

Residential Permit Application

CITY

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS, AS APPLICABLE

☐ Two Complete Sets of Construction Plans, Drawn to Scale and Including:

- Foundation plan
- Floor plan; main, basement, garage and upper level(s), if applicable.
- Front, rear and side elevations
- Wall section
- Stair section with guardrail/handrail details
- A completed "Building Certificate" form to show how Energy Code Compliance will be achieved
- Special details, if any

☐ A Site Plan Drawn to 1:20 Scale Showing:

- North Arrow
- Lot Dimensions
- Location and Names of all Adjoining Streets
- Location of Easements
- Front, Side and Rear Yard Setbacks
- Driveway and Curb Openings; Location and Size
- Location and Size of Water, Sewer, and Electrical Services; Existing and Proposed
- Location of Structures in Relationship to Each Other, Property Line and Easements
- Dimensions of all Structures

☐ Construction Stormwater Permit Application (Required for Category 2 and Category 3 Land Disturbing Activity)



BUILDING PERMIT APPLICATION

Address of Building Site:	Parcel Number:			
Legal Description:				
Type of Improvement: ☐ New ☐	Alteration Addition	on □ Repair □ Reroof	□Raze □ Move	
Project Description:		Estimated Cost:		
Applicant is: ☐ Owner ☐ License	ed Contractor 🛮 Arch	itect/Engineer	Manager 🛮 Other	
Property Owner Name:				
Street Address:	City:	State:	Zip:	
Contact Person:	Telephone Number:	Email:		
Applicant Name:		License Number:		
Street Address:	City:	State:	Zip:	
Contact Person:	Telephone Number:	Email:		
Contractor Name:		License Number:		
Street Address:	City:	State:	Zip:	
Contact Person:	Telephone Number:	Email:		
Designer Name:		License Number:		
Street Address:	City:	State:	Zip:	
Contact Person: Telephone Number:				
Fyranista y Names				
Excavator Name:				
Street Address:	City:	State:	Zip:	
Contact Person:	Telep	hone Number:		
Mechanical Contractor Name:				
Street Address:	City:	State:	Zip:	
Contact Person:	Telep	hone Number:	·	
Plumbing Contractor Name:				
Street Address:	City:	State:	Zip:	
Contact Person:	<u> </u>	hone Number:	<u> </u>	
Signature of Applicant or Agent		Date_		

Category 1 and Category 2 Land Disturbing Activity shall comply with the Minnesota Pollution Control Agency's Best Management Practices (BMPs).

The purpose of requiring this information as a part of the building permit application process is to minimize both short-term and long-term erosion, contain sediment on site and manage post construction runoff.

The Following Land Disturbing Activities Require an Erosion and Sediment Control Plan Sketch. Category 1 - Construction activities disturbing less than ½ acre that include new construction, demolition, remodel/addition, accessorial structure and/or landscaping/retaining walls.	
The Following Land Disturbing Activities Require a Stormwater Management Plan.	
 □ Category 2 – Construction disturbing equal to or greater than ½ acre, but less than 1 acre; or construction on riparian lake lots (except attached decks and 2015 Minnesota Building Code, Section 1300.0120, Subp. 4. Work Exempt from Permit); or construction that is determined by the City Engineer to present a substantial risk to neighboring private properties, public infrastructure or waterways/wetlands. □ Category 3 – Construction activities disturbing equal to or greater than 1 acre. (Also requires separate MP Construction Stormwater Permit) 	
☐ Category 1 Plan Requirements:	

• The Following Must be Included in or Attached to the Plan Sketch

- Location and type of perimeter erosion control
- o Proposed construction exit location and material that it will be constructed of
- Location and type of other erosion prevention and sediment control BMPs
- Location and type of inlet protection for all storm sewer inlets downstream of the site within one block or as directed by City Engineer
- Name, telephone number and email address of individual responsible for the site and maintenance of the erosion and sediment controls
- Spot elevations (using an assumed datum) at:
 - Street edge at center of driveway
 - Existing ground within 10' radius of lot corners
 - Existing ground defining areas of steeper than 3:1 slopes
- Plan elevations (using an assumed datum) at:
 - Garage Floor
 - Top of House Foundation
 - Basement Floor
- Standard illustrations (details) of proper installation of erosion prevention and sediment control BMPs (MnDOT details provided for reference, pages 7-15)

• The Following Notes Must be Placed on Plan Sketch and Adhered to as Applicable:

- The street shall be swept clean before the end of each day of active construction, when sediment is tracked onto the street.
- Areas with slopes greater than 3:1 and areas adjacent to wetlands/waterbodies disturbed during construction shall be protected with temporary vegetation, mulching or other means as soon as practical.
- All exposed soil areas shall be stabilized as soon as practical.
- o Unworked soils that remain exposed and not in use for longer than 14-days shall be seeded with temporary seed (grass, oats or wheat) in addition to being stabilized.
- o No concrete washout shall occur on site unless it is done with an approved MPCA device or standard.
- o Stockpiles shall be stabilized and surrounded with adequate perimeter control to prevent sedimentation.
- o Inlet protection for all storm sewer inlets downstream and within one block of the site shall be installed and maintained.
- o Site shall be kept clean at all times and refuse properly controlled.
- o Temporary pumping shall not be permitted without use of an approved MPCA device or standard.
- Soil compaction shall be minimized.
- o All temporary synthetic BMPs to be removed upon permanent stabilization.

Category 1 Erosion and Sediment Control Plan Sketch

(This page is **not** required for Category 2 or Category 3)

Please Show: □ Location and type of perimeter control □ Location and type of construction exit □ Location and type of other erosion prevention and sediment control BMPs □ Location and type of inlet protection for all storm sewer inlets within 1 block downstream □ Name, telephone number and email address of individual responsible for the site and maintenance of the erosion and sediment controls. □ Spot elevations (see list on page 3) □ Standard illustrations (details) of proper instillation of erosion prevention and sediment control BMPs

- o The street shall be swept clean before the end of each day of active construction, when sediment is tracked onto the street.
- Areas with slopes greater than 3:1 and areas adjacent to wetlands/waterbodies disturbed during construction shall be
 protected with temporary vegetation, mulching or other means as soon as practical.
- o All exposed soil areas shall be stabilized as soon as practical.
- o Unworked soils that remain exposed and not in use for longer than 14-days shall be seeded with temporary seed (grass, oats or wheat) in addition to being stabilized.
- No concrete washout shall occur on site unless it is done with an approved MPCA device or standard.
- o Stockpiles shall be stabilized and surrounded with adequate perimeter control to prevent sedimentation.
- o Inlet protection for all storm sewer inlets downstream and within one block of the site shall be installed and maintained.
- Site shall be kept clean at all times and refuse properly controlled.
- o Temporary pumping shall not be permitted without use of an approved MPCA device or standard.
- Soil compaction shall be minimized.
- O All temporary synthetic BMPs to be removed upon permanent stabilization.

☐ Category 2 Plan Requirements:

- Two sets of clearly legible copies of permit submittals and required information shall be submitted to the City and shall be accompanied by all appropriate fees.
- Drawings prepared at a minimum scale of 1 inch equals 50 feet.
- Project name and date of preparation.
- Names, addresses and phone numbers of the land surveyor, and engineer, if any.
- Project description including property boundaries, areas to be disturbed, and the nature and purpose of the land disturbing activity and the amount of grading involved.
- Spot elevations of proposed grades in relation to existing grades on the subject property and adjacent properties.
- Existing site conditions including topography, vegetation and drainage arrows.
- Areas where finished slope will be steeper than 5:1.
- Critical erosion areas including areas on the site that have potential for erosion problems.
- Erosion and sediment control devices including methods to be used to control erosion on the site, both during and after the construction process.
- Location of storm drains, wetlands, sediment ponds and lakes.
- Location of material stockpiles.
- Plan for temporary site stabilization.
- Permanent stabilization including how the site will be stabilized after construction is completed, including specifications.
- Construction Stormwater Permit coverage terminates if the structures are finished and temporary erosion prevention and downgradient perimeter control is complete, and the permittee provides the MPCA's "Homeowner Fact Sheet" to the homeowner.
- Temporary rock exit location.
- Name of individual responsible for installation and maintenance of control devices, including a schedule of regular inspections and repair of erosion and sediment control structures.
- Adjacent areas including neighboring streams, roads, residential areas, etc. which might be affected by the land disturbing activity.
- Project schedule including a projected timeframe for completion of all site activities.
- Phasing of construction including the nature and purpose of the land disturbing activity, utilities, and building construction.
- Provisions for the removal of temporary synthetic erosion prevention and sediment control BMPs upon establishment of permanent vegetation.
- Surveyed Elevations (using North American Vertical Datum of 1988) at:
 - Benchmark
 - Street edge at center of driveway
 - Existing ground within 10' radius of lot corners
 - Existing ground defining areas of steeper than 3:1 slopes
 - o Plan elevations (using assumed datum) at:
 - Garage Floor
 - Top of House Foundation
 - Basement Floor
- Standard illustrations (details) of proper installation of erosion prevention and sediment control BMPs (MnDOT details provided for reference, pages 11-19).

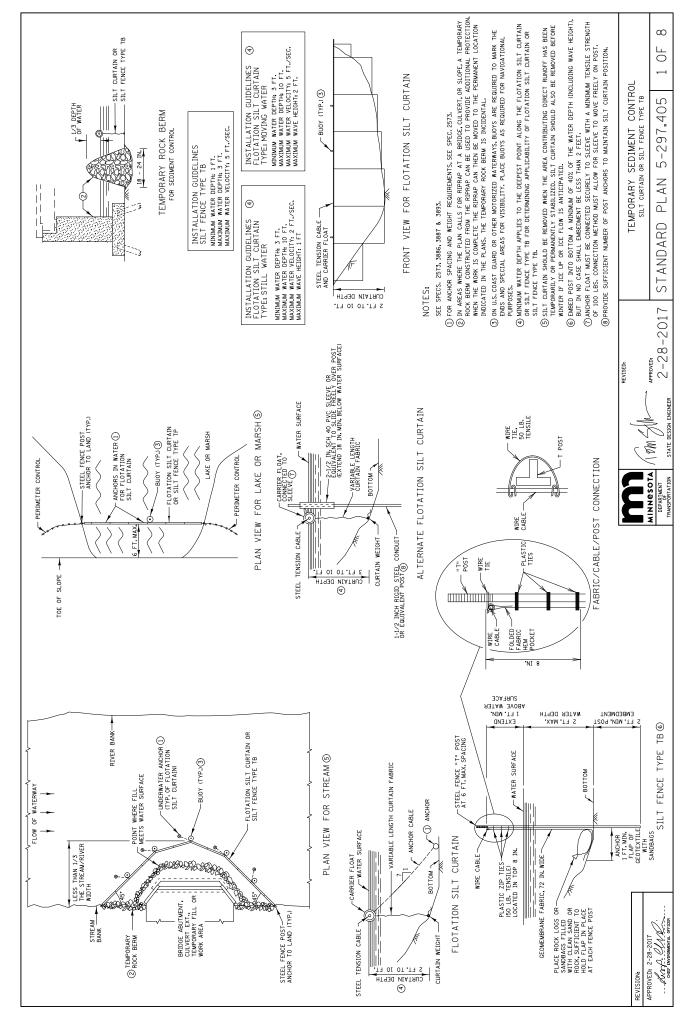
All projects disturbing equal to or greater than <u>1 acre</u> must obtain a permit from the MPCA to discharge
stormwater associated with construction activity. This permit requires preparation of a SWPPP which
details erosion control practices, sediment control practices, dewatering and basin draining, inspection
and maintenance, final stabilization and permanent stormwater management.

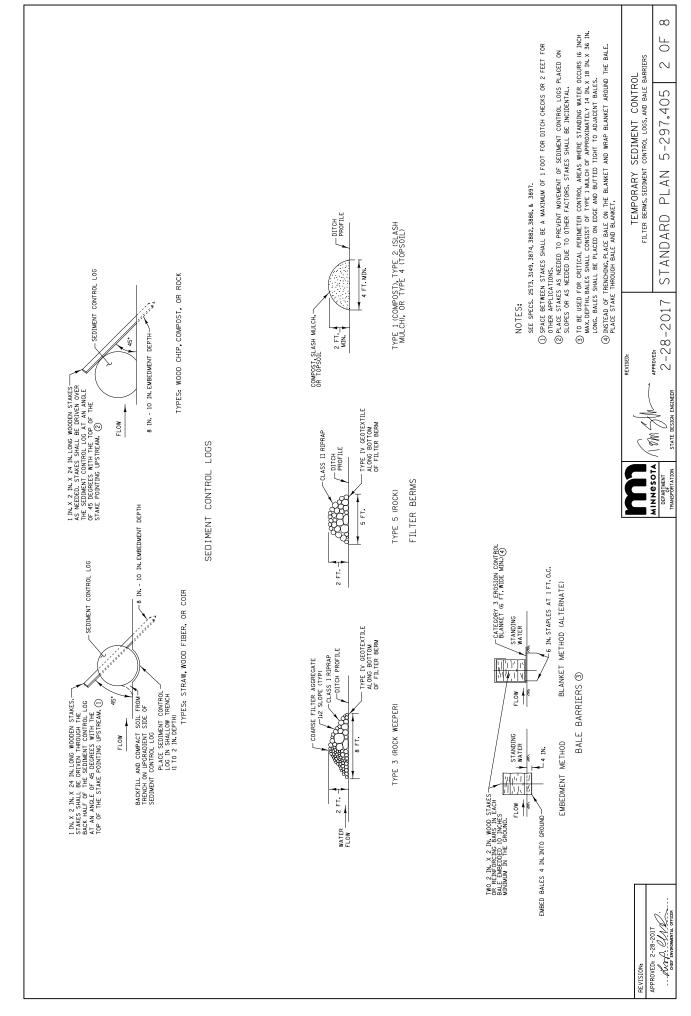
A pre-construction meeting, preferably at the construction site, including the operator/general contractor, the site grading contractor, the City of Alexandria Stormwater Inspector, and (if feasible) the owner or owner's representative and the individual preparing the SWPPP shall take place prior to start of construction.

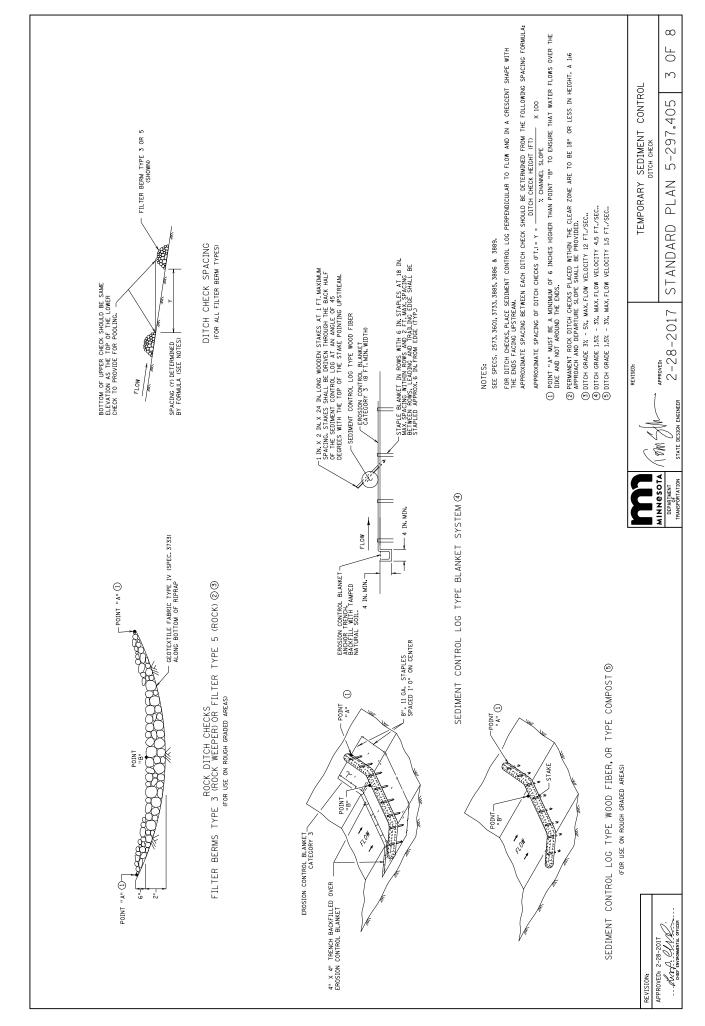
Please submit all the above information at the time of CSP application.

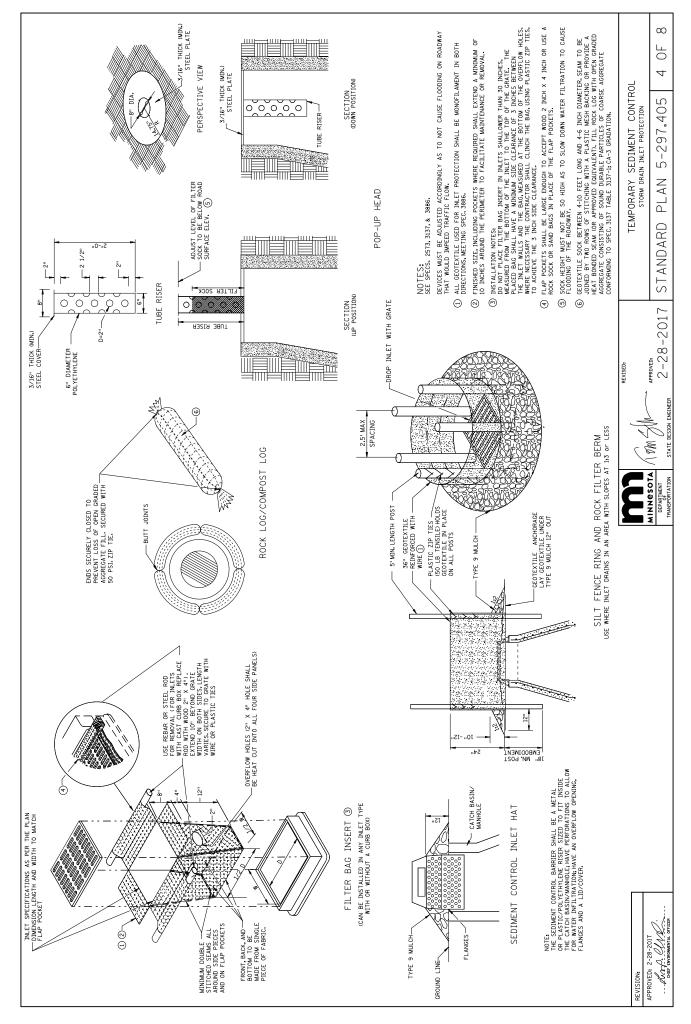
CITY OF ALEXANDRIA
Building Department 704 Broadway
Alexandria, MN 56308
(320) 763-6678 – Phone / (320) 763-3511 – Fax

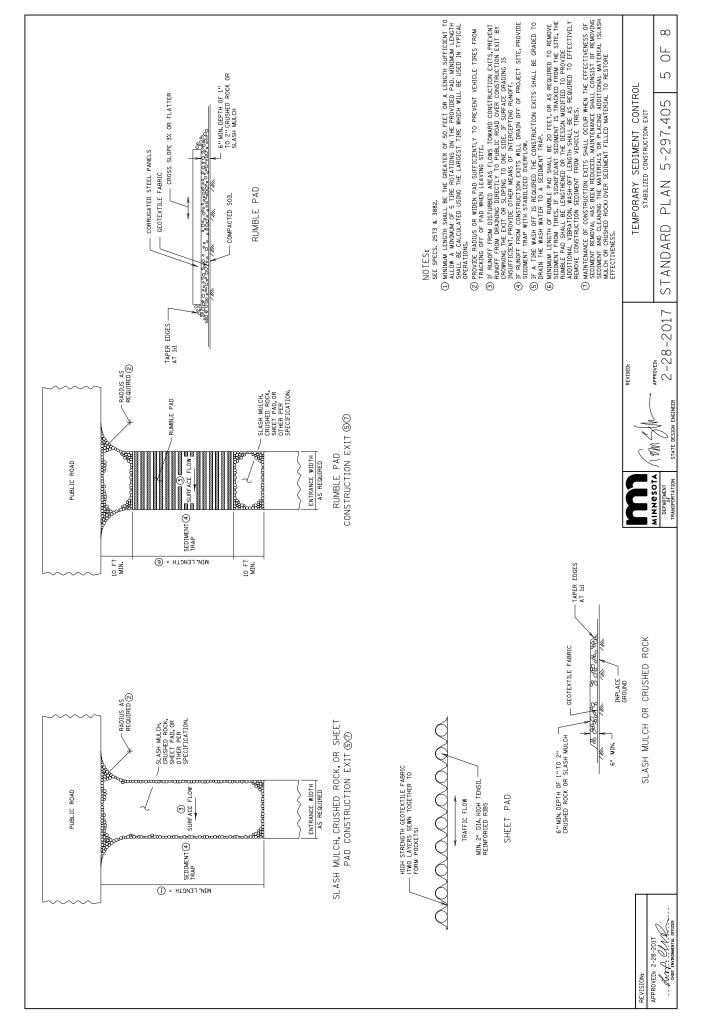
☐ Category 3 Plan Requirements:

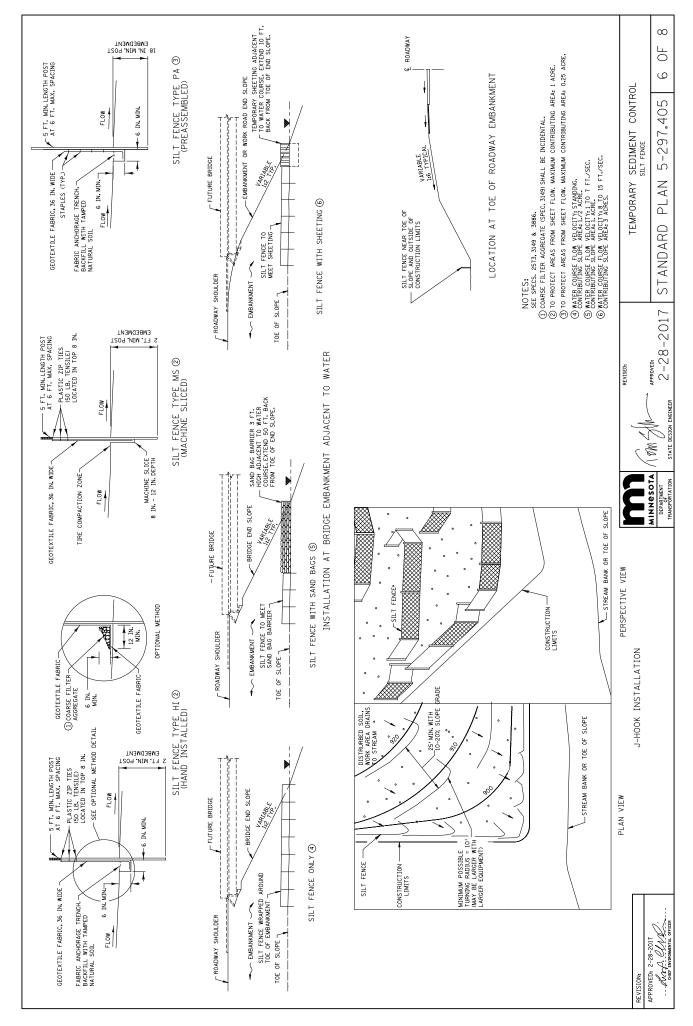


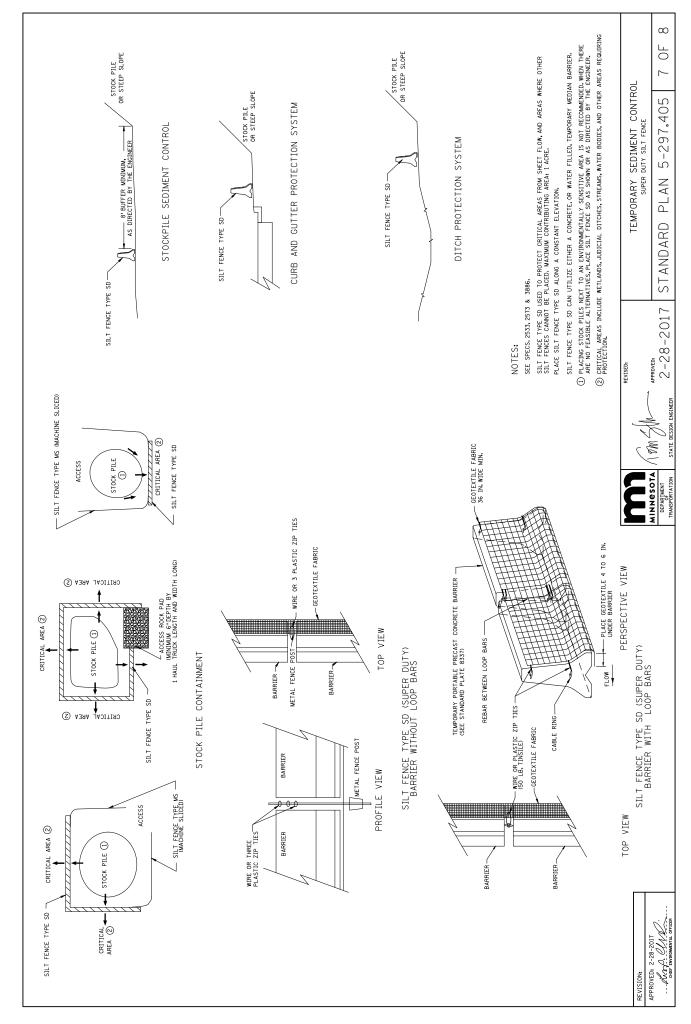


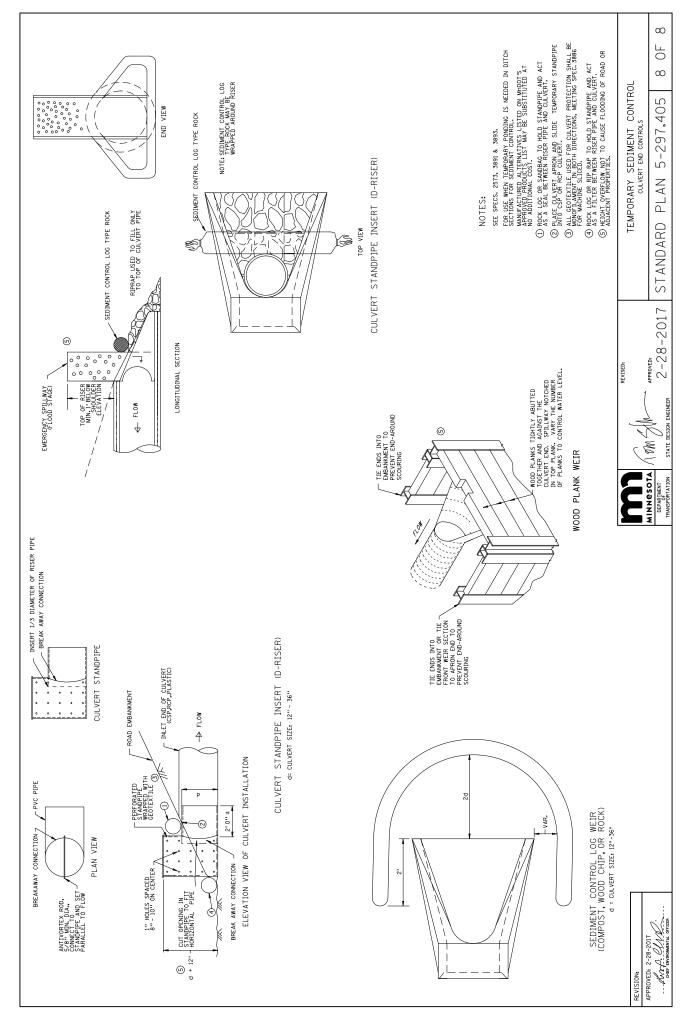


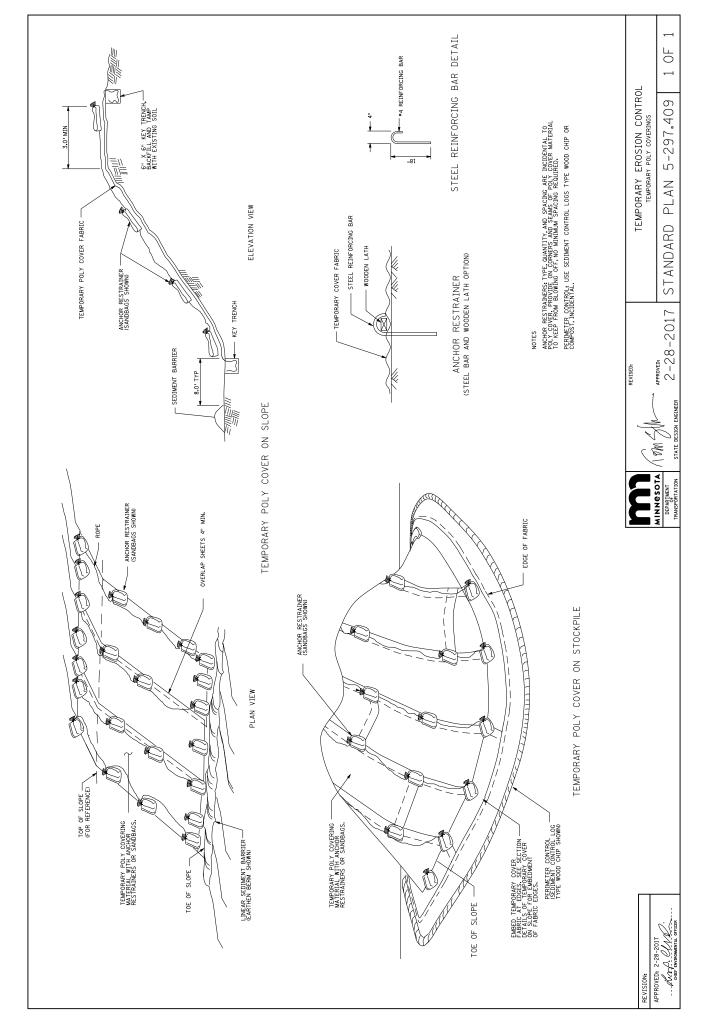














CONSTRUCTION STORMWATER PERMIT (CSP)

(Not required for Category 1 Land Disturbance)

City of Alexandria 704 Broadway Alexandria, MN 56308 (320) 763-6678 Telephone (320) 763-3511 Fax

Permit Number:	
Building Permit Number:	
Date Issued:	

	(320) 76	3-3511 Fax		
		Site Infor	mation_	
Project Address:		Owner	s Name:	
Project Name:	Project Typ		: Type:	Acres to be Disturbed:
Natural Resource Feature within	100 feet: Yes □	No □	Storm I	Drain within 100 feet: Yes □ No □
If Yes, Identify Natural Resource Fe	ature(s):			
Proposed Start Date:	Proposed Start Date:Proposed Completion Date:			
Scope of Land Di	sturbance Activity:			Best Management Practices
☐ Category 2 Land Disturbance ☐ Category 3 Land Disturbance *Separate MPCA Construct ☐ Part of Common Developme ☐ Site within 1 mile of Lake Wi	e* <i>ion Stormwater Permit Requ</i> ent Plan	<u>uired</u>	Areas not being actively worked to be stabilized within 14 days. **(Areas within 1 mile of Lake Winona 7 days) Install/maintain perimeter controls and sediment barriers. Keep discharge points and receiving waters free of sediment. Protect natural resources (streams, wetlands, mature trees, etc). Properly protect storm drain inlets.	
Party Responsible for Ins	stalling, Implementin	g and	•	rom tracking onto street.
Maintaining Erosion and	Sediment Control pe	er Plan	•	collected and contained. ashout areas clearly marked and maintained.
Name: Operator/General Contract Owner (if Owner is Operator)	or		Keep fueling, cle Keep potential st Make sure previo Properly located	aning, maintenance areas free of leaks and spills. tormwater contaminants inside or under cover. pusly disturbed areas are/remain stabilized. and stabilize all stockpiles. mpliance after each ½-inch (+) rain event.
Contact Darcon		-		GENERAL NOTES TO PERMITEE:
Contact Person: Address: City: Telephone: Email:	tate:Zip: Cell:	_	reported stormw responsibility of Compliant Erosic	ated with an on-site review by the City Engineer of vater management violations will be the the property owner. Re-inspections of Non-on and Sediment Control BMPs will be subject to resend may result in a "stop work" order being issued to
	CFF	RTIFICATION	STATEMENT	
	this document and all att	tachments, t	o the best of my	knowledge and belief, true, accurate and complete. uding the possibility of fine and imprisonment for
Print Name and Title:				
Signature of Permit Holder:				Date:

Approved By:___