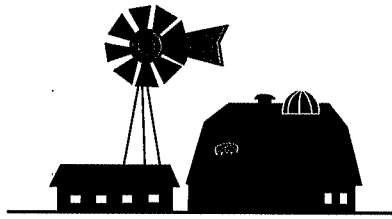


TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

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.
roger@tcpamn.org
david@tcpamn.org

TCPA

POLE BUILDING PERMIT PROCESS

If your property is "classified" by the Olmsted County Assessor as "RES HMSTD" you will need a building permit for a pole building.

Parcel Values			
Estimated Market Value			
Land:	80,000.00	Property Classification:	RES HMSTD
Building:	423,600.00	Special Assessments:	0.00
Total:	503,600.00	Total Taxes:	6230.00
Tax Installment(s)	Amount Due	Remarks	
First Half	Paid	Taxes Paid 4/27/2015	
Second Half	Paid	Taxes Paid 4/27/2015	
Total Due	\$0.00	Pay Taxes	

The ordinances that regulate pole building accessory structures vary slightly across each of the 12 townships administered by TCPA. Before planning the construction of a pole building accessory structure you should consult with TCPA to understand the ordinance for your township.

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:

New Addition Alteration Repair Demolish
 Mobile Home Ag Setback Moved Use Change 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.

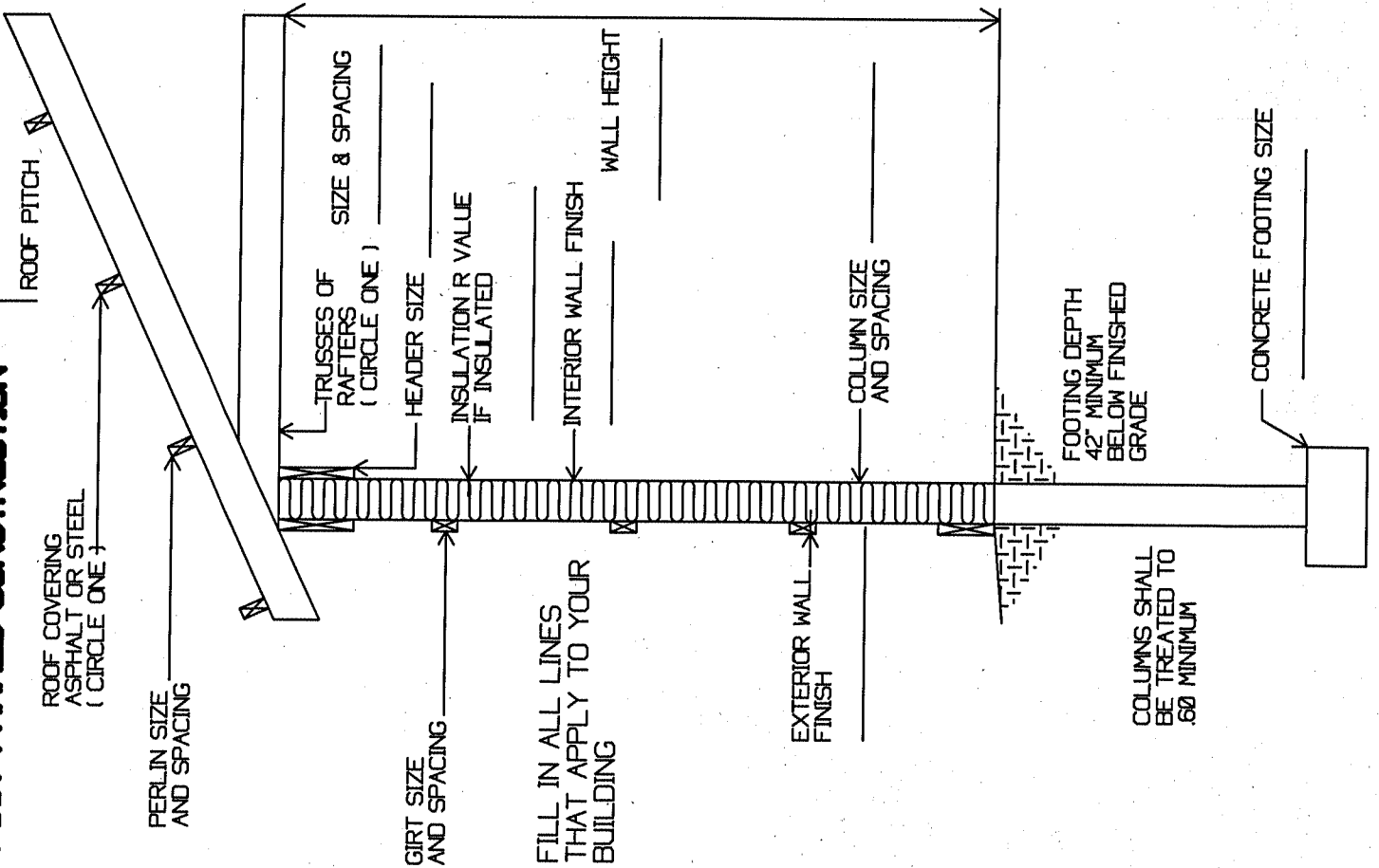
GENERAL INFORMATION:

- 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.

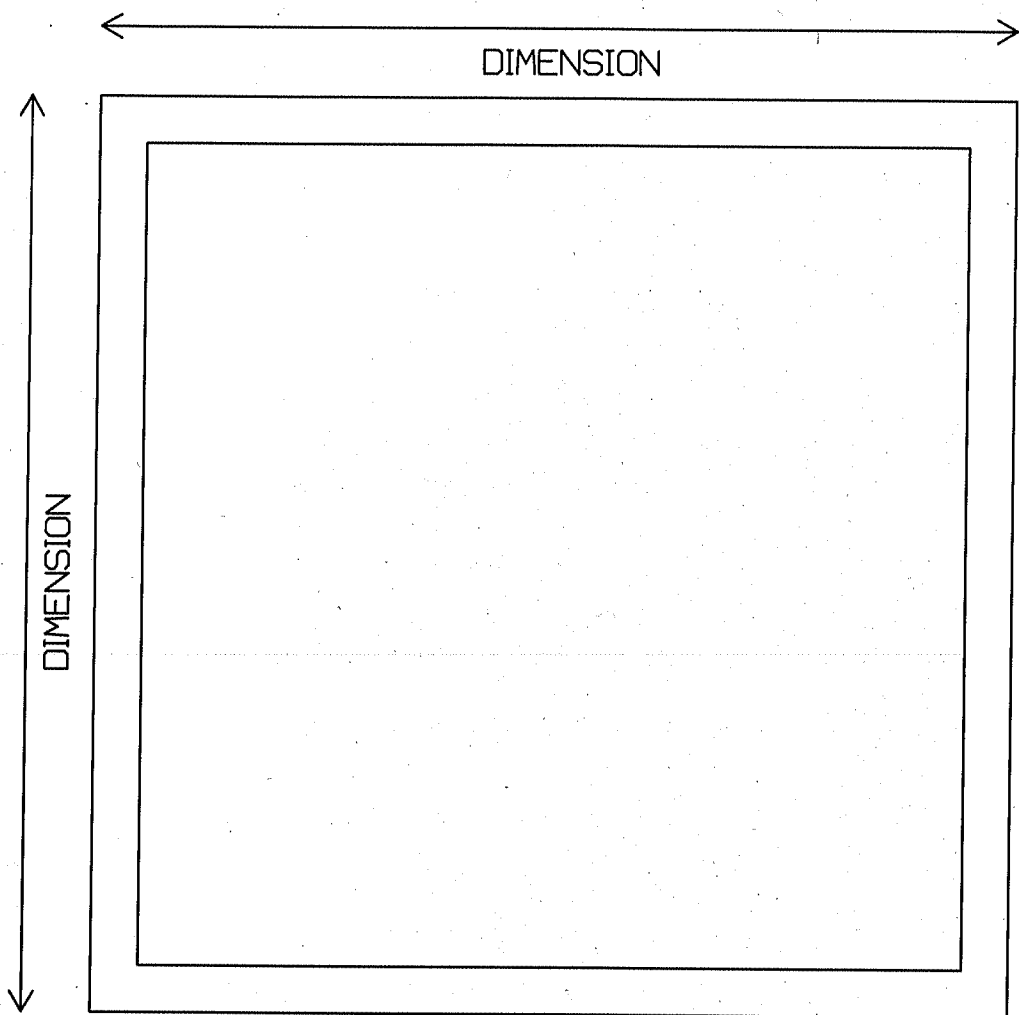
- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.
- All building and plumbing contractors must be licensed through the State of Minnesota and their license 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**

POST FRAMED CONSTRUCTION



BUILDING FLOOR PLAN



DRAW IN ALL WINDOW AND DOOR LOCATIONS
 WITH SIZES AND HEADER SIZES
 SHOW DIRECTION OF RAFTERS OR TRUSSES
 SEE BACK FOR SAMPLE DRAWING

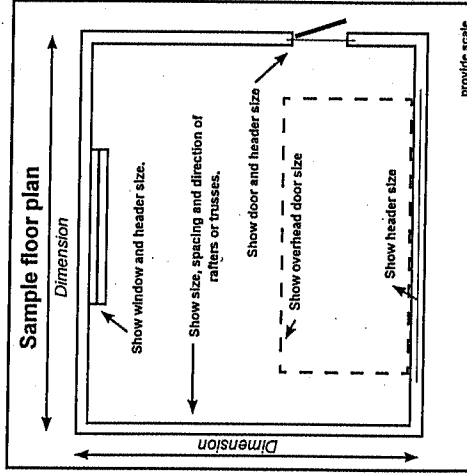
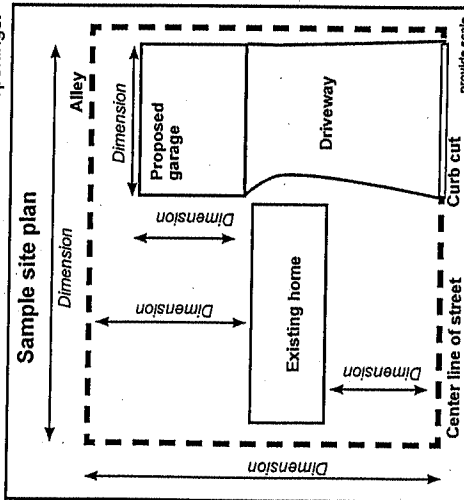
General building code requirements

The 2007 Minnesota State Building Code adopts the 2006 International Residential Code (2006 IRC). All "R" code references provided in this brochure pertain to the 2006 IRC.

- Footings must extend to frost depth for all attached garages. A "floating slab" may be used for the foundation support of detached garages on all soils except peat and muck. The slab perimeter must be sized and/or reinforced to carry all design loads. The minimum-slab thickness must be 3 1/2 inches and reinforcing is recommended. The minimum concrete strength required is 3500-pounds-per-square-inch for floating slab. Protect concrete from freezing until cured.
- Anchor bolts or straps: Foundation plates must be anchored to the foundation with not less than 1/2 inch diameter steel bolts, or approved straps, embedded at least seven inches into the concrete and spaced not more than six feet apart. There must be a minimum of two bolts for each piece of sill plate with one bolt located within 12 inches of each end of each piece of sill plate. Anchor straps must be installed according to manufacturer's specifications.
- Sill plate: All foundation sill plates must be approved pressure-preservative-treated wood, heartwood of redwood, black locust or cedar.
- Wall framing: Studs must be placed with their wide dimension perpendicular to the wall and not less than three studs must be installed at each corner of an exterior wall. Minimum stud size is two inches by four inches and spaced not more than 24 inches on center.

The following samples show the minimum detail expected on site, floor and elevation plans to ensure the permit process proceeds smoothly. Additional information, such as sectional drawing or elevations, may be required. The plans should include the following information:

- Proposed size of garage.
- Location and size of door and window opening.
- Size of headers over all doors and window openings.
- Size, spacing and direction of rafter (roof) materials.
- Type (grade and specie) of lumber to be used.
- Braced wall panels per R602.10.



e. Top plate: Bearing and exterior wall studs need to be capped with double-top plates installed to provide overlapping at corners and at intersections with other partitions. End joints in double-top plates must be offset at least 24 inches.

f. Sheathing, roofing and siding: Approved wall sheathing, siding, roof sheathing and roof covering must be installed according to the manufacturer's specifications. Wall sheathing may be required to have a weather-resistant barrier installed over the product prior to application of the siding product.

g. Wood and earth separation: Wood used in construction located nearer than 6 inches to earth shall be treated wood.

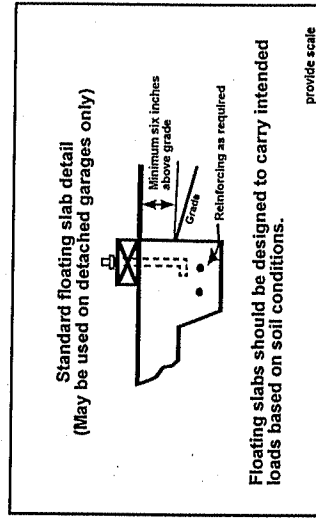
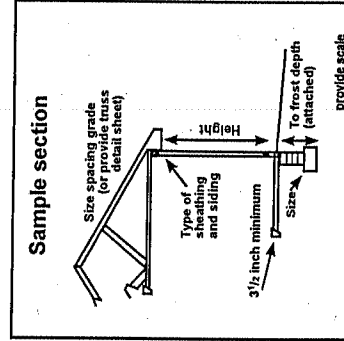
h. Roof framing: Size and spacing of conventional lumber used for roof framing depends upon the roof pitch, span, the type of material being used and the loading characteristics being imposed. Garages must be designed for the appropriate snow load in your area. Contact your local building inspector. A snow load map is online at www.dfi.mn.gov/ccid/pdf/bc_map_frost_depth.pdf.

Rafters need to be framed directly opposite each other at the ridge. A ridge board at least one inch (nominal) thickness and not less in depth than the cut end of the rafter is required for hand-framed roofs. At all valleys and hips, there also needs to be a single valley or hip rafter not less than two inches (nominal) thickness and not less in depth than the cut of the rafter. Valley needs to be designed as a beam.

Rafters must be nailed to the adjacent ceiling joist to form a continuous tie between exterior walls when the joists are parallel to the rafters. Where not parallel, rafters must be tied by a minimum one inch by four inch (nominal) cross tie spaced a maximum four foot on center. Manufactured trusses are to be installed per the manufacturer.

i. Separation required: An attached garage shall be separated from the residence and its attic area by not less than 1/2-inch (12.7 mm) gypsum board applied on the garage side. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall be protected by not less than 5/8-inch (15.9 mm) type "X" gypsum board or equivalent.

j. Concrete curb block: Concrete masonry curb blocks shall be at least 6-inch-modular width (4-inch-curb blocks are not permitted by code).



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