

Building Permit Application

Clay County Planning &
Environmental Programs
807 11th Street North
Moorhead, MN 56561-0280
Tel (218) 299-5002
planning@co.clay.mn.us

Application Fee: \$25 plus \$1 per \$1,000 value

After the Fact Permit is 3X the Application Fee

Owner	_____	Parcel # _____
Mailing Address	_____	Permit # _____
City	_____	Date Submitted _____
State, Zip	_____	60 Days _____
Day Phone	_____	Fee \$ _____
Cell Phone	_____	
Email	_____	
Property Address	_____	
Subdivision	_____	Twp _____ Rng _____ Section _____
Legal Description	_____	

Applicant

Applicant Same as Owner

Name	_____
Address 1	_____
Address 2	_____
City	_____
State, Zip	_____
Email	_____
Day Phone	_____

Structure Type Residence Office Deck

Ag. Building - Intended Use: _____

Other (specify): _____

 Garage Warehouse Storage**Sewage Disposal** Public Drainfield Holding Tank Alternative System**Water Supply** Public Private Well**C) STRUCTURE DATA****Project Dimensions**

a. Length (ft.): _____

b. Width (ft.): _____

c. _____: _____

d. Basement Area (sq. ft.): _____

e. First Floor Area (sq. ft.): _____

f. Second Floor Area (sq. ft.): _____

g. Total Area (sq. ft.): _____ (d + e + f)

Type of Construction Wood / Frame Masonry Metal Pole Building On-site Prefab Off-site Prefab**Heating** Oil Gas Electric Wood Solar Other (specify): _____**D) SHORELAND MANAGEMENT / FLOOD CONSTRUCTION DATA**(Complete the bordered area **only** if your property is located in a Shoreland or a Floodplain Zone)**Water Level Data (Required only if property is in flood plain)**a. Datum: Sea Level Assumed

b. Highest known water level: _____

c. Highest known ground water level: _____

d. Ordinary highwater level: _____

e. Base Flood (100 year) Elevation: _____

f. Freeboard / required by ordinance: _____

g. Floodway stage increase: _____

h. Regulatory Flood Protection Elev. (RFPE) _____ (e+f+g)

SHORELAND MANAGEMENT / FLOOD CONSTRUCTION DATA (continued)

(Complete the bordered area **only** if your property is located in a Shoreland or a Floodplain Zone)

Structure Elevation Requirements	In: N.G.V.D.	
	Proposed	Required
a. Basement (or lowest floor):	_____	_____
b. First Floor (above ground):	_____	_____
c. Max Building Height:	_____	_____
d. Fill Elevation Adjacent to Structure:	_____	_____

PROJECT COST FACTORS

Cost of Improvements: \$ _____

Estimated Value of Existing Structure: \$ _____ (for additions)

Percentage Cost of Improvements: _____ %

BUILDING PERMIT FEE: \$25 plus \$1 per \$1000 value of the improvement

Summary of Supporting Attachments

- Site Drawing Elevation View Plan View
- Topo Survey Lot Profile Lighting Plan
- Plumbing Lot Survey Other (specify): _____

Zoning Certificate Issued: _____

I hereby certify with my signature that all data on my application forms, plans, and specifications are true and correct to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Township Officer _____ Date _____

_____ APPLICATION IS HEREBY DENIED

_____ PERMISSION IS HEREBY GRANTED TO: _____

All in accordance with the application, addendum form, plans, specifications, and all other supporting data, unless specified hereinafter in the GENERAL and/or SPECIAL PROVISIONS.

BY ORDER OF:

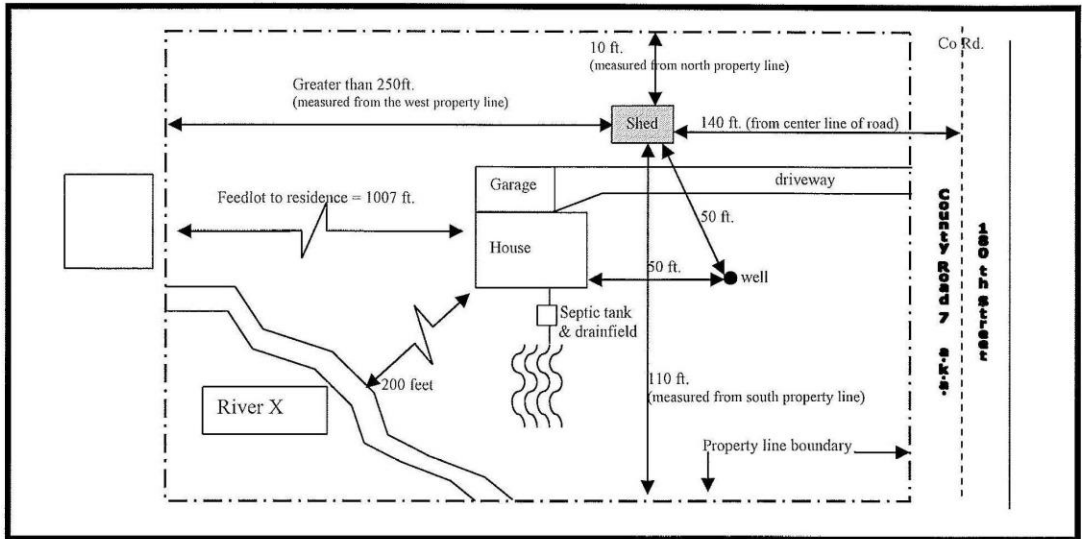
Signature of Permitting Authority Title Date

NOTE: THIS PERMIT TERMINATES ON: _____ except as provided for by local ordinance and/or Minnesota Law.

Name: _____

Tax Parcel #: _____

SITE DRAWING EXAMPLE – new construction: shed



SITE DRAWING

NORTH

- Yes No Is this site located within 1,000 feet of a water body such as a lake or wetland?
- Yes No Is this site located within 300 feet of a river, stream or drainage ditch?

Applicant's signature _____

Date _____