



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

EXTERIOR REMODEL PERMIT APPLICATION

Project Address: _____ **Permit No (Staff Use Only):** _____

Residential ___ OR Commercial ___

Property Owner: _____ **Phone:** _____

Full Address: _____

Contractor: _____ **License #:** _____

Full Address: _____

Phone: _____ **Email:** _____

Number to Call When Permit is ready: _____

Architect (if applicable): _____ **Phone:** _____

Full Address: _____

Building & Construction Information

Number of Stories: _____ **Floor Area Ratio (FAR) Sq. Feet (garage & living areas):** _____ **FAR Ratio** _____

Value of Completed Work _____ **Proposed Starting Date:** _____ **Completion Date:** _____

Is there a fire alarm at this location? _____

Detailed Project Description _____

Bring the Following to Complete Your Application:

- Completed application
- 2 sets of detailed building plans meeting Minnesota State Building Code Standards
- 2 sets of detailed surveys meeting City Code survey requirements

I fully understand I am responsible for accrued consulting fees (fees are subject to change by resolution) from the City Engineer, City Planner, City Attorney, etc. who will review this application and the final as built survey from a Zoning Ordinance perspective. These will be billed after the review. I am also responsible for the permit review fees from the Building Inspector that will be charged when I pick up this permit.

Consulting staff charges the City on an hourly basis as follows:

- Planner \$109.00/hour
- Engineer \$137.00/hour
- Attorney's fees (if needed)

 Applicant Signature

 Date

 Homeowner Signature *Required

 Date

Please review and complete 2 and 3 as well. Applications can be submitted via mail, email to info@cityoftonkabay.net or in person. Payment can be cash or check and we are open Monday – Thursday 7am to 5:30pm.

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

To final a remodel permit, you need your final inspection with the Building Inspector and then review of a final as-built survey by City Planners.

Fees (office use): **Valuation:** _____

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

Total: _____

Approvals:

Building Official Initials: _____ City Official Initials: _____



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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.
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.

Signature

Date