



# GLENWOOD

## Commercial Building Permit Application

PO Box 254; 100 17<sup>th</sup> Avenue NW,

Glenwood, MN 56334

Phone: 320-634-5433

Building Inspector: Bill Barber, 612-270-4796

Site Address \_\_\_\_\_, Glenwood, MN 56334

Owner(s) \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Owner's Address (if different from above) \_\_\_\_\_

Approximate starting date \_\_\_\_\_ Estimated total cost of project \$ \_\_\_\_\_

### Type of Improvement:

Build \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Roof Only \_\_\_\_\_ Other \_\_\_\_\_

Describe in detail the work to be done \_\_\_\_\_

Building covering material(s), if applicable \_\_\_\_\_

### Type of Construction:

On Site \_\_\_\_\_ Modular \_\_\_\_\_ Prefabricate \_\_\_\_\_ Other \_\_\_\_\_

Dimensions of Structure \_\_\_\_\_ Number of Stories in Structure(s) \_\_\_\_\_

General Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Mason & Concrete Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Heating and Venting Contractor \_\_\_\_\_ Phone \_\_\_\_\_

(Additional information required on next page)

Excavation Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Sprinkler Contractor \_\_\_\_\_ Phone \_\_\_\_\_

**Required Forms and Items to Return With Application:**

- 1. One Site Plan**
- 2. One Set of FULL SIZE Construction Plans**
- 3. One Small Set of Construction Plans for file**

**If property owner is acting as his/her own general contractor, property owner must sign the Licensed Contractor Disclaimer.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and Ordinances governing this type of work will be complied with, whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel all the provisions of any other State or local laws regulating construction.

**I have identified all boundaries, easements, flood zones, and/or wetlands existing on the property on my site plan and application.**

The undersigned further agrees the City of Glenwood and its administrative staff relied on the accurateness of this application, plans, and specification relative to this project and holds the City of Glenwood and its employees harmless from all liability arising from the granting of this permit.

**Signature of Owner or Contractor**

\_\_\_\_\_

**Zoning Administrator**

\_\_\_\_\_

**Public Works Director**

\_\_\_\_\_

**Building Official**

\_\_\_\_\_

For Office Use Only		
Permit #:	Permit Fee:	Water Hook- Up Fee:
PID#:	Surcharge:	Sewer Hook-Up Fee:
Date Rec'd:	Plan Check:	Water Meter:
		Total Fee:

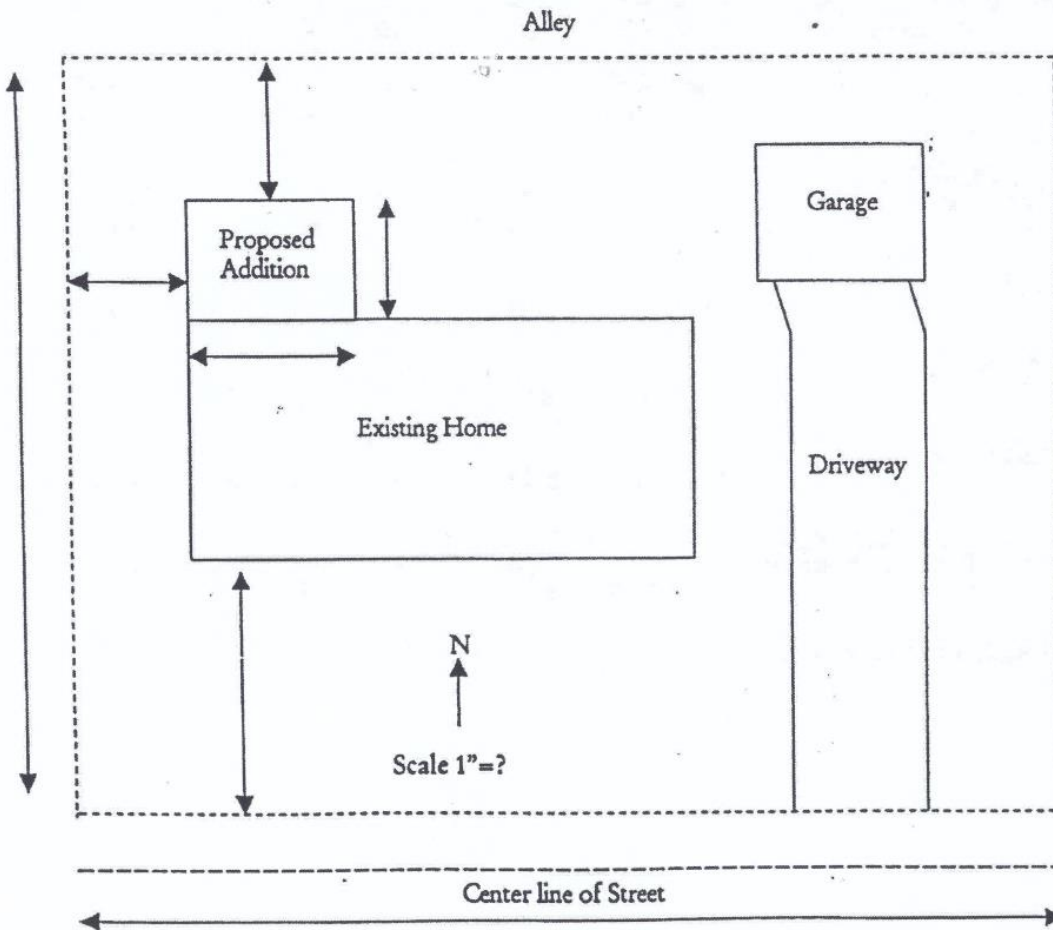
Notice To All Applicants

A site plan is required with all applications. The site plan should include at minimum:

- Lot Dimensions
- All existing uses and structures within 100 feet of the subject property
- All adjacent streets and alleys
- The dimensions of the proposed footprint of the building with ALL setbacks noted (setbacks include; distance from the property lines, streets and alleys, adjacent structures, ordinary high-water mark, etc. and the structure.)
- All setback requirements are measured to the overhang or outer edge of gutters, not the foundation or sidewall of the building
- Height of side wall, measured from the finished floor elevation to the point at which the sidewall top plate adjoins the rafter
- Height of peak, measured from the finished floor elevation to the top of the peak
- Proposed drainage of storm water run-off away from the proposed structure
- Proposed finished floor elevation of structure

Plans do not need to be professionally drawn but should include all of the information requested. The following sample site plan shows the minimum detail expected so the permit process can proceed smoothly.

**\*\*SETBACK REQUIREMENTS ARE LISTED ON THE NEXT PAGE\*\***



			Minimum Lot Sizes	Minimum (in Feet)				
			Area (Sq. Ft)	Width	Yard Front	Rear	Side	Site Area (Sq. Ft)
R-1	Suburban Residential							
		*Single Family Dwellings	10,000	75	30	20	6	10,000
		*Two Family Dwellings	15,000	80	30	25	10	7,500
		*Other Uses	15,000	80	30	30	15	7,500
R-2	Urban Residential							
		*Single Family Dwellings	8,000	75	30	20	6	8,000
		*Two Family Dwellings	12,000	80	30	25	10	6,000
		*Townhouses	1,000/unit	25/unit	30	30	15	5,000
		*Multi-Family Dwellings	15,000	100	30	30	15	3,500
		*Other Uses	10,000	100	30	30	15	N/A
R-3	Multiple Residential							
		*Single Family Dwellings	8,000	75	30	20	10	8,000
		*Two Family Dwellings	12,000	80	30	25	15	6,000
		*Townhouses	5,000/unit	25/unit	30	30	15	4,000
		*Multi-Family Dwellings	25,000	100	30	30	15	2,600
		*Other Uses	5,000	50	30	30	15	N/A
B-1	Community Business							
		*Multi-Family Dwellings	5,000	50	0	15	0	2,500
		*Other Uses	5,000	50	0	15	0	N/A
I-1	Industrial							
		All Uses	20,000	100	25	20	10	N/A
C-1	Conservation							
		All Uses	2 acres	300	50	30	30	N/A
A-1	Agricultural							
		All Uses	5 acres	500	50	50	50	N/A
MH-1	Mobile Home Rental Park							
		*Mobile home, Single Family	5,500	55	15	6	6	5,500
		*All Other Uses	10,000	100	30	15	15	10,000
<b>*With City Water &amp; Sewer</b>								