

## **“POLE BUILDING REQUIREMENTS”**

The following information must be submitted to the Planning Department before a building permit can be processed and approved. If the building is for *agricultural use*, [livestock, produce or agricultural equipment storage on 10 or more acres] see the handout for agricultural structures. A more detailed description of items 1-5 is listed below.

1. Building Permit Application form.
2. Survey or Site Plan [two copies].
3. Building Plans [two copies].
4. Roof Truss Specifications [two copies].
5. Septic System evaluation?

After a preliminary review additional information may be required. Allow 5-10 days for processing.

**1. Permit Application:** Complete the attached application form. *Complete the Agricultural Structures Application if the building is for agricultural use and is on 10 acres or more [a separate handout is available outlining agricultural permit requirements].*

**2. Survey or Site Plan:** Provide an updated plan of the property showing all property lines, lakes, streams, rivers, bluffs, wetlands, road right of ways, easements, septic tanks and drainfields, existing buildings [with dimensions], and proposed building location, dimensions and proposed setbacks. A sample Site Plan is available at the Planning Department.

**3. Building Plans:** Section drawing [side, cutaway drawing] showing the footing width, thickness, and depth below grade, pole dimensions, wall construction, roof framing, purlin spacing and grade of lumber used for purlins and roofing material.

- Floor Plan showing length/width of building, post spacing, window/door locations, header sizes, interior walls and plumbing/heating fixtures. Write on the floor plan how the areas will be used, storage of cars, shop, livestock etc. Include on the floor plan a written description of the use of all areas of the building.
- Elevation Drawings of front, rear and sides of finished building. Include sidewall height and height to peak from grade.

**4. Roof truss specifications:** Provide two copies of the manufacturers roof truss design showing the truss span, spacing, and required bracing. Trusses must be designed for a 30 pound per square foot live load and approximately 5 pounds per square foot dead load.

**5. Septic system Compliance Certificate:** A Compliance Certificate is required if the building is located in the Shoreland District or if the new building has plumbing fixtures or a use that increases the water usage. Septic Compliance Certificates must be completed by a Licensed Inspector or Designer I. If the septic system is failing or needs to be upgraded for the increased water use the building permit will not be issued until a septic system permit is approved.

## General Information

### Inspections Required:

1. Footings (before concrete is placed)
  2. Framing inspection
  3. Final inspection
- Additional inspections as needed.

For all inspections call (763) 389-3487 or 1-800-851-3383, 24 hours in advance.

**ELECTRICAL:** Must be inspected and approved by a State Electrical Inspector. To request an electrical inspection or to answer electrical questions call: Randy Edel at (507) 334-3748. Call between 7:00 am and 8:30 am, Monday through Friday.

**EXCAVATIONS:** Before excavating, call Gopher State One at 1-800-252-1166 to verify the location of underground utilities, etc.

**OVERHEAD UTILITIES:** If the building is near overhead utilities contact the utility for specific requirements.

**FEEDLOTS:** If the building houses livestock a feedlot permit may be required (see Agricultural Structures Handout). For feedlot information contact the Township Zoning Administrator and he will put you in touch with the proper persons at Rice County.

**PERMITTED USE:** Typically pole buildings are permitted for residential and agricultural storage. **If the pole building is for a business or commercial use contact the Planning Department for additional requirements. If the building use changes in the future the use must be approved by the Planning Department and must comply with all applicable Township Ordinances and Building Codes.**

If you have any questions, please contact the Planning Department Monday through Friday, 8:00 am to 4:30 pm at:

Jim Braun, Zoning Administrator  
Office of Planning & Zoning  
2428-115<sup>th</sup> Avenue  
Princeton, Minnesota 55371-6200

Metro: 763-389-3487  
Toll Free: 1-800-851-3383  
Cellular: 612-282-9496  
Fax: 763-389-9587

# BUILDING PERMIT APPLICATION

PERMIT #
TOWNSHIP

**TOWNSHIP ZONING OFFICE**  
**2428-115<sup>TH</sup> AVENUE**  
**PRINCETON, MINNESOTA 55371**  
**OFFICE (763) 389 3487 1-800-851-3383**  
**FAX (763) 389-9587**

PIN #
FIRE #

GENERAL INFORMATION TO BE COMPLETED BY APPLICANT							
PROPERTY ADDRESS							
LEGAL DESCRIPTION							
SEC	TWP	RANGE	LOT	BLOCK	SUBDIVISION OR QTRQTR	ACRES	
NOTE: IF PROPERTY IS A METES AND BOUNDS DESCRIPTION ATTACH COPY OF EXACT LEGAL							
PROPERTY OWNER NAME			ADDRESS-CITY, STATE, ZIP			(TEL. NO.)	
						HM.	
CONTRACTOR NAME			ADDRESS			STATE LICENCE NO.	
						(TEL. NO.)	
ARCHITECT/DESIGNER			ADDRESS			(TEL. NO.)	
TYPE OF WORK							
<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE							
TYPE OF STRUCTURE							
<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> ACCESSORY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER							
USE OF BUILDING							
TYPE OF WORK							
<input type="checkbox"/> WOOD FRAME <input type="checkbox"/> MASONRY <input type="checkbox"/> METAL <input type="checkbox"/> POLE TYPE <input type="checkbox"/> PRE FAB <input type="checkbox"/> OTHER							
TOTAL SQUARE FEET			ESTIMATED VALUE OF WORK			TYPE OF HEATING SYSTEM	
			\$				

I HEREBY APPLY FOR A BUILDING PERMIT AND ACKNOWLEDGE THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE; THAT THE WORK WILL BE IN CONFORMANCE WITH THE ORDINANCES AND CODES AND WITH THE MINNESOTA BUILDING CODES; THAT I UNDERSTAND THIS IS NOT A PERMIT BUT ONLY AN APPLICATION FOR A PERMIT AND WORK IS NOT TO START WITHOUT A PERMIT; THAT THE WORK WILL BE ACCORDANCE WITH THE APPROVED PLAN.

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY					
ZONING ADMINISTRATOR					DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED					
SUBJECT TO EXISTING REGULATIONS AND THE FOLLOWING MINIMUM SETBACKS:					
ROAD ROW	CENTERLINE ROAD	SIDE YARD	REAR YARD	LAKE/RIVER	BLUFFLINE
DISTRICT	COMMENTS				

BUILDING OFFICIAL			BUILDING PERMIT .....		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			\$		
BUILDING OFFICIAL VALUATION			PLAN REVIEW FEE .....		
USE			STATE SURCHARGE .....		
OCCUPANCY			SEWER PERMIT .....		
TYPE OF CONST.			PENALTY .....		
TOTAL SQ. FT.			OTHER .....		
NO STORIES		SPRINKLER REQUIRED	OCC. LOAD		TOTAL .....
		<input type="checkbox"/> YES <input type="checkbox"/> NO			\$
COMMENTS:					

Permit Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

# Property Owner Waiver

## Minnesota State Contractor Licensing Requirements

*The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.*

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers, obtain a State License unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or jurisdictional Ordinance in connection with the work performed on this property.

\_\_\_\_\_  
*Signature or Property Owner*

\_\_\_\_\_  
*Project Address*

\_\_\_\_\_  
*Date*

**Please return this signed waiver with the Building Permit Application.**

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Commerce, Enforcement Division at 651/296-2594, or toll-free at 1-800/657-3602.

## PLANNING & ZONING DEPARTMENT

Jim Braun, Zoning Administrator  
 2428-115<sup>th</sup> Avenue  
 Princeton, Minnesota 55371-6200

Metro (763) 389-3487  
 Out State 1-800-851-3383  
 Cellular (612) 282-9496  
 Fax (763) 389-9587

*Identify all General Contractors and Sub-Contractors to be performing work on this project:*

	<i>Name</i>	<i>Phone No:</i>		<i>License No:</i>
A. Architect or Engineer: _____				
B. General: _____				
C. Excavator: _____				
D. Masonry: _____				
E. Carpentry: _____				
F. Roofing: _____				
G. Insulation: _____				
H. Sheetrock: _____				
I. Plumbing: _____				
J. Heating: _____				
K. Septic: _____				
L. Well Driller: _____				
M. Electrical: _____				

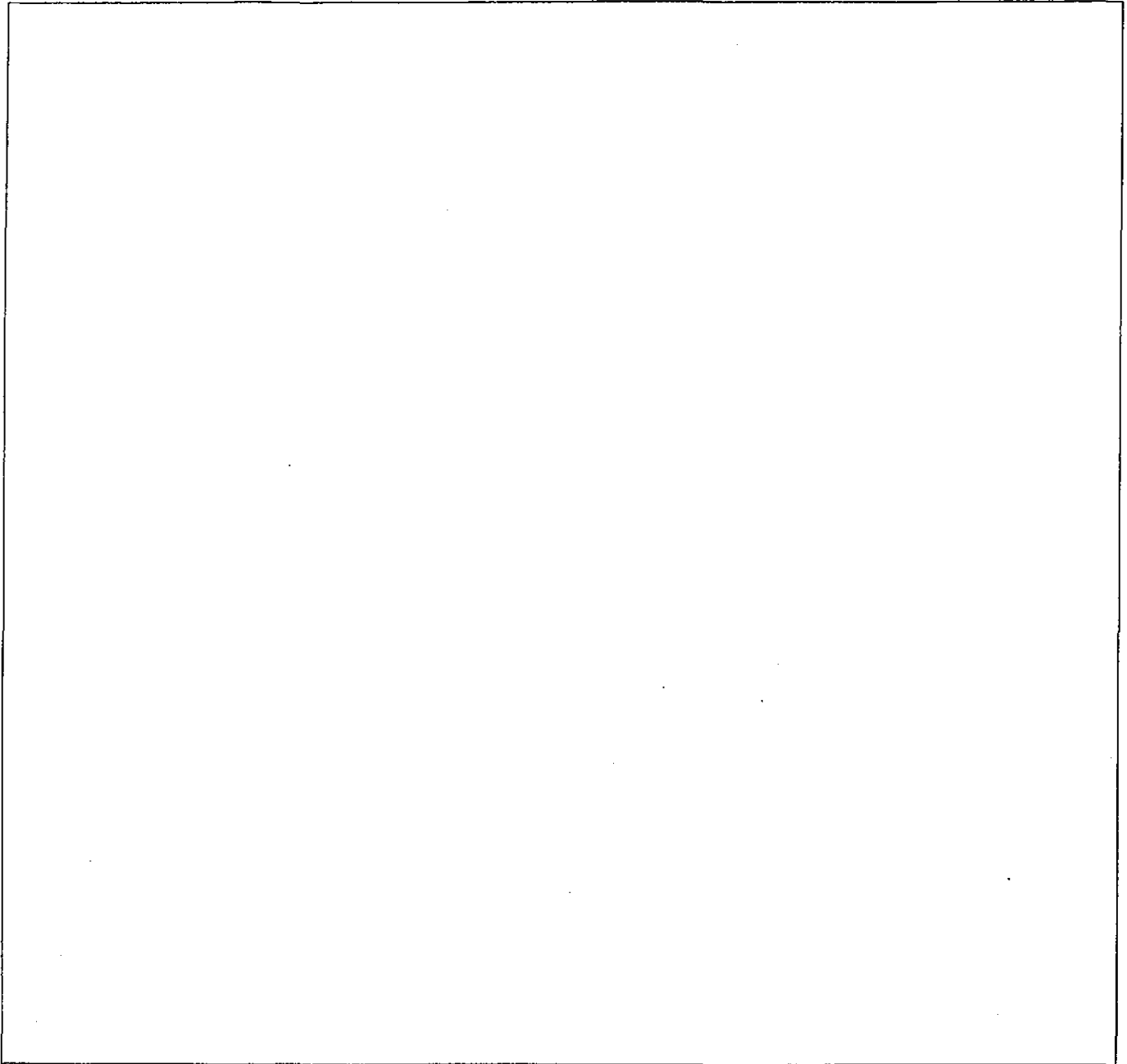
**I, the undersigned, do hereby agree, in the case that a permit is granted, that all work shall be done and all materials that are used shall comply with the plans and specifications herewith submitted, and with all ordinances and building codes.**

**Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_**

## SITE PLAN

- Property Lines
- North Arrow

- Scale of Drawing: 1 square = \_\_\_\_  
\_\_\_\_\_ feet



Required Information as per Section 505.16 of the Rice County Zoning Ordinance – Can be submitted on separate sheet

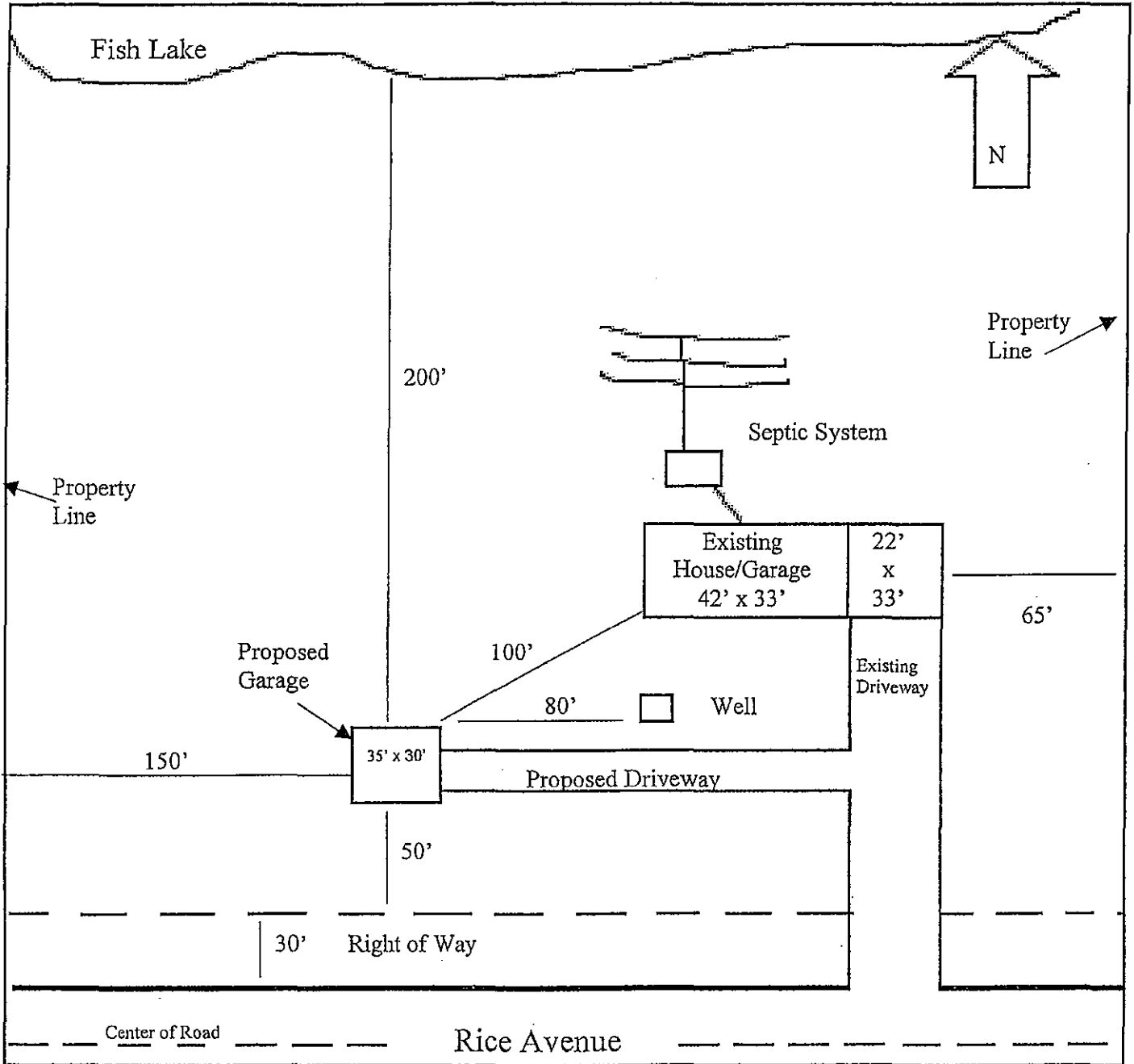
Check box when complete:

- Soils information
- Lakes, streams and wetlands
- Existing land uses onsite and neighboring properties
- Areas subject to flooding
- Existing and proposed structures, building footprints and setbacks
- Traffic generation
- Landscape plan including existing vegetation
- Roads labeled, access to lot/driveway
- Sewage treatment plans
- Storm water and Erosion Control plans
- Working and abandoned wells

# SITE PLAN

- Property Lines
- North Arrow

Scale of Drawing: 1 square = \_\_\_\_\_ feet



Required Information as per Section 505.16 of the Rice County Zoning Ordinance – Can be submitted on separate sheet

Check box when complete:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Soils information</li> <li><input type="checkbox"/> Lakes, streams and wetlands</li> <li><input type="checkbox"/> Existing land uses onsite and neighboring properties</li> <li><input type="checkbox"/> Areas subject to flooding</li> <li><input type="checkbox"/> Existing and proposed structures, building footprints and setbacks</li> <li><input type="checkbox"/> Traffic generation</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Landscape plan including existing vegetation</li> <li><input type="checkbox"/> Roads labeled, access to lot/driveway</li> <li><input type="checkbox"/> Sewage treatment plans</li> <li><input type="checkbox"/> Storm water and Erosion Control plans</li> <li><input type="checkbox"/> Working and abandoned wells</li> </ul> |
|---|--|

**MINIMUM LOT AREA, WIDTH, AND SETBACKS  
FOR ZONING DISTRICTS IN BRIDGEWATER TOWNSHIP**

Symbol	District	Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Structure Height
A	* Agricultural	Residential - 35 acres per ¼ ¼  If second dwelling is permitted, minimum is 2.5 acres  Dwelling of record – 2 ½ acres  Other Uses – 2.5 acres	250 feet	State Highway – 150 feet to centerline or 100 feet from front property line  County or Township road – 133 feet to centerline or 100 feet from property line **	20 feet  For livestock buildings -- 100 feet	Principal structure -- 70 feet  Accessory structure -- 20 feet  Livestock buildings -- 100 feet	Maximum of 35 feet  Except for agricultural structures
UR	Urban Reserve	35 acres 2.5 acres for existing dwelling units	250 feet	Same as “A”	Same as “A”	Same as “A”	Same as “A”
RR	Rural Residential	Existing lots of 20,000 square feet	100 feet	Average of existing but no less than 35 feet	10 feet	25 feet	Residences – 35 feet Hangers -- 24 feet Accessory structures -- 16 feet

\* In the “A” District, a setback may be required, ranging from 500 to 1,000 feet, for any new house from an existing feedlot of ten animal units or more. Please contact the Bridgewater Township Zoning Office if you think any adjacent properties within ¼ mile of your proposed house site may have livestock, or buildings, which may have been used for livestock in the past.

\*\* The required setback shall be whichever distance is greater.



# Minnesota State Contractor License Law

**Notice to Homeowners:**  
**Be Sure Your Contractor is Licensed**

## **Know Your Rights**

The State of Minnesota recently adopted a statewide "*Contractor and Remodeler License Law*." This law is designed to protect the consumer by requiring that contractors be licensed with the State. Contractors must apply to the State, post a bond, and show proof of insurance and competency. The law gives homeowners reasonable assurance that they are dealing with a reputable, professional contractor, and a place they can call to get general contractor information.

## **Getting Information on a Contractor**

Contractors, with a few exceptions, who contract with a homeowner to perform home construction, remodeling, or repair, must be licensed with the Minnesota Department of Commerce. Homeowners can call the Commerce Department Licensing Division at 1-800-657-3602, 651-296-2488 or visit the web site @ [www.commerce.state.mn.us](http://www.commerce.state.mn.us) to obtain information on a specific contractor. Contractors must display their license number on their advertising and they must make it available to consumers. Building permits cannot be granted to contractors who are not properly licensed by the state.

## **Exceptions to Being Licensed**

State law exempts contractors who have gross annual receipts from the construction business of less than \$15,000.00. Also exempt are specialty contractors who perform only one specialty skill.

## **Homeowner Rights if a Contractor is Not Licensed**

If your contractor is required to be licensed by the State of Minnesota and you find that he/she is not, you may still have recourse under the law. Generally, the law provides that a contractor who is working in violation of the Minnesota State License Law has no lien rights and may not be able to enforce a contract signed with a homeowner. If you find yourself in this situation, you should consult with an attorney to get sound legal advice. You should never knowingly hire someone who is deliberately violating the State License Law.

## **Working on Your Own Home**

You can obtain permits to do work on your own home. The License Law was written to insure a reasonable degree of protection for you as the consumer of construction services, not to discourage homeowners from doing work on their own property. For your safety, building permits are required for most construction projects.

For more information on State Licensing, contact the  
Minnesota Department of Commerce at 800/657-3602 or 651/296-2594