



Permit No. \_\_\_\_\_

Date \_\_\_\_\_

## COMMERCIAL / INDUSTRIAL BUILDING PERMIT APPLICATION

505 Walnut Street, Suite #1 Monticello, MN 55362

Phone: 763-295-3060

Fax: 763-295-4404

<b>SITE ADDRESS</b>		
<b>LEGAL DESCRIPTION</b>		
LOT _____	BLOCK _____	PI.D. NUMBER _____
PLAT _____	ZONDED _____	
<b>OWNER</b>	(Name)	(Address)
<b>OWNER'S E-MAIL ADDRESS:</b>		(Tel. No.)
<b>CONTRACTOR</b>	(Name)	(Address)
<b>CONTRACTOR'S LICENSE NUMBER (IF APPLICABLE)</b>		
<b>CONTRACTOR'S E-MAIL ADDRESS:</b>		(Tel. No.)
<b>ARCHITECT</b>	(Name)	(Address)
<b>ARCHITECT'S E-MAIL ADDRESS</b>		(Tel. No.)
<b>ENGINEER</b>	(Name)	(Address)
<b>ENGINEER'S E-MAIL ADDRESS:</b>		(Tel. No.)
<b>DESCRIPTION OF WORK:</b>		
_____		
_____		
_____		
_____		
_____		

<b>TYPE OF WORK (Please Circle One)</b> New Addition Alteration Repair Move Other _____	<b>TYPE OF CONSTRUCTION (Please Circle One)</b> Commercial Industrial Institutional Multi-Family Other _____
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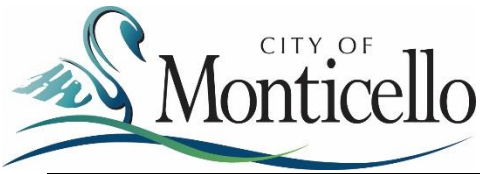
<b>ADDITIONAL INFORMATION</b> Valuation: _____ Construction Type: _____ Occupancy Group: _____ Square Footage: _____ # of Stories: _____ Maximum Occupancy: _____ Fire Suppression:    Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>MISC. NOTES:</b> _____ _____ _____ _____ _____ _____
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**ESTIMATED VALUE OF CONSTRUCTION**

I hereby apply for a permit for construction as described and acknowledge that the information I have provided above is complete and accurate. I agree that the work will be conducted in conformance with the ordinances of the City of Monticello and with the Laws of the State of Minnesota; and that I understand that this application is not a permit and that the work is not to start without a permit. I further understand that the work will be in accordance with the plan that has been approved by the Building Official. I agree that any damage caused to public property including but not limited to curb, sidewalk, public utilities and signs will be repaired at my expense.

Applicant Signature	_____
Print Name / Title	_____
Date	_____

Approved by Building Official:	_____
Approved by Fire Marshal	_____
Date Approved:	_____



## COMMERCIAL & INDUSTRIAL PLAN SUBMISSION MATRIX

Project Title:		Plan Type		
Project Address:		Building Permit Plan Sets	Civil Plan Sets <sup>b</sup>	Electronic Plan Sets
<b>All plans submitted for review must be 24”x36” size (Arch D) or smaller. Larger plans will not be accepted.</b>				
<b>PROJECT TYPE</b>				
Check one		Quantity		
	New Building Construction	2	1	1
	Building Addition	2	1	1
	Interior Remodel/Interior Tenant Build-out (no exterior site work)	2	1	1
	Interior Remodel/Interior Tenant Build-out (with exterior site work e.g.: parking lot improvements/expansion, utility changes)	2	1	1
	Building Demolition	2 <sup>a</sup>	0	1
	Site work (parking lot expansion, grading/drainage, landscaping, photometric plans and cut sheets, etc.)	0	1	1
	New Exterior Signage (Wall, monument, pylon, etc) <i>Free-standing signage requires a certificate of survey with location and setbacks clearly marked</i>	2	1	1
	Mechanical (HVAC) permit	2	0	1
	Plumbing permit (more than 5 fixtures must be reviewed by the state)	2 <sup>a</sup>	0	1
	Fire Sprinkler or Alarm permit (20 or more heads must be sent to the state Fire Marshal for review)	0	3	1
	SAC square footage based on Met Council’s most current guidelines <i>Applicants shall identify all use categories and square footage as applicable on worksheet provided.</i>	1		1

**Footnotes:**

- a. Plumbing projects with more than 5 plumbing fixtures must be submitted to the state for review prior to permit issuance. *Basic plumbing fixture plans may be required with some building permit applications for calculating fixture counts and SAC charges.*
- b. “Civil Plans” must include; Certificate of Survey showing proposed location of the building/s, site plan, soil boring locations, utility plan, exterior lighting plan (with photometric), landscape plan, SWPPP, and grading, drainage & erosion control plan.

Office use only	
Date submitted:	
Distributed by:	