SAVE PDF TO COMPUTER BEFORE FILLING OUT

ARDEN HILLS

1245 W Hwy 96 * Arden Hills MN 55112
Phone 651.792.7800 * Fax 651.634.5137
Email: CD@cityofardenhills.org

Permit #_____

BUILDING PERMIT APPLICATION

(Plan Required)

For Office Use Only:
Date Plan Submitted: _____
Date Applicant Notified _____

Licensing Requirements:
Residential contractors must provide a copy of their current state license, or hold a current City contractor's license. Commercial Contractors must be city licensed, annually.

Property Information

Property Address:		Bldg./Suite/Location (commercial projects only):	
Owner Name:		Owner Phone Number:	
Email Address:		Owner Cell Number:	
Mailing Address:	City:	State:	Zip:

Applicant/Contractor Information

Applicant Type: ☐ Primary Owner (Owners Affidavit Form Required) ☐ Contractor; License #_____
☐ EPA Certified Lead Renovation Firm ☐ Yes ☐ No

For Office Use Only:
☐ Verified
☐ Verified

Company Name (contractors only):	Company Email Address:		
Mailing Address:	City:	State:	Zip:
Contact Name:	Contact Office Phone Number:	Contact Cell Number:	

Property Use

☐ Commercial
☐ Public
☐ Single family

Construction Type

☐ Addition
☐ Basement
☐ Bathroom
☐ Deck
☐ Foundation
☐ Garage
☐ Kitchen
☐ New Home
☐ Office
☐ Porch
☐ Remodel
☐ Repair
☐ Retaining Walls Over 4'
☐ Shed (Over 200 s,f.)
☐ Solar Panels
☐ Swimming Pool
☐ Tenant Finish
☐ Warehouse
☐ Other (complete Project Details)
☐

Project Details

Describe Work:

Does Project Require Lead Remediation? ☐ **YES** ☐ **NO**	**If NO Explain:**
List All Special Approvals (i.e. variances, CUP's, etc.) or Details of this Project:	Expected Completion Date:

Proposed Structure Details:

Width:	Height:	Length:	Total New Sq.Ft.:

Project Value: (including labor and materials)
$

Dimensions and size of the lot (in square feet):

Proposed Impervious Coverage – *** Required for exterior work***

	Existing	Proposed
House:	_____ sq.ft.	_____ sq.ft.
Garage (Attached):	_____ sq.ft.	_____ sq.ft.
Garage (s) (Detached):	_____ sq.ft.	_____ sq.ft.
Decks:	_____ sq.ft.	_____ sq.ft.
Driveway:	_____ sq.ft.	_____ sq.ft.
Walkways/Stoops:	_____ sq.ft.	_____ sq.ft.
Patio (s):	_____ sq.ft.	_____ sq.ft.
Sheds:	_____ sq.ft.	_____ sq.ft.
Pools:	_____ sq.ft.	_____ sq.ft.

Total Impervious Coverage: _____ sq.ft.

Percentage of Impervious Coverage on Lot (impervious coverage/lot area X 100): _____ %

Proposed Floor Area and Floor Area Ratio (FAR):
Floor Area. The sum of the gross horizontal area of all floors of a building as measured in square feet from the exterior walls, but not including decks; any space where the average floor-to-ceiling height is less than six feet; attached or detached garages; and other detached accessory structures (1305.04 Subd. 69).

Total gross floor area: _____ sq.ft.

Floor Area Ratio (gross floor area/lot area): _____

Are any trees being impacted by this project? ☐ **YES** ☐ **NO** If YES (See Tree Preservation Ordinance Handout)	Has a Rice Creek Watershed District permit or waiver been received for this project? ☐ **YES** ☐ **NO** If YES, please attach. If NO, please go to http://ricecreek.org/permits for more information on RCWD permits and waivers.

IMPORTANT NOTICE: Applicant must provide an electronic copy of site plan and building plans requiring plan review. See handouts for requirements of site plan and building plans. Min. 24 hour notice required for all inspections. **There is a 10 working day turnaround for all permits requiring plan review.** Separate permits are required for electrical, heating & plumbing work.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. By signing this application, you hereby certify that you have read and examined this application and know the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Applicant takes full responsibility for all work performed. Applicant is responsible for all plan check fees if permit is canceled or withdrawn.

Applicant Signature _____ Date _____

Fees

Permit Fee (Based on Project Value with the min. Permit Fee of $99 – Fees shall be based according to the 2022 State Statute 326B.153)	$
Plan Check Fee Residential 65% of permit fee for permits over $15,000 valuation	$
Plan Check Fee Commercial **65% of permit fee**	$
State Surcharge .0005 x ***PROJECT VALUE***-Minimum $1.00	$
Residential License Check Fee state licensed contractors only $5	$
SAC/WAC (If applicable) (staff determined)	$
	$
TOTAL PERMIT FEE► (Permit Fee + surcharge)	$

E-mail, fax or mail completed and signed application to City of Arden Hills (details above)