



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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Tonka Bay MN 55331
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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: _____



METRO WEST INSPECTION SERVICES, INC.



Box 248 / Loretto, MN 55357 / Phone: 763-479-1720 / Fax: 763-479-3090 /e-mail: MtroWst76@aol.com
Buffalo office / Phone: 763-684-0383 / Fax: 763-682-0988 /e-mail: mwbuff@bwig.net

WINDOW INSTALL/REPLACEMENT PERMIT SUPPLEMENT SHEET

This sheet shall be submitted along with a completed Building Permit application for replacement windows

Site Address _____
 Owner _____ Phone _____
 Address _____
 Contractor _____ Phone _____
 Address _____
 City _____ State _____ Zip _____
 Contact Name _____ Phone _____
 MN Contractor License Number _____

This application is for: _____ window replacement into an existing frame/rough opening; how many of this type _____
 _____ changing a rough opening and installing new window(s); how many of this type _____
 _____ creating a new rough opening(s) and installing new windows; how many of this type _____

For egress windows please provide the following information:

What style of windows are you removing (casement, double-hung, slide-by, etc.)? _____
 What style of windows are you installing (casement, double-hung, slide-by, etc.)? _____

Signature of Applicant _____ Date _____

A building permit is issued on the condition that all work shall be done in accordance with the State Building Code.

REPLACEMENT WINDOWS (R310.1.5)

**** A BUILDING PERMIT IS REQUIRED FOR THE REPLACEMENT OF WINDOWS ****

Replacement windows installed in buildings meeting the scope of the International Residential Code shall be exempt from the requirements of (Emergency Egress and Escape Openings) Sections R310.1, R310.1.1, R310.1.2 and R310.1.3 if the replacement window meets the following conditions:

1. The replacement window is the manufacturer's largest standard size window that will fit within the existing frame or existing rough opening. The replacement window shall be permitted to be of the same operating style as the existing window or a style that provides for a greater window opening area than the existing window.
2. The rooms or areas are not used for any Minnesota state licensed purpose requiring an egress window; and
3. The window is not required to be replaced pursuant to a locally adopted rental housing or rental licensing code.

SMOKE ALARM REQUIREMENTS (R313)

Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
 2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
 3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics.
- Smoke alarms being installed shall not be required to be hardwired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure.

CARBON MONOXIDE DETECTOR REQUIREMENTS: (Minn. Stat. 299F.50)

Carbon Monoxide Detector shall be installed within 10' of all sleeping rooms.

NOTE: The above outlines only general code requirements with regard to windows. For specific requirements refer to the manufactures specifications, Minnesota State Building Code and/or contact your local building inspector.