

**CITY OF HAM LAKE****BUILDING PERMIT WORKSHEET****15544 Central Avenue NE, Ham Lake, MN 55304****763-235-1691 [bldgdept@ci.ham-lake.mn.us](mailto:bldgdept@ci.ham-lake.mn.us)****PERMIT #** \_\_\_\_\_**FEE \$** \_\_\_\_\_**CONTACTED BY** \_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUIRED WITH A **NEW CONSTRUCTION** BUILDING PERMIT APPLICATION,  
IF ANY OF THE REQUIRED INFORMATION IS NOT SUBMITTED, THE CITY WILL NOT PROCESS THE APPLICATION:

**2 SETS OF BLUE PRINTS****SEPTIC DESIGN / SOIL BORINGS (2 copies)****MECHANICAL CODE COMPLIANCE WORKSHEETS****LIST OF CONTRACTORS****SURVEY 11" x 17" AND 24" x 36" SCALABLE****NEW CONSTRUCTION ENERGY CODE COMPLIANCE CERT****STATE CONTRACTOR'S LICENSE (copy)****PDF OF ARCHITECTURAL PLANS FOR COMMERCIAL**

**PLEASE NOTE THAT ADDITIONAL CITY PERMITS ARE REQUIRED FOR PLUMBING, ELECTRICAL, HEATING, GAS LINES, SEPTIC AND FIREPLACE. ALL CONTRACTORS ARE REQUIRED TO HAVE A CURRENT STATE LICENSE or CITY LICENSE.**

**BUILDING SITE INFORMATION:**

SITE ADDRESS \_\_\_\_\_ PIN NUMBER \_\_\_\_\_ LOT SIZE \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ ADDITION \_\_\_\_\_ ZONING \_\_\_\_\_

OWNER(S) \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

☐ **NEW CONSTRUCTION**☐ **ACCESSORY BUILDING**☐ **REROOF**☐ **ADDITION**☐ **PRIMARY GARAGE**☐ **RESIDE**☐ **REMODEL**☐ **DECK**☐ **WINDOWS**☐ **BASEMENT FINISH**☐ **PORCH**☐ **OTHER** \_\_\_\_\_

**A HARD SURFACED DRIVEWAY (concrete or asphalt) IS REQUIRED ACCORDING TO CITY CODE ARTICLE 10-430.E.2.**

**YES or NO IS THE PRIMARY DRIVEWAY CURRENTLY HARD SURFACED?****YES or NO IS THE ACCESSORY BUILDING DRIVEWAY CURRENTLY HARD SURFACED?****VALUATION FOR **COMMERCIAL** PERMITS ONLY: \$** \_\_\_\_\_**CONTRACTOR/APPLICANT INFORMATION:**

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

STATE CONTRACTOR LICENSE # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**ACKNOWLEDGEMENT AND SIGNATURE:**

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Ham Lake to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinances of the City of Ham Lake, the State of Minnesota and rulings of the Building Department.

If the driveway or turf is not completed at the time of the issuance of the certificate of occupancy, an escrow amount of \$2,600.00 will be collected for driveway and an escrow amount of \$2,500.00 will be collected for turf. Following satisfactory inspection of these items the escrow monies will be refunded.

**NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS, LICENSES, OR OTHER MUNICIPAL ACTION**

1. If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.
2. The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.
3. The information you supply will be public and available to any entity requesting to inspect the information

**APPLICANTS SIGNATURE (REQUIRED)** \_\_\_\_\_**DATE OF SUBMITTAL** \_\_\_\_\_

**-----FOR CITY STAFF USE ONLY-----**

BUILDING USE \_\_\_\_\_ BUILDING TYPE \_\_\_\_\_ OCCUPANCY \_\_\_\_\_

SIZE OF STRUCTURE: (HEIGHT) \_\_\_\_\_ (WIDTH) \_\_\_\_\_ (DEPTH) \_\_\_\_\_ STORIES \_\_\_\_\_

FLOOR AREA AND USE: \_\_\_\_\_ SQ. FT. \_\_\_\_\_ SQ. FT. \_\_\_\_\_ SQ. FT.

\_\_\_\_\_ SQ. FT. \_\_\_\_\_ SQ. FT. \_\_\_\_\_ SQ. FT.

\_\_\_\_\_ SQ. FT. \_\_\_\_\_ SQ. FT. \_\_\_\_\_ SQ. FT.

- **BUILDING VALUATION \$** \_\_\_\_\_
- **DRAINAGE FEE REQUIRED YES or NO \$** \_\_\_\_\_
- **PROPERTY TAXES CURRENT YES or NO**
- **FAX PERMIT TO STATE (if built by owner) YES or NO**
- **HARD-SURFACED DRIVEWAY:**

\_\_\_\_\_ **EXISTING HARD-SURFACED DRIVEWAY IS ACCEPTABLE**

\_\_\_\_\_ **NEW HARD-SURFACED DRIVEWAY MUST BE CONSTRUCTED**

\_\_\_\_\_ **DRIVEWAY AGREEMENT REQUIRED (\$46.00 FILING FEE) FOR ACCESSORY BUILDINGS ONLY TO NOT REQUIRE HARD-SURFACED DRIVEWAY**

\_\_\_\_\_ **DRIVEWAY ESCROW REQUIRED PRIOR ISSUANCE OF CERTIFICATE OF OCCUPANCY TO GURARANTEE CONSTRUCTION OF HARD-SURFACED DRIVEWAY**

**ADDITIONAL NOTES TO BE ADDED TO PERMIT:** \_\_\_\_\_

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**BUILDING INSPECTOR'S SIGNATURE**

**APPROVAL DATE**