



**Interior Renovations**  
Building Permit Application

PLEASE PRINT CLEARLY

Date: \_\_\_\_\_ Type:  Residential  Commercial

The Applicant Is:  Owner  Contractor  Architect

**Site Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Legal Description:**

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ PID \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contractor:**

Company Name: \_\_\_\_\_

License / Bond: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Describe Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Job Valuation \$: \_\_\_\_\_

- 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 is 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.

City Use Only
Permit #:
Date:
Permit Fee:
Plan Check Fee:
Investigative Fee:
Plumbing Fee:
Mechanical Fee:
Fireplace Fee:
Water Access Charge:
Sewer Access Charge:
Water Meter Fee:
Lawn Escrow:
Water / Sewer Install:
Other:
Other:
LUP Refund:
Surcharge Fee:
Total:

Signature of Contractor/ Responsible Party \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by Building Inspector / Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information / Receipt**

Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Card	Date: _____	Total Due: _____
<b>Paid By:</b> _____		<b>Total Amount Paid:</b> _____

**\*\* BUILDING PERMITS  
WILL BE PAID FOR AT  
PICK-UP\*\***

Check #: \_\_\_\_\_

**STAFF USE ONLY**

**Date Submitted**

**Code Analysis**

Type of Construction	
Use of Building	
Occupancy Group	
Occupancy Load	

<input type="checkbox"/> Owner Verified	<input type="checkbox"/> PID Number on Permit
<input type="checkbox"/> Signed by applicant	<input type="checkbox"/> Business License Verified
	<input type="checkbox"/> Complete

**Electronic Copies**

<b>Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Location:</b>	

**Required Review Signatures**

\_\_\_\_\_  
City Planner Signature

\_\_\_\_\_  
Date

- Approved
- Denied
- Needs more Info

_____
_____
_____
_____

**Application Complete**

**Date**

# PERMIT CHECKLIST

This checklist does not contain all of the requirements of the Minnesota State Building Code or City of Becker Ordinances.

To facilitate your project and the permit process please make sure all components of the application are **completed** prior to submittal. Permitting time will depend on the complexity of the work and the completeness of the document submittals. Please allow up to **three weeks** for review and issuance of the permit. If you have questions or concerns regarding building code, Metro West (763-684-0383) will be happy to speak with you to answer questions.

***The following is a list of required documents due at the time of submittal. To avoid delay, carefully read all instructions and check each box as you complete, attaching each document. Your application is not deemed complete until all of the following items have been received!***

- Electrical Permits (if required) are given by a state electrical inspector**
- Building Permit Application**
- Two (2) paper sets of building plans drawn to scale (see 1.1 for example)**
- Electronic submission of all documents larger than 8.5"x11" to [permits@ci.becker.mn.us](mailto:permits@ci.becker.mn.us).**
  - The subject line of the email shall include the Property Address / PID # and Builder Name
- Other documentation and information requested by the City and reasonably necessary for adequate review and evaluation of the proposed activity for which the building permit is being requested.**
- ❖ Information on building permits is presumed public. If you believe information on your permit should be protected non-public, you must provide documentation to support this assertion.
- ❖ Once the building permit application has been submitted, the applicant shall be responsible for 100% of the plan review fee. Plan Review fees are non-refundable.
- ❖ Refunds are only given for all other permit fees prior to any work being done on a project. No refunds will be issued once any work commences on a project and at no time after, in perpetuity, shall any refunds be issued. Refund requests must be submitted by the original applicant, in writing.
- ❖ Reissuance of an Expired Permit will require 50% of the building permit fee (plus plan review fee, if changes have been made to the original plans).

**Please sign here certifying you have read the building permit and attached all required documents**

\_\_\_\_\_  
**Signature**

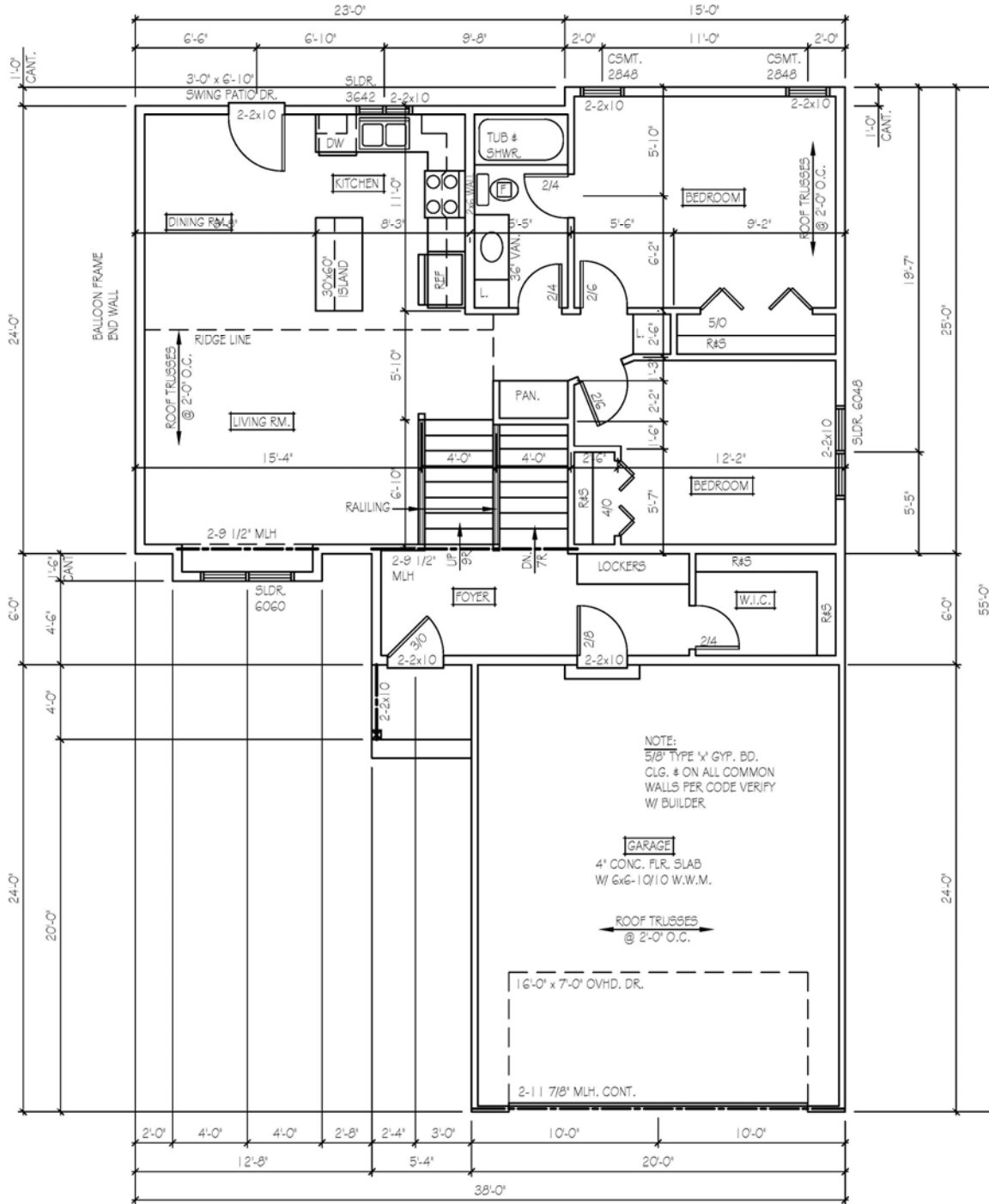
\_\_\_\_\_  
**Date**

Submit completed building permit applications to:  
**City of Becker, 12060 Sherburne Ave SE, Becker MN 55308**  
Contact the City of Becker with any questions at (763) 200-4239  
Hours: Monday – Friday, 8:00AM – 4:30PM

# I.I – SAMPLE BUILDING PLAN

(Plans do not need to be professionally or computer drawn (although recommended) but **MUST!** be drawn to scale)

(The following drawing does not show all requirements for building plans. Consult with Building Inspector or Contractor before submitting to make sure you have shown all required elements)



NOTE:  
5/8" TYPE 'X' GYP. BD.  
CLG. # ON ALL COMMON  
WALLS PER CODE VERIFY  
W/ BUILDER

- NOTES:
- 1) HEADERS AT EXTERIOR DOORS & WINDOWS TO BE SIZED BY SUPPLIER
  - 2) SMOKE DETECTORS AS REQ'D PER CODE
  - 3) SLIDER WINDOWS (UNIT SIZES INDICATED IN INCHES)- VERIFY WINDOW MANUF. W/ BUILDER