



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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**2016 GENERAL PERMIT
 Residential Plumbing,
 Mechanical, Sewer/Water**

FEE SCHEDULE

PLUMBING PERMIT FEES:

MIN. FEE IS \$75 FOR 1-5 FIXTURES; ADD \$10 FOR EACH ADDITIONAL FIXTURE.

ADD \$1.00 SURCHARGE FOR PERMIT.

MECHANICAL PERMIT FEES:

FEES ARE AS INDICATED BELOW AND ADD \$1.00 SURCHARGE FOR PERMIT

UNIT TYPE	Cost	Qty	Total
Furnace	\$100.00		
Central Air	100.00		
Unit heater	50.00		
Fireplace	50.00		
Wood Stove	50.00		
Gas line	50.00		
Other	50.00		
Other	50.00		

WATER/SEWER PERMIT FEES:

\$60 FOR RESIDENTIAL UNIT
 \$100 FOR COMMERCIAL UNIT
 PLUS \$1.00 SURCHARGE FOR PERMIT

PERMITS REQUESTED	Cost	Qty	Total
Water Disconnection			
Water Connection			
Sewer Disconnection			
Sewer Connection			
Water Repair			
Sewer Repair			
Water meter (Size:)			
Other:			