



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

WINDOW PERMIT APPLICATION

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

Property Owner: _____ **Phone:** _____

Full Address: _____

Contractor: _____ **MN Bond ID #:** _____

Full Address: _____ **Phone:** _____

Number to Call When Permit is ready: _____

Proposed Work: ___ Residential ___ Commercial

Project Valuation: _____

Project Description: _____

Applicant Signature

Date

Please complete page 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.



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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.

Applicant Signature

Date



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
Contractor	Phone
Contractor address	
Contractor MN 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? _____

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.)? _____

Applicant Signature _____ Date _____

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

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

Replacement Windows R310.1.5

Replacement windows installed in buildings regulated by the MN Residential Code are exempt from the maximum sill height requirements of Section R310.1, including Subsections R310.1.1, R310.1.2, and R310.1.3,

1. If 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 the same operating style as the existing window or a style that provides for an equal or 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
3. The window is not required to be replaced pursuant to a locally adopted rental housing or rental licensing code.

Smoke Alarm Requirements R314.3

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 Detectors shall be installed within 10' of all sleeping rooms