made prior the concrete being poured.
 - b. Poured foundation walls
 - c. **Back Fill and Water Proofing**
 - d. Plumbing Rough-in – below ground
 - e. **Radon – Before any foam is placed**
 - f. Mechanical Rough-in – heat/vent – in-floor & underground heat
 - g. Framing – Truss specifications to be on site.
 - h. Plumbing Rough-in - above ground
 - i. Heat & Ventilation Rough-in
 - j. Fireplace Rough-in. This inspection is made prior to enclosing unit.
 - k. Insulation
 - l. Finals – building, plumbing, mechanical (heat/ventilation & gas lines)
5. Certificate of Occupancy shall be issued upon completion of all approved work.

GENERAL INFORMATION:

- All structures except storage buildings 200 sq. ft. or less require a building permit. Storage buildings 200 sq. ft. or less must still comply with all applicable zoning regulations.
- Fences not over seven feet (7') high do not require a building permit.

- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.
- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code adopted under Minnesota Statutes, Section 326B.106, subdivision 1, includes the following chapters:
 1. Chapter 1300 – Minnesota Building Code Administration
 2. Chapter 1301 - Building Official Certification
 3. Chapter 1302 - State Building Code Construction Approvals
 4. Chapter 1303 - Special Provisions
 5. Chapter 1305 – Minnesota Building Code
 6. Chapter 1306 - Special Fire Protection Systems
 7. Chapter 1307 – Elevators and Related Devices
 8. Chapter 1309 - Minnesota Residential Code - 2012
 9. Chapter 1311 – MN Conservation Code for Existing Buildings
 10. Chapter 1315 - Minnesota Electrical Code
 11. Chapter 1325 - Solar Energy Systems
 12. Chapter 1335 - Floodproofing Regulations
 13. Chapter 1341 - Minnesota Accessibility Code
 14. Chapter 1346 - Minnesota Mechanical Code
 15. Chapter 1350 - Manufactured Homes
 16. Chapter 1360 - Prefabricated Structures
 17. Chapter 1361 – Industrialized/Modular Buildings
 18. Chapter 1370 - Storm Shelters (Manufactured Home Parks)
 19. Chapter 4715 - Minnesota Plumbing Code
 20. Chapter 1322 and 1323 - Minnesota Energy Codes
 21. Chapter 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS
CONSTRUCTION MANAGEMENT SERVICES
507-282-8206**



HOMEOWNER INSTALLATION

DLI-Construction Codes and Licensing Division
443 Lafayette Road North
Saint Paul, MN 55155-4341

Submit by Email

Print Form

Type the following information or place check marks in the appropriate boxes, then print the form.

New Home Used Home Single Section Home Multi Sectional Home

Date of Manufacture as recorded on the home's Data Plate: _____

The home will be installed: On Private Property In a Manufactured Home Park

Proposed Start Date: _____ Completion Date: _____

Identify the foundation Type: Frost Piers Crawl space Basement Monolithic Slab Ground Set

Resident Name: _____

Site Address: _____

Phone #: _____

Cell #: _____

Identify the person responsible for the installation of the home MN Licensed Installer Home Owner

Installer's Name: _____ Installer License #: _____

Address: _____ City: _____ Phone #: _____

Electrical Work: Identify the person responsible for the Electrical Work. NOTE: Any electrical work performed in a manufactured home park requires a MN electrical license.

MN Licensed Electrical Contractor Home Owner

MN License #: _____

Elec Contractor Name: _____ Address: _____

City: _____ Office Phone: _____ Cell #: _____

PLUMBING WORK: Identify the person responsible for the plumbing work. Plumber Installer Home Owner

Plumbing Installer: _____ Office Phone: _____

Address: _____ City: _____ MN License #: _____

Mechanical Work: Identify the person responsible for the Mechanical Work. Mechanical Contractor Home Owner

Mechanical Contractor: _____ Address: _____

City: _____ Office Phone: _____ Cell #: _____

I hereby apply for a building permit and I acknowledge that: the plan review submittals and the information above is correct, complete, and accurate; the work performed will be in conformance with the manufactured home's installation instructions, Minnesota Building Codes, Minnesota Rules Chapter 1350, and/or 24 CFR Part 3285 and 3286. I understand this is not a permit and work is not to start without a permit, and that the work will be in accordance with the approved plan.

NAME OF APPLICANT (PLEASE PRINT) _____

APPLICANT'S SIGNATURE: _____

DATE: _____



1700 North Broadway • Suite 128
Rochester, MN 55906
507-282-8206 • FAX 281-0391

INSTALLATION OF MANUFACTURED HOME

INFORMATION NEEDED ON APPLICATION TO PROCESS PERMIT:

- 1. SIZE _____
- 2. YEAR _____
- 3. MANUFACTURER OF HOME _____
- 4. TYPE OF FOUNDATION
 _____ PIERS
 _____ BLOCKS
- 5. ATTACH INSTALLATION REQUIREMENTS FROM INSTALLER
 (i.e. pier or block schedule AND anchor schedule and/or foundation plan)
- 6. NAME OF INSTALLER (*) _____
- 7. INSTALLER LICENSE NUMBER _____
- 8. PLUMBER NAME/LICENSE NUMBER _____
- 9. UNIT INSTALLED: () NEW () USED
- * 10. ENTRY INTO UNIT:
 SIZE: _____ HEIGHT ABOVE GROUND: _____

(*) If self, Owner must complete "self installer" form

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I, _____, (print name) understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at _____, _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. §514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd.16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the City/Township of _____ may also result in criminal prosecution and/or civil penalties pursuant to applicable city/township ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City/Township of _____ for compliance with all applicable building codes and city/township ordinances in connection with the work being performed on this property.

Name (signature)

Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069. The Web site is: www.doli.state.mn.us/contractor