



Permit No. _____

Date _____

COMMERCIAL / INDUSTRIAL BUILDING PERMIT APPLICATION

505 Walnut Street, Suite #1 Monticello, MN 55362

Phone: 763-295-3060

Fax: 763-295-4404

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

| | |
|---|---|
| TYPE OF WORK (Please Circle One) New Addition Alteration Repair Move Other _____ | TYPE OF CONSTRUCTION (Please Circle One) Commercial Industrial Institutional Multi-Family Other _____ |
|---|---|

| | |
|--|---|
| ADDITIONAL INFORMATION Valuation: _____ Construction Type: _____ Occupancy Group: _____ Square Footage: _____ # of Stories: _____ Maximum Occupancy: _____ Fire Suppression: Yes <input type="checkbox"/> No <input type="checkbox"/> | MISC. NOTES: _____ _____ _____ _____ _____ _____ |
|--|---|

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 ^b | Electronic Plan Sets |
| All plans submitted for review must be 24”x36” size (Arch D) or smaller. Larger plans will not be accepted. | | | | |
| PROJECT TYPE | | | | |
| 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 ^a | 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 ^a | 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, 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: | |