



# CITY OF SHOREWOOD

5755 COUNTRY CLUB ROAD • SHOREWOOD • MINNESOTA 55331 • (952) 960-7900

## PLANNING AND PROTECTIVE INSPECTIONS

(Please Print or Type)

# BUILDING PERMIT APPLICATION

### SITE

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

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

P.I.N.: \_\_\_\_\_

### OWNER

Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

(City) (State) (Zip Code)

### CONTRACTOR

Name: \_\_\_\_\_ State Lic. No.: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
(Street)

(City) (State) (Zip Code)

### DWELLING

Type:  Single-Family  Two-Family  Multiple-Family No. of Units: \_\_\_\_\_

The undersigned hereby agrees in case such permit is granted that all work shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all applicable Ordinances.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**ELECTRONIC SIGNATURES NOT ACCEPTED**

### APPLICATION FOR:

- New Construction  Garage: Attached \_\_\_ Detached \_\_\_
- Addition  Porch
- Remodel  Deck
- Demolition  Re-roof
- Finish Basement  Other:

Estimated Value: \_\_\_\_\_

FOR OFFICE USE ONLY
<b>ZONING</b>
District: _____
<input type="checkbox"/> Conforming <input type="checkbox"/> Nonconforming

FOR OFFICE USE ONLY
<b>PERMIT FEES:</b>
Permit Fee: (101-32210) _____
Plan Check Fee (101-32215) _____
<u>Subtotal:</u> _____
State Surcharge (101-20805) _____
Metro S.A.C. (611-20820) _____
Sewer Permit (611-37270) _____
Water Permit (601-37170) _____
Water Connection (601-37150) _____
<b>Total:</b> _____
Receipt No.: _____
Date: _____

PERMIT NO: \_\_\_\_\_

## BUILDING PERMIT APPLICATION REQUIREMENTS

### NEW CONSTRUCTION:

1. Official Application
2. Two sets of construction drawings, showing:
  - foundation plan
  - floor plans (all floors)
  - elevations (all sides)
  - cross section (preferably through stairway)
  - typical wall section
3. Two copies of a Certificate of Survey, showing:
  - property boundaries
  - easements
  - building setbacks
  - lowest floor elevations
  - driveway location
  - utilities location
  - street elevations
  - drainage plan
  - wetland delineation and wetland buffer (buffer to be staked)
4. One set of hardcover (impervious surface) tabulation
5. List of subcontractors
6. One set of energy calculations
7. Tree inventory and tree protection plan (see Shorewood Tree Preservation and Replacement Policy)

### REMODEL OR ADDITIONS:

1. Official Application Form
2. Two sets of construction drawings
3. Two copies of Certificate of Survey, showing:
  - property boundaries
  - easements
  - building setbacks
  - driveway location
  - utilities location
  - street elevations
  - drainage plan
4. One set of hardcover (impervious surface) tabulation
5. One set of energy calculations

### PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.

A building official will notify you when your permit is approved and the total fee amount.

The City requires an inspection for each water and sewer that is installed. You are required to call 952-960-7900 and make arrangements for an inspection at least 24 hours in advance, and to have the work completed within 30 minutes of the scheduled time.

Electrical permits and inspections are handled through State Board of Electricity - (612) 642-0800. Electrical permit forms can be purchased at city hall.

All other building inspections are done by the City Building Inspector. The City requires 24 hour notice for all inspections. To schedule an appointment call 952-960-7900.