



## RESIDE HANDOUT

### CHECK LIST

1. One completed building permit application form. Application must be completed by the property owner or contractor.
2. Copy of State Contractors License (if work is being done by a contractor).

### CODE REQUIREMENTS

1. A weather-resistive house wrap or equal is required under all areas of siding that is being replaced. This provision applies to walls of heated and unheated spaces, including attached garages and includes the gable ends adjacent to attic spaces. Minnesota amendment to section R703.2.
2. Flashing is required at all penetrations of windows, doors, etc.
3. J-Blocks as required by the Manufacturer at all penetrations.
4. An air exchanger is not required to be installed if house wrap is installed.
5. State Electrical Code requires a Licensed Electrical Contractor reconnect any outside lights that are removed and must be inspected by State Electrical Inspector.
6. If you are replacing siding on side of house where utilities are located, please contact the City to remove and replace water meter touch pad or radio reader.

### CITY OF ALBERTVILLE ORDINANCE #2003-01 REQUIRES

1. Cover all dumpsters with a secure cover, lid or tarp.
2. Sites must be kept free of debris at all times.

### INSPECTIONS

The permit applicant is responsible for scheduling the two inspections:

1. House-wrap inspection (pictures must be approved prior to inspection).
2. Final inspection.



**BUILDING PERMIT APPLICATION**  
 5959 Main Avenue NE  
 Albertville, MN 55301  
 Phone: 763-497-3384 Fax 763-497-3210

Date Received \_\_\_\_\_  
 Date Notified \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Ck, Cash, CC \_\_\_\_\_  
 Permit # \_\_\_\_\_

**Site Address:** \_\_\_\_\_  
**Business Name:** \_\_\_\_\_  
**The Applicant is:** \_\_\_\_\_ Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Tenant

**Legal Description:** PID # \_\_\_\_\_  
 Addition \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

**Owner:**  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

**Contractor:**  
 Company Name \_\_\_\_\_ License # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_ (Fax) \_\_\_\_\_

**Architect:**  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (W) \_\_\_\_\_ (C) \_\_\_\_\_ (Fax) \_\_\_\_\_

- Type of Work:**
- |   |                                      |  |                                      |
|---|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> New Construction Residential | <input type="checkbox"/> Addition    | <input type="checkbox"/> Alteration    | <input type="checkbox"/> Finish Bsmt |
| <input type="checkbox"/> New Construction Commercial  | <input type="checkbox"/> Garage/Shed | <input type="checkbox"/> Reside/Reroof | <input type="checkbox"/> Fireplace   |
| <input type="checkbox"/> Tenant Finish                | <input type="checkbox"/> Plbg        | <input type="checkbox"/> Htg           | <input type="checkbox"/> Deck        |

**Description of Work:** \_\_\_\_\_  
 \_\_\_\_\_

<b>Size of Structure:</b>	<b>Total Square Footage:</b>
Length _____	First Floor _____
Width _____	Second Floor _____
Height _____	Basement _____
	Garage _____

**Estimated Valuation of Work:** \$ \_\_\_\_\_

*Separate permits are required for electrical, plumbing, heating or fireplace. I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. It is applicants responsibility to locate and establish the elevations, if needed, of all site improvements. Required adjustments at owners expense. I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible.*

Applicants Signature \_\_\_\_\_ Applicants Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by Building Official \_\_\_\_\_ Value Approved \_\_\_\_\_ Date \_\_\_\_\_

Special Conditions or Comments: \_\_\_\_\_

BUILDING PERMIT FEES	
Permit	_____
Surcharge	_____
Plan Check	_____
Engineering (site)	_____
Mechanical	_____
Fireplace (s)	_____
Plumbing	_____
S & W	_____
Water Meter	_____
City WAC	_____
JP WAC	_____
SAC	_____
Storm Water	_____
License Check	_____
Other	_____
<b>TOTAL</b>	_____

Type of Const.	_____
Use of Bldg	_____
Occupancy Group	_____
Occupancy Load	_____
Zoning	_____
Code Used	_____

Are Fire Sprinklers Required?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Dept.	Date _____	Approved _____
City Engineer	_____	_____
City Planner	_____	_____
Public Works	_____	_____