



4901 Manitou Road
 Tonka Bay MN 55331
 952-474-7994
www.cityoftonkabay.net

**APPLICATION FOR ALL
 RESIDENTIAL/COMMERCIAL
 BUILDING, PLUMBING AND
 MECHANICAL PERMITS**

APPLICATION DATE: _____
 SITE ADDRESS: _____

PERMIT NO. _____
 PID NO. _____

PROPERTY OWNER INFORMATION:			
NAME			
ADDRESS			
CITY/STATE/ZIP			
PHONE NUMBER		E-MAIL	
BUILDER OR CONTRACTOR INFORMATION:			
NAME		LIC. NO.	
ADDRESS			
CITY/STATE/ZIP			
PHONE		E-MAIL	
ARCHITECT INFORMATION (IF APPLICABLE):			
NAME			
ADDRESS			
CITY/STATE/ZIP			
PHONE		E-MAIL	

NAME/NUMBER TO CALL WHEN PERMIT IS READY: _____

BRING THE FOLLOWING MATERIALS TO COMPLETE YOUR APPLICATION:

- _____ 1) Completed application form.
- _____ 2) Four copies (for new construction) or three copies (all other permits requiring a survey) of a current REGISTERED land survey (see back of application).
- _____ 3) Property pins must be located and flagged.
- _____ 4) Average ground level must be staked, pinned and protected.
- _____ 5) Hardcover calculation form is required for all exterior construction.
- _____ 6) Floor area ratio calculation is required for all new construction.
- _____ 7) Minnesota State Energy Code Calculations.
- _____ 8) Proposed exterior structure(s), including fences are to be marked on the property by flags. Failure to flag the property, proposed structure(s), and average ground level will result in a \$45 fine, for the building inspector to revisit the site.
- _____ 9) FOUR SETS (new construction) or THREE SETS (all other building permits) BUILDING PLANS SHOWING THE FOLLOWING:

FOUNDATION PLAN		ROOF PLAN	
Outside dimension of bldg	stoop footing	Wall line	plumbing stack
Footings dimension	fireplace pad	Chimney location	truss design
pier dimension/size	wall location on footing	Roof vents	
FLOOR PLAN		ELEVATION AND BUILDING HEIGHT (current/proposed – on separate drawings)	
Outside dimensions	overhang dimension	Chimney	Average ground level
Openings (door, etc)	vents	Roof slope	Window size
Inside wall dimensions	siding & shingle type; stair rail	LUMBER DIMENSIONS	
Smoke detector	ceiling line and floor line	Anchor bolts	Footing foundation size
Access hole to attic	height of structure from grade	Sub floor and finish, wall and floor sheathing, inside wall covering	Grade levels
Window and door sizes	sink locations	SECTION AND DETAILS	
Vent locations	room identification	Roof slope and covering	Ceiling height
Plumbing stacks	Door and window mfr.		
FLOOR AREA RATIO			

REGISTERED SURVEYS ATTACHED: ___yes ___no

A SURVEY IS REQUIRED FOR ALL PERMITS EXCEPT: REROOFING, FIREPLACES, RESIDING & OTHER NON-STRUCTURAL PROJECTS.

Survey must show the following:

1. Existing and proposed structures
2. Building setbacks (front/back/side/lake-including average)
3. Current & proposed elevations for garage floor, basement floor & foundation top.
4. Existing average ground level at the four corners of the proposed structure
5. Lowest floor elevation if any part of property is in Flood plain
6. Wetlands and ordinary high water mark elevations
7. Lot lines
8. All adjacent structures and lake setback within 100 feet of property
9. Easements (road and utility)
10. Drainage plan (1 foot contours)
11. Hardcover calculations
12. Floor area ratio

TYPE OF WORK:

New Construction _____ Addition _____
 Remodel _____
 Re-roof _____ Reside _____
 Fireplace _____ Demolish _____
 Plumbing _____ Mechanical _____

TYPE OF CONSTRUCTION:

Frame _____ Masonry _____ Steel _____

SETBACKS:

Front _____ (or) Lakeshore _____ Rear _____
 Side _____ Side _____

BUILDING INFORMATION:

Use of Building: _____
 Number of Stories: _____
 Floor area square feet: _____
 (garage & living areas)
 Floor Area Ratio _____

CONSTRUCTION INFORMATION:

Value of Completed Work: _____
 Starting date: _____
 Completion date: _____

FILL INFORMATION:

Number of cubic yards: _____

FIRE ALARM

Is there a fire alarm at this location? _____

FEES: (office use)

Permit Fee _____
 Plan Check _____
 State Surcharge _____
 Penalty _____
 Fireplace _____
 Park Fee _____
 SAC Charge _____
 Plumbing _____
 Mechanical _____
 Sewer/Water _____
TOTAL _____

APPROVALS:

Building Officials Initials _____
 City Officials Initials _____

DESCRIPTION OF PROJECT: _____

Residential Mechanical Permit (Furnace, A/C, etc.) and Residential Plumbing Permit - Must be obtained at City Hall

QUESTIONS:

BUILDING INSPECTOR - METRO WEST INSPECTIONS – (763) 479-1720 OR
 LINDY CRAWFORD - ZONING ADMINISTRATOR – (952) 474-7994 lcrawford@cityoftonkabay.net
 ROBIN BOWMAN – PUBLIC WORKS SUPERINTENDENT – (952) 474-2947 rbowman@cityoftonkabay.net

Signature of Applicant



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CONSTRUCTION PROJECT REQUIREMENTS

The following conditions shall be met throughout the building project. **It will be the responsibility of the project manager, building superintendent and/or property owner to inform all parties involved of the following requirements:**

1. Construction hours are as follows (with no exceptions):
Monday through Friday 7:00 a.m. – 8:00 p.m.
Saturday and Sunday 10:00 a.m. – 5:00 p.m.
2. Parking shall be restricted to one side of the street. If the street width is such that parking on one side still restricts traffic, contact City Hall at (952) 474-7994 for alternate parking sites.
3. Dumpsters, building materials, rock, etc. shall be located on the building site. All other locations involving placement of these materials within City right-of-way requires prior approval from the Public Works Superintendent (952) 474-2947.
4. Adequate toilet facilities must be on site. See City Code Section 300.04 for standards.
5. The city street shall be cleared at the end of each workday or sooner if so needed. If the street is not cleaned within a 24-hour period, the City will authorize Public Works to clean the street. All related costs will be billed to the property owner.
6. Any excavation within the city right-of-way requires a street excavation permit.
7. Load Restrictions: Woodpecker Ridge Road has a 4-ton per axle weight restriction at all times. Contact the Public Work Superintendent at 952-474-2947 to discuss your options if you are working on Woodpecker Ridge Road or Willow Woods Drive.
8. Seasonal Load Restrictions: Load limits for all streets in Tonka Bay are 4-ton per axle weight once posted. The City of Tonka Bay follows the Mn/DOT's schedule for posting and removal of load restriction limits. Tonka Bay does not issue overweight permits during this period. It is the responsibility of the contractor to monitor the load restriction limits as posted by Mn/DOT. The Mn/DOT load restriction 24-hour telephone hotline is 1-800-723-6543 or (651) 406-4701 in the Minneapolis/St. Paul Metro area.

If you have any questions regarding these requirements, please contact Robin Bowman at (952) 474-2947.

Date: _____

Signature: _____



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HARDCOVER CALCULATION WORKSHEET

EXISTING AND PROPOSED

ADDRESS: _____

A. HOUSE	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
B. GARAGE	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
C. DRIVEWAY	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
D. SIDEWALK	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
E. PATIO/DECK	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
F. OTHER	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
TOTAL HARDCOVER _____						S.F.
(divided by) TOTAL LOT SIZE _____						S.F.
(equals) HARDCOVER PERCENTAGE _____						%

APPROVED: _____

DATE: _____

COMMENTS: _____



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SURVEY REQUIREMENTS

INITIAL SURVEY

Every application for building permit (excluding interior remodels, re-roofs, re-siding and general maintenance) and land use request shall be accompanied by a certified survey at a scale and in the following quantities:

Building Permits:

- Three sets of a current registered land survey
- Three sets building plans

Land Use Requests (Pre-application, Variance, Conditional Use Permit):

- Eleven copies of a current registered land survey showing existing use (11 x 17)
- Eleven copies of a registered land survey showing proposed use (11 x 17)
- Eleven sets of building plans (11 x 17)

Surveys should include but not be limited to:

- Location of existing and proposed structures to include accessory structures and air conditioning units
- Parcel size in acres and square feet
- Building setbacks (front, rear, side, and lake including average setback) showing closest point of building to each property line.
- Existing average ground level at the corners of the proposed structure. This also needs to be calculated out on the survey notes.
- Lowest floor elevation of existing and proposed structures
- General location of vegetation.
- Current and proposed elevations for garage floor, basement floor and foundation top.
- Wetlands and ordinary high water mark elevations.
- Lot lines.
- Lot area above the ordinary high water mark
- All adjacent structures within 100 feet of property (show the setback from ordinary high water mark).
- Drainage plan (one-foot contours).
- Hardcover calculations (existing and proposed).
- Easements (road, utility and private).
- Floor area ratio (existing and proposed).
- Landscape plan and grading and drainage plan (existing and proposed)

FOUNDATION SURVEY

As-built foundation survey required prior to completing a foundation inspection (unless waived in accordance with the City's survey exemption policy) and shall include:

- Shall certify final setbacks of the structure being built
- Shall certify elevations at which the new structure exists.
- Failure to provide the foundation survey is in direct violation of this ordinance
- Expenditures incurred beyond the construction of the foundation will not be considered in

determining the actions required to bring the building back into conformance if not built to approved plans.

AS-BUILT SURVEY

Required upon completion of new construction work (unless waived in accordance with the City's survey exemption policy) and shall include the following:

- Shall certify the final topography of the site.
- Shall verify the drainage patterns existing upon completion of work
- Shall include the distance from average ground level to the highest roof peak.
- Shall include any additional information needed by the city to ensure compliance with code.

The city reserves the right to withhold the certificate of occupancy for dwelling units until final grading addresses all problems that may be detrimental to adjacent properties.

Contact City of Tonka Bay at 952-474-7994 with additional questions.



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**SURVEY
EXEMPTION POLICY**
Approved 9/25/07

Objective:

It is the objective of this policy to establish criteria defining the circumstances in which a survey (or surveys) will be required as a condition of a building permit. The City recognizes that each required survey adds additional cost for residents, and that staff should strive to only require information necessary to ensure compliance with City Code.

Proposed Construction:

By code, every application for a building permit shall be accompanied by an up-to-date certified site survey with the following exceptions:

- Interior remodels
- Re-roofs
- Re-siding

The following two conditional exceptions will also be made:

- General maintenance projects (defined as the repair or replacement of an existing structure where no expansion is proposed) can be excluded from the updated survey requirement provided an old survey showing the structure being replaced/repared is provided. A scaled site plan for general maintenance projects may be permissible if approved by the zoning administrator provided the site plan can verify conformance to code requirements.
- Permits for fences can also be issued provided the fence location is hand drawn to-scale on an old survey that identifies the lot lines and the location of the primary structure. A scaled site plan will not be accepted for fence permits.

Foundation Survey Criteria:

Applications for new structures will be required to provide an as-built **foundation** survey if one of the following criteria apply:

- The proposed new construction will be within five (5) or less feet of any applicable structural setback requirement;
- The proposed new construction will be within ten (10) or less feet of any existing/proposed well or septic system;
- The proposed new accessory structure or addition will be within five (5) or less feet of any private or public sewer line;
- The proposed new construction is required to be reviewed for its lowest floor opening;

As-Built Survey Criteria:

Applications for new structures will be required to provide an as-built survey if one of the following criteria apply:

- The new construction includes proposed contours that will significantly alter the drainage patterns on the property such that adjacent properties or structures on the subject property are threatened;
- The new construction will be within ten (10) or less feet of any lot line;
- The new construction is proposed to be within two (2) or less feet of the maximum height requirement.
- The proposed new construction is being built in conjunction with a variance or conditional use permit subject to specific grading or screening requirements.

Modification of Policy:

This policy may be amended from time-to-time by the City Council.