



Date: _____ Permit #: _____

Residential Building Permit Application

SITE ADDRESS: _____

Legal Description LOT _____ BLOCK _____ ADDITION _____

Applicant Information

Owner _____ Contractor _____ Designer/Architect _____ Tenant _____

CONTRACTOR OR DESIGNER/ARCHITECT

Company: _____ Phone: _____

Contractor Registration License #: _____ Expiration Date: _____

Contact Person (print): _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

PROPERTY OWNER

Name/Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip code: _____

Building Permit Type

- | | | | |
|---------------------------------------|---|---|---------------------------------|
| <input type="checkbox"/> SFD – Sewer | <input type="checkbox"/> Three/Four Plex | <input type="checkbox"/> Pools | <input type="checkbox"/> Razing |
| <input type="checkbox"/> SFD – Septic | <input type="checkbox"/> Window Replacement | <input type="checkbox"/> Re-siding | <input type="checkbox"/> Porch |
| <input type="checkbox"/> Multifamily | <input type="checkbox"/> Basement | <input type="checkbox"/> Grading/Foundation | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Garages/Access | <input type="checkbox"/> Moving | <input type="checkbox"/> Reroof |
| <input type="checkbox"/> Duplex Units | <input type="checkbox"/> Other _____ | | |

Work Type

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Replace |
| <input type="checkbox"/> Remodel | <input type="checkbox"/> Repair | <input type="checkbox"/> Interior Finish |

Are you removing trees on the lot? Yes No How many acres is your lot? _____

Does this address use septic? Yes No

Description of Project: _____

Estimate Value of Work: \$ _____

Bldg. Height _____ Length _____ Width _____ # of Dwelling Units _____ Stories _____

Notes to Applicant

- Separate permits are required for electrical, plumbing, mechanical, sewer and water service and individual sewage treatment systems.
- This permit shall be null and void if authorized work is not started within 180 days or if work is suspended/abandoned for 180 days or more after work has started.
- Comply with City Code 111.02 prohibitions and limitations of construction on City or Shakopee Public Utilities easements.
- Plan review normally requires 10 working days from receipt of the **COMPLETE** application **AND** required information. You will be contacted with the building permit fee once our review is complete. Upon receipt of the payment, the permit will be issued.
- Permit and Plan Review Fees are based on City Code 111.04.
- **PLEASE ARRANGE FOR INSPECTIONS 24 HRS IN ADVANCE**

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Shakopee to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Shakopee and the State of Minnesota.

Applicant's Signature

Date

Plan Review Submittal Checklist

- ___ Completed Application
- ___ ISTS Review (provided by Scott County Environmental Health @ (952) 496-8475) – **SEPTIC SITES ONLY**
- ___ Four (4) legal surveys (one Tree Preservation Plan; one Erosion Control; two general) – **NEW CONSTRUCTION ONLY**
- ___ Two (2) complete sets of plans (one must be 11x17 or PDF) – **NEW CONSTRUCTION ONLY**
- ___ Heat Loss Calculations/Manual J Energy Code Compliance form required at submittal (provided by mechanical contractor) – **NEW HOMES, PORCHES & ADDITIONS**
- ___ SPUC Utility Review form
- ___ City Residential Equipment worksheet
- ___ City Tree Preservation Plan form
- ___ City Alternate Erosion Control & Sediment Control form

CITY OF SHAKOPEE USE – PERMIT APPROVED BY:

Scott County Environmental Dept. or SPUC Date

Natural Resources Date

Fire Department Date

Planning Department Date

Engineering Department Date

Building Department Date

Notes:

Zone	
Type of Construction	
Total Square Feet	
Occupancy Group	
Fire Sprinklers Required	<input type="checkbox"/> Yes <input type="checkbox"/> No