



Residential Building Permit Application

City of Minnetrista
7701 County Road 110 W, Minnetrista MN 55364
Phone 952-446-1660 www.cityofminnetrista.com

Applicable Code: 2020 MN Residential Code

Permit # MB _____
Permit # MG _____
Permit # MD _____

(Please Print Clearly)

Job Site Address: _____

PROPERTY OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____

CONTRACTOR

Company Name: _____ Office Phone #: _____

License #: _____ Exp. Date: _____ Contact Person: _____

Email Address: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Year Home Built: _____ If Built Pre 1978, Lead Certification #: _____

PERMIT TYPE

Scope of Work:	
<input type="checkbox"/> Finished Basement	<input type="checkbox"/> Addition
<input type="checkbox"/> Deck	<input type="checkbox"/> Detached Garage / Pole Shed / Shed (greater than 200 Sq. Ft.)
<input type="checkbox"/> Porch	<input type="checkbox"/> Re-Model/Alteration
<input type="checkbox"/> Demo	<input type="checkbox"/> Other (Please Describe)
Water System	<input type="checkbox"/> City Water <input type="checkbox"/> Private Well
Sewer System	<input type="checkbox"/> City Sewer <input type="checkbox"/> Septic System- Compliance Report May Be Required

Estimated Value of Work Performed \$ _____

Per MN State Building Code 1300.0160, Subp. 3 – Building Permit Valuations.: The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include the total value of the construction work, including materials and labor for which the permit is being issued. Building permit valuation shall be set by the Building Official.

Fees and plan review are based on the current Minnetrista Fee Schedule Ordinance.

Cancellation fee is 20% of Building Permit fee plus fees incurred prior to cancellation.

****Work exempt from permit see MSBC 1300.0120, Subp 4****

Permit becomes void if the work does not begin within 180 days or is suspended at any time for over 180 days.

Permits issued and inspections made by the City are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The undersigned acknowledges that this application had been read, that the above is correct, and agrees to comply with all the ordinances and laws of the City of Minnetrista.

Periodic and/or final inspection of this work is required by the Minnesota State Building Code. It is the responsibility of the applicant/permit holder to call to schedule an inspection.

Minnetrista Building Department at 952-446-1660 (24 Hour Notice) from 8:00 am. - 4:30 pm.

I hereby apply for a building permit and acknowledge that the information above is complete and accurate. I understand that this is not a permit and work is not to start without a permit. I understand that the permit will expire and become null and void if the work does not begin within 180 days or is suspended at any time for 180 days. I acknowledge that I am responsible to call for all required inspections and insuring that all work will be done in compliance with the ordinances of the City of Minnetrista and the laws of the State of Minnesota.

(Please Print Clearly)

Print Applicant's Name _____

Applicant's Signature _____ Date _____

Applicant is: Owner _____ Contractor _____ Other _____

****Plans that do not have the proper information provided may delay the plan review process or may be returned to the applicant****

*****Revised plans must be submitted whenever changes in the original plan occur****

<i>For Office use only</i>			
ZONING APPROVAL BY:		DATE:	
BUILDING APPROVAL BY:		DATE:	
Paid:	Date:	Receipt No.	By:

**CITY OF MINNETRISTA
BUILDING PERMIT/PLANS
DATA PRACTICES ADVISORY**

You may be required to submit building plans with your building permit application so that the City of Minnetrista can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.01 defines government data as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public **ONLY** if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37, subdivision 1(a) as being “government data that disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.”

OR

Trade secret information defined by Minnesota Statutes Section 13.37, subdivision 1(b) as being “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The Responsible Authority for the City of Minnetrista will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies to the City’s use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(a) and are to be treated as protected data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

_____	_____
Copyright Holder's Name	Copyright Holder's Phone Number
_____	_____
Copyright Holder's Address	Copyright Holder's Email Address
_____	_____
Name of Applicant (Please Print)	Date
_____	_____
Signature of Applicant	Property Address

FOR STAFF USE ONLY

_____ Meets Minnesota Statute and is classified as non-public information

_____ DOES NOT meet Minnesota Statute and is classified as PUBLIC information

_____ Responsible Authority for the City of Minnetrista

Date _____