



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: _____ Email: _____

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 – Apply through ePermits

Please review the Building Permit Submittal Requirements checklist to include all necessary documentation.

___ Completed application

___ Complete set of construction documents

The city requires a PDF set of complete construction documents separated and labeled by discipline, e.g., all architectural plans should be in one PDF, all mechanical plans in a second PDF, all structural plans in a third PDF, etc.

SEPTIC SITES ONLY

___ ISTS Review (provided by Scott County Environmental Health @ 952-496-8475)

NEW HOMES, PORCHES & ADDITIONS

___ Heat Loss Calculations/Manual J Energy Code Compliance form (provided by mechanical contractor)

NEW CONSTRUCTION ONLY

___ Legal Survey

___ Erosion Control documents

___ Alternate Erosion Control & Sediment Control Plan form (available on city website)

___ Legal survey showing erosion control only (see form above for requirements)

___ Tree Preservation documents

___ Tree Preservation Plan form (available on city website)

___ Legal survey showing tree preservation plan only

___ Residential Equipment/Appliance worksheet (available on city website)

CITY OF SHAKOPEE USE – PERMIT APPROVED BY:

Building Division

Date

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