



## **MINIMUM REQUIRED INFO FOR CONSTRUCTION PLANS**

1. Minimum - 2 complete sets - 1/4" scale.
2. Elevations: Front, rear, side, and cross sectional detail from footing through roof system.
3. Floor plan of all floors including basement and garage.
4. Window schedule/sizes.
5. Energy calculations.
6. Footings: Depth/width, reinforcement placement/size.
7. Conventional foundations: Wall thickness, concrete reinforcement, block or wood. If wood foundation, all design/construction details per proper agency.
8. Slab on grade or post foundation: Some designs may require design by a MN registered structural engineer.
9. Floor system: Size, spacing and type of joist/truss. Indicate posts and beams including size/type. Floor sheathing: Thickness/type.
10. Wall system: Exterior - size, spacing and type of studs. Exterior wall sheathing, bracing, siding/veneer, weather resistive barrier, insulation type and size, vapor retarder and interior wall finish. Interior wall stud spacing and size.
11. Roof system: Size/spacing of framing members including trusses, roof sheathing type/size, underlayment, roofing material.
12. Attic insulation material, R-value, and ventilation systems.
13. Fire suppression if applicable.

## **INSPECTIONS REQUIRED**

- Please contact city hall a minimum of 24 hours prior to inspection.
  - All construction activity in which a building permit is required is subject to inspection. The inspection record card and approved plans are to be on site at all times during construction.
  - No work shall be done on any part of the building beyond the required inspections on the inspection record card without signed approval indicated.
1. **Footing Inspection:** Before concrete is placed. Forms/reinforcement in place.
  2. **Cast in Place Foundation Inspection:** Before concrete is placed.
  3. **Foundation Inspection:** Before backfilling, verify drainage system, insulation, waterproofing and backfill material.
  4. **Plumbing Inspection:** Air test, visual and final manometer.
  5. **Radon System Inspection.**
  6. **Framing Inspection:** After rough-ins are completed.
  7. **Insulation Inspection:** Vapor retarder, insulation and sealing.
  8. **HVAC Inspection.**
  9. **Drywall Inspection:** Fire rated assemblies.
  10. **New Homes Blower Door Test.**
  11. **Fire Suppression Inspection.** If applicable.
  12. **Final Inspection.**
  13. **Issue Certificate of Occupancy.**

## **SELECTING A CONTRACTOR**

THE process of selecting a contractor to build, repair or remodel your home can be confusing. The following are several precautions to consumers who are considering hiring a contractor.

FIRST, try to do business with an established and licensed contractor. A vagabond contractor's price may be right, but he may be difficult or impossible to locate if you are not satisfied, or if the workmanship is poor. Whichever contractor you choose, check with your local building inspector, consumer protection agency or Chamber of Commerce.

SECOND, get more than one estimate for the job. Remember that the quality of materials may vary with certain jobs, and the estimate and value of the completed job will differ accordingly. Make sure that you understand why the contractor has selected a particular kind of material. Ask the contractor for locations of jobs he has completed. Drive past, and if possible, talk with those clients to see if they are satisfied.

THIRD, check the contract carefully before you sign. These items should be included: 1) a full description of the job to be completed, 2) itemization of materials by type, and quality (make sure you understand differing qualities, check with suppliers), 3) scheduling details, the job should have dates on which to begin and end, or it could be left unfinished for weeks or months, 4) warranty information on the materials and the job, and 5) the total price and payment schedule, with arrangements for partial payment after the job has been partially completed. It is also advisable to include sections regarding: 1) cleanup after jobs – especially excavation jobs, 2) allowances for changing of plans while the job is in progress, and 3) conformity to applicable building standards.

FOURTH, inspect the job while it is in progress and as soon after completion as possible. If there are any problems, they should be aired and handled with a minimum of delay.

FIFTH, be aware of the ramifications of mechanics liens. Essentially, they insure that a contractor will be paid for his labor and/or materials by using your home as a type of collateral.

SIXTH, request insurance certificate for adequate limits of liability. Consult your insurance agent, as some form of builders risk or installation floater may be advised.

SEVENTH, take your time, and read everything carefully. The time to ask questions is before you sign.

FINALLY, if you have problems with a contractor that cannot be resolved, contact your local Attorney General's Office, Consumer Division, at 1-800-657-3787 (Voice/TDD). You can also contact the State of Minnesota Commerce Department at 1-800-657-3602.

**NOTICE TO APPLICANTS**  
**FOR CITY OF HERMANTOWN BUILDING PERMITS**

- The minimum information required to process your application is listed below.
- Incomplete applications cannot be accepted and must be returned to the applicant.

**CHECKLIST FOR BUILDING PERMIT APPLICATIONS**

- |    |   |       |     |       |    |
|----|---|-------|-----|-------|----|
| 1. | Application for Zoning Certificate  | _____ | Yes | _____ | No |
| 2. | Site Plan to Scale  | _____ | Yes | _____ | No |
|    | a. Signed by Applicant  | _____ | Yes | _____ | No |
|    | b. Are dimensions of lots & setbacks shown                                    | _____ | Yes | _____ | No |
| 3. | Building Permit Application   |       |     |       |    |
|    | a. Legal Description and/or Parcel Code                                       | _____ | Yes | _____ | No |
|    | b. Cost of the Project  | _____ | Yes | _____ | No |
|    | c. Signature  | _____ | Yes | _____ | No |
|    | d. Daytime Phone Number   | _____ | Yes | _____ | No |
| 4. | Proof of Title for New Construction<br>(Recorded Warranty Deed)               | _____ | Yes | _____ | No |
| 5. | Proof of Septic System Permit or<br>Certificate of Compliance (If applicable) | _____ | Yes | _____ | No |
| 6. | Two Sets of Construction Plans  | _____ | Yes | _____ | No |
| 7. | Driveway Access Permit (If applicable)  | _____ | Yes | _____ | No |
| 8. | Erosion & Sediment Control Plan Application                                   | _____ | Yes | _____ | No |

City of Hermantown 5105 Maple Grove Road Hermantown, MN 55811 Phone: 218-729-3600 Fax: 218-729-3620 Web: <a href="http://www.hermantownmn.com">www.hermantownmn.com</a>	<b>EROSION CONTROL  AND FILL PERMIT  APPLICATION</b> City of Hermantown	<u>Fees:</u> Fee: \$125.00 *Minimum Deposit \$500.00  *Deposit may be increased by Community Development Director based on site conditions and risk or erosion complications
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Permit is required for all land disturbance activities impacting 500 square feet OR more for any project requiring a building permit application for new construction.

<b>A. General Information</b>		
<b>Applicant Contact Information</b>		
Business or Entity:		
Name:		
Address:		
City:		State/Zip:
Phone:		Cell:
Email:		
<b>Landowner Contact Information (If different than Applicant)</b>		
Business or Entity:		
Name:		
Address:		
City:		State/Zip:
Phone:		Cell:
Email:		
<b>Contractor Contact Information</b>		
Business or Entity:		
Name:		
Address:		
City:		State/Zip:
Phone:		Cell:
Email:		

## B. Project Information

Brief Project Description (e.g., new home, addition, commercial building, grading, excavation/fill, etc.):

If project extends over winter, the site will need to be temporarily stabilized until the start of next construction season. See Erosion and Sediment Controls section below.

<b>B. Project Information (continued)</b>	
<b>1. Project Type</b>	<b>4. Project Purpose</b>
a. <input type="checkbox"/> Vegetation Only	a. <input type="checkbox"/> Clear Land
b. <input type="checkbox"/> Fill Only	b. <input type="checkbox"/> Road or Driveway
c. <input type="checkbox"/> Grading Only	c. <input type="checkbox"/> Fill in Wetland
d. <input type="checkbox"/> Both Grading & Filling	d. <input type="checkbox"/> Elevate Building Site
e. <input type="checkbox"/> Structure & Grading	e. <input type="checkbox"/> Improve Lawn
	f. <input type="checkbox"/> Improve Commercial/Industrial Site
	g. <input type="checkbox"/> Other (specify):
<b>2. Flood Plain Data</b>	<b>5. Project Scope</b>
a. Is site in the flood plain? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Note: If answer is "YES" fill in the Remainder of this section.</b>	a. Areas of disturbed Ground in square feet acres
b. Is site in the FLOODWAY? Yes <input type="checkbox"/> No <input type="checkbox"/>	b. Volume of Fill in cubic yards:
c. Is site in General Flood Plain District? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Note: A "YES" answer to either b or c indicates that a problem may exist. A conditional use permit as well as an engineering study will be required in order to determine the impacts on flood elevations and velocities.</b>	c. Closes Distance to Ordinary High Water Level (ft):
d. Is special use permit required? Yes <input type="checkbox"/> No <input type="checkbox"/>	d. Project Start Date:
	e. Project Completion Date:
<b>3. Water Resource Data</b>	
a. Project is adjacent to: Lake <input type="checkbox"/> Stream <input type="checkbox"/> Ditch <input type="checkbox"/>	<b>6. Site Characteristics</b>
Name: I.D. No.:	a. Project site soil type: sand <input type="checkbox"/> gravel <input type="checkbox"/> clay <input type="checkbox"/> loam <input type="checkbox"/>
b. Present water level:	b. Fill Type: sand <input type="checkbox"/> gravel <input type="checkbox"/> clay <input type="checkbox"/> loam <input type="checkbox"/> black dirt <input type="checkbox"/> demo material <input type="checkbox"/> other (specify)
c. Ordinary high water level:	c. Average Slope of Work Area: feet of rise for each ten (10) feet of horizontal distance
d. Highest known water level:	
e. 100 year flood level:	
f. Datum of evidence: <input type="checkbox"/> Sea Level <input type="checkbox"/> Assumed <b>Note: Any fill below the ordinary high may require a DNR permit.</b>	

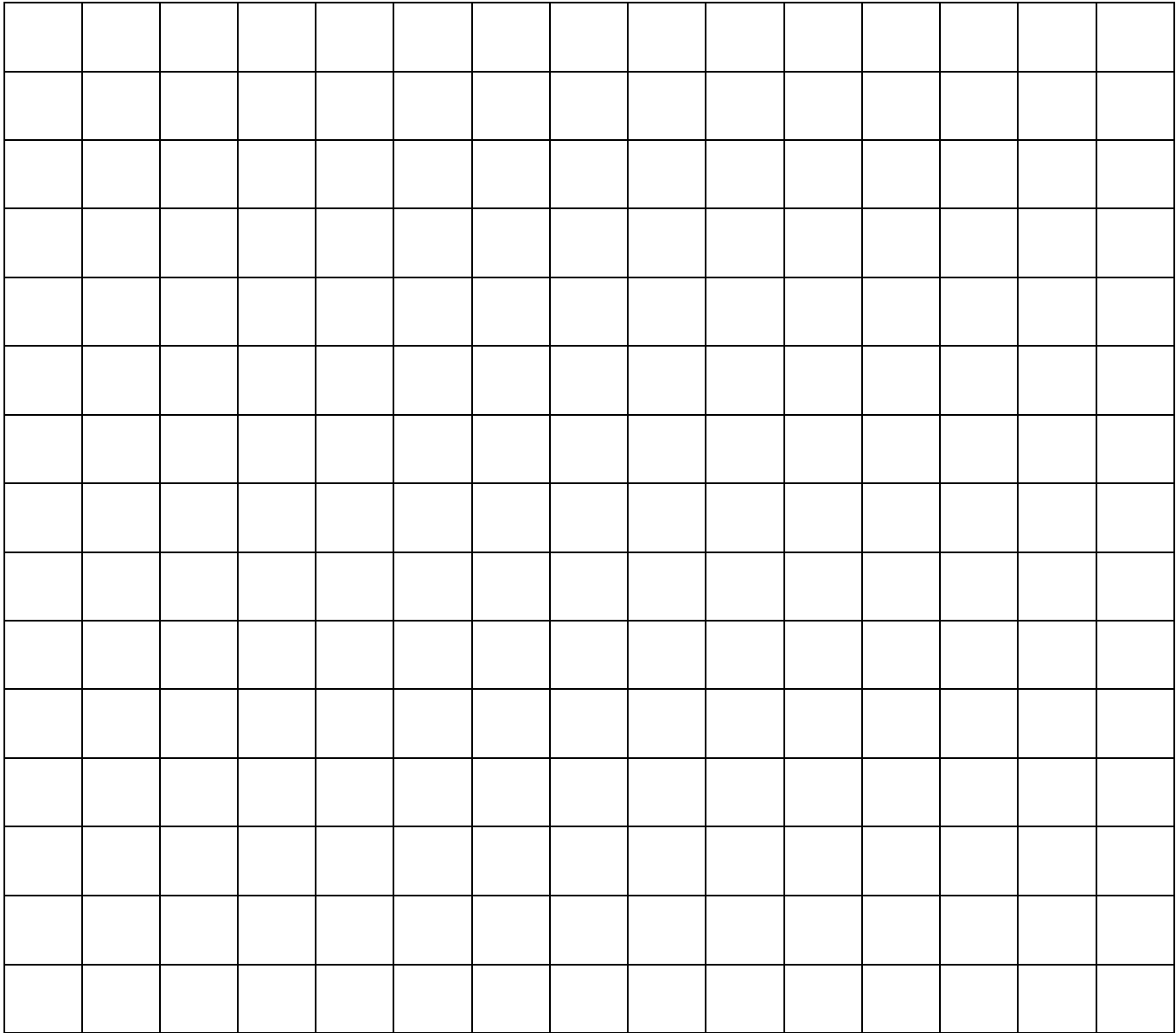
**Notice: This application is not complete until drawings are submitted which adequately describe the proposed project.**

**Erosion and Sediment Controls** (check all methods that will be used at the project site)

See attached information sheet for further details. Additional measures beyond those listed below (such as ditch/swale stabilization) may also be required, based on site characteristics.

1.	Soil stabilization (stabilization of exposed soils is required within 7 days): <input type="checkbox"/> Mulch <input type="checkbox"/> Seed & mulch <input type="checkbox"/> Sod <input type="checkbox"/> Erosion control blanket <input type="checkbox"/> Other <input type="checkbox"/> Not applicable – Explain why;
2.	Sediment controls (required for down gradient perimeters and stockpiles): <input type="checkbox"/> Fiber roll <input type="checkbox"/> Silt fence <input type="checkbox"/> Filter berm <input type="checkbox"/> Other <input type="checkbox"/> Not applicable – Explain why:
3.	Entrance/exit stabilization: <input type="checkbox"/> Stone pad <input type="checkbox"/> Mud mat <input type="checkbox"/> Paved driveway <input type="checkbox"/> Other <input type="checkbox"/> Not applicable – Explain why:
4.	Storm drain inlet protection (required for downstream storm drains, except during winter): <input type="checkbox"/> Filter bag insert <input type="checkbox"/> Other <input type="checkbox"/> There are no downstream drains
5.	Temporary Stabilization Over Winter (if Project will not be stabilized before October 30 <sup>th</sup> ) <input type="checkbox"/> Mulch <input type="checkbox"/> Seed & mulch <input type="checkbox"/> Hydromulch <input type="checkbox"/> Erosion control blanket <input type="checkbox"/> Other <input type="checkbox"/> Not applicable – Explain why:

**Erosion and Sediment Control Site Plan.** A drawing showing the limits of disturbance, direction of grade, property boundaries, existing and proposed structures, and the locations of erosion and sediment control devices must be provided. This can be drawn below, or generated separately and submitted with your application materials. This drawing must be to scale with dimensions to provide the City with adequate information as to the projects impacts.



**Acknowledgment and Signature**

**MS4 Statement of Compliance** (Pertaining to the City Code Section 1060 Erosion and Sediment Control for Land Disturbance Activities).

The Applicant, Landowner and the Contractor conducting work on the site are jointly responsible for the construction activities that occur on the site. By signing this permit, all parties are required to install and maintain all erosion and sediment control BMPs to ensure that sediment, soil and debris does not leave the construction site. This includes but is not limited to tracing of soil/mud onto public streets and roadways from vehicles leaving the site, soil eroding from the site onto roadways or drainage ditches or onto neighboring property. If sediment, soil/mud and /or debris leaves the site, all parties are responsible for the immediate clean up and all costs and finds associated with it. All parties are also responsible for the total restoration of vegetation on the site (seed/mulch, sod, gardens, etc.) after construction disturbance is substantially complete, and only after vegetation has been established with vigorous growth can BMPs be cleaned and removed.

This permit does not authorize any work other that was is specifically described in the application and plans listed above, nor any work by anyone other than the applicant listed on the permit. If permittee is found to (a) continue land disturbance work beyond completion date, (b) disturb more acreage that is permitted, (c) utilize a permit, of or the City finds land disturbance activities otherwise negatively impact the residents of environmental quality of the City of Hermantown, the permit may be revoked.

I hereby acknowledge that I have received and read information concerning the City of Hermantown’s Erosion and Sediment Control Requirements and the City Code Section 1060. I agree to install and maintain such controls as required throughout the duration of the construction. I also consent that the City’s designated representative may enter upon the property for purposes of inspection to determine compliance with erosion and sediment control requirements until the lot is fully stabilized. At the completion of final stabilization, the Applicant, Landowner or Contractor is responsible to contact the City for final inspection. At this time, the permit will be terminated if the City deems the project stabilized. I understand that I will be subject to loss of deposit and enforcement action for failure to comply with erosion and sediment control requirements.

I hereby certify with my signature that I understand all of the above and all date of my application forms, plans and specifications are true and correct to the best of my knowledge.

**Applicant Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landowner Signature (If different than Applicant)**

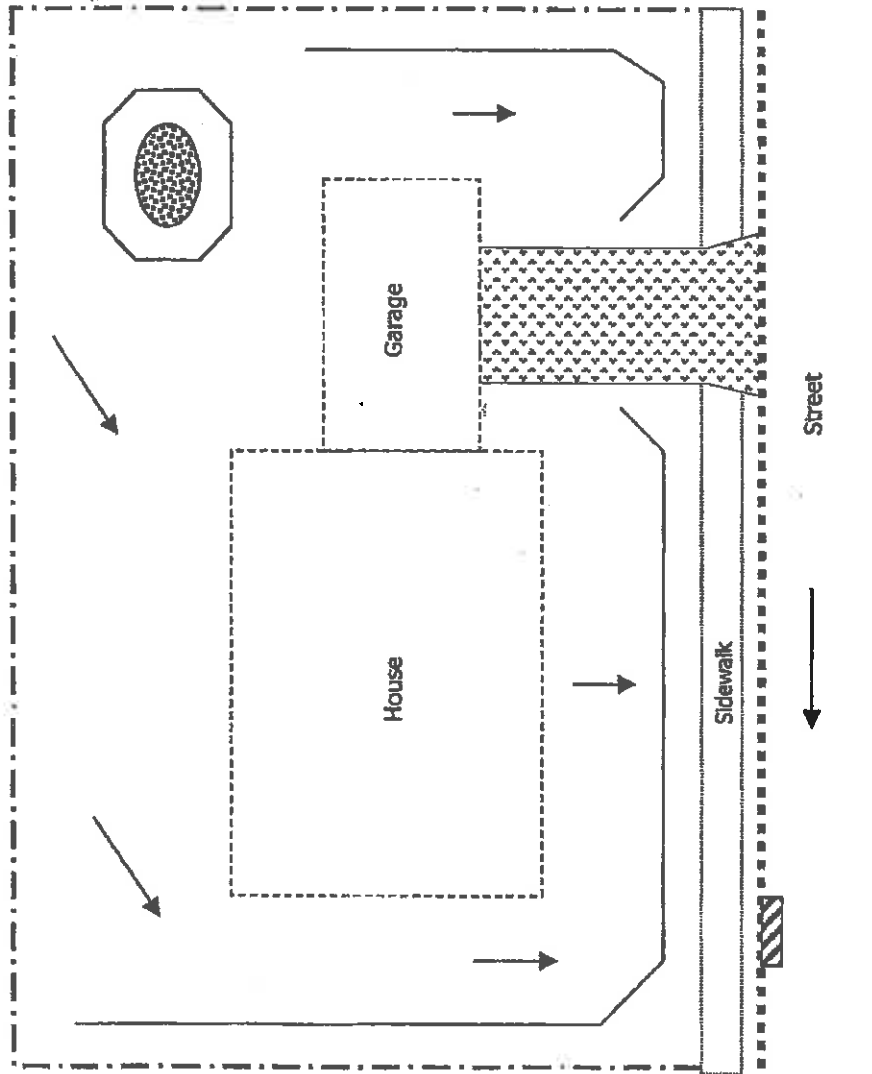
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor Signature (Responsible for Erosion Control)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Erosion and Sediment Control at Small Project Sites



LEGEND	
- - - -	Project Boundary
————	Sediment Control
▨▨▨▨	Protected Storm Drain
- - - -	Curb and Gutter
••••	Stabilized Construction Entrance
⊙	Stockpile
→	Finished Grade

**NOTES:**

1. It is the responsibility of the owner and contractor to implement and maintain effective erosion and sediment controls throughout construction.
2. Sediment control must be installed on all down gradient perimeters before land disturbing activities begin and must be maintained throughout construction.
3. Exposed soils must be temporarily or permanently stabilized (e.g., with mulch, mulch/seed, sod, rock, etc.) within 7 days of inactivity.
4. Controls must be installed at the construction entrance/exit to minimize offsite tracking. Any material tracked onto streets must be removed within 24 hours.
5. Inlet protection must be provided for down gradient storm drain inlets and must be maintained throughout construction.
6. Sediment controls must be installed around stockpiles, and stockpiles must not be placed in streets, on sidewalks, or near water bodies.



*Erosion and sediment controls are required at most project sites where a building permit or land alteration permit is required. This is only a sample plan and is not intended to address every possible situation. Additional or modified practices may be required on some sites.*

## Summary of Regulatory Requirements for Erosion and Sediment Control

Requirement	Description
Stabilize exposed soils	<ul style="list-style-type: none"> <li>▪ Exposed soils must be temporarily or permanently <b>stabilized within 7 days</b> of being worked. Stabilization can be achieved with a variety of materials including mulch, seed/mulch, sod, erosion control blankets, riprap, aggregate, or pavement.</li> </ul>
Install and maintain sediment control along perimeter	<ul style="list-style-type: none"> <li>▪ <b>Before construction begins</b>, controls must be installed at the perimeter of down gradient slopes to prevent sediments from moving offsite. While silt fencing is used most often, other options (such as biorolls or compost logs) are also appropriate for some applications. Silt fences are not appropriate for long, steep slopes. Whatever method is chosen, it must be installed in accordance with the manufacturer's specifications. For example, silt fence must be trenched in six inches.</li> <li>▪ Perimeter controls must be inspected at least weekly and after every 1/2 inch rain and maintained as needed. Silt fences must be repaired, replaced, or supplemented when they become non-functional or when they are 1/3 full with sediment.</li> </ul>
Minimize vehicle tracking onto roads	<ul style="list-style-type: none"> <li>▪ Stone pads, mud mats, wash racks, or equivalent systems must be used <b>at the construction exit</b> to prevent tracking of sediments offsite.</li> <li>▪ Any sediment that does get tracked onto the streets must be swept up and removed within 24 hours.</li> </ul>
Install and maintain storm drain inlet protection	<ul style="list-style-type: none"> <li>▪ All storm drain inlets that receive runoff from the construction site must be protected until the site is fully stabilized. Examples of inlet protection options include inlet filter bags and gravel bag barriers.</li> <li>▪ Inlet protection devices must be inspected weekly and after every 1/2 inch rain event. Sediments must be removed as needed and must not be discharged into the storm sewer.</li> </ul>
Install sediment controls for temporary stockpiles	<ul style="list-style-type: none"> <li>▪ Sediment control must be installed around temporary soil stockpiles using silt fence or another method. Stockpiles must not be placed in streets, on sidewalks, or near water bodies.</li> <li>▪ If a stockpile is to remain in place for an extended period, it must be stabilized like any other exposed soil area. This does not apply to stockpiles of aggregate or sand.</li> </ul>
Control dewatering discharge	<ul style="list-style-type: none"> <li>▪ All water from dewatering activities must be discharged in a manner that does not cause erosion, nuisance conditions, or adverse impacts to receiving waters.</li> </ul>
Complete and submit a <i>Permit Modification Form</i> upon change of ownership	<ul style="list-style-type: none"> <li>▪ For new homes within a subdivision, the state NPDES stormwater permit for construction activities requires the new owner or operator to submit a <i>Permit Modification Form</i> to the Minnesota Pollution Control Agency prior to commencing construction activity and within 7 days of assuming control of the property. You may be required to provide a copy of your completed form to the City. If the original owner did not provide you with a copy of the required form, contact the City for assistance.</li> </ul>

*This is not an exhaustive list and is not intended to address every possible situation. Additional or modified practices may be required to achieve effective erosion and sediment control on some sites based on site conditions and the type of project.*

APPLICANT: please keep this information for future reference

# EROSION CONTROL AND FILL PERMIT

\*\*\*PERMIT TO BE FILLED OUT BY CITY STAFF\*\*\*

- APPLICATION IS HEREBY DENIED
- PERMISSION IS HEREBY GRANTED TO \_\_\_\_\_  
all in accordance with the application, addendum form, plans, specifications and all other supporting data, unless specified hereinafter in the GENERAL and/or SPECIAL PROVISIONS
- Additional Deposit Amount Required: \_\_\_\_\_

BY ORDER OF: \_\_\_\_\_  
Signature of Permitting Authority Title Date

NOTE: THIS PERMIT TERMINATES ON \_\_\_\_\_ except as provided for by local ordinance and/or Minnesota Law.

\*Permit Application and MS4 Statement of Compliance shall be attached to the Permit.

## ACCEPTANCE OF CONDITIONS

Developer hereby acknowledges and accepts the conditions specified on the foregoing Special Use Permit and covenants and agrees to comply with each and every such situation.

Developer acknowledges that the failure to comply with all of the conditions shall constitute a violation of the Hermantown Zoning Ordinance and that the City of Hermantown may, in such event, in addition to other remedies, institute any appropriate action of preceding to prevent, restrain, correct, or abate the violation or exercise its rights to the performance surety provided by Developer.

IN WITNESS WHEREAS, Developer has executed this acceptance on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[Developer Name]

By \_\_\_\_\_

Its \_\_\_\_\_

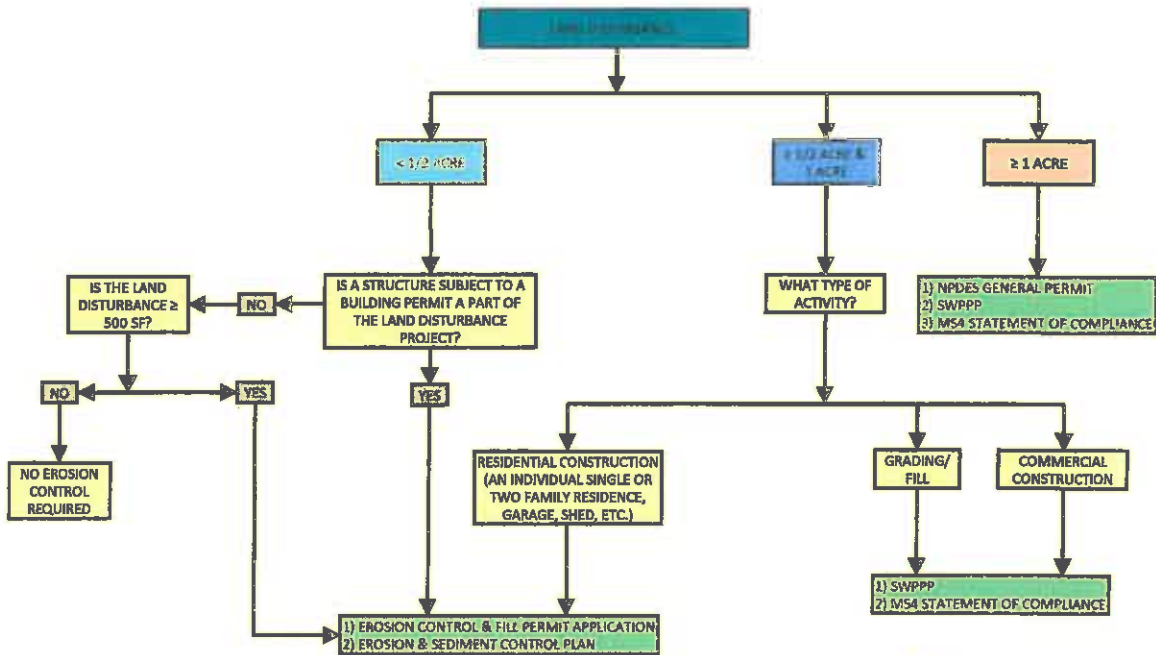
STATE OF MINNESOTA            )  
  )ss.  
COUNTY OF ST. LOUIS         )

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**SECTION 1060  
GENERAL EROSION CONTROL REQUIREMENTS  
FLOW CHART  
DATE: 5/1/2017**

PROJECTS MAY ALSO BE SUBJECT TO SECTION 1060, "CONTROL OF POST-CONSTRUCTION STORMWATER RUNOFF"





City of Hermantown  
 5105 Maple Grove Road  
 Hermantown, MN 55811  
 218-729-3600  
 www.hermantownmn.com

**Stormwater Management Plan Submittal Checklist**  
 (Include with Stormwater Management Plan)

<b>Project Name:</b> _____			
<b>Owner / Developer:</b> _____			
<b>Engineering Firm and Engineer:</b> _____			
<b>Stormwater Management Plan Submittal Date:</b> _____	<b>Estimated Start of Construction Date:</b> _____		
Stormwater Management Plan Items	Included		
	Yes	No	N/A
Stormwater Management Plan Pre-Application Meeting Verification Slip - Signed			
Cover Sheet - Signed by the Design Engineer			
Stormwater Management Plan Submittal Checklist			
Stormwater Management Plan Summary Form			
Table of Contents			
Project Summary			
Pre-Project and Post-Project Pervious and Impervious Areas			
Pre-Project Conditions			
Complete Analysis of pre-project conditions with drainage exhibits			
Post-Project Conditions			
Complete Analysis of post-project conditions with drainage exhibits			
Discussion of project's Peak Flows, TSS Removal, Temperature, & Volume Controls			
Description of BMP's Location, Functioning & Routing			
Statement of Project Performance in context of City's Storm Water Ordinance			
ESCP or SWPPP Documents			
Stormwater Management BMP Operations, Inspections and Maintenance Plan			
Full Plan Set (11" x 17")			
Appendices (Geotechnical Report, Modeling Output, Exhibits, Etc.)			
Electronic Submittal (PDF of Full Report and Modeling Files)			

City of Hermantown

5105 Maple Grove Rd  
Hermantown, MN 55811

PHONE: 218-729-3600  
FAX: 218-729-3620

**APPLICATION FOR DRIVEWAY ACCESS/ENTRANCE PERMIT**

Name of Applicant \_\_\_\_\_ Name of Property Owner \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Phone \_\_\_\_\_ Phone \_\_\_\_\_  
 City Road Name/# \_\_\_\_\_ Township/Section/Range \_\_\_\_\_  
 Date proposed Driveway will be needed \_\_\_\_\_  
 Purpose of Driveway (residence, commercial, field, etc.) \_\_\_\_\_  
 Contractor \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICATION PROCESS:**

1. Complete the above application and submit with a \$350.00 check made payable to City of Hermantown. Upon final inspection and approval by the City Public Works department the installation deposit of \$250.00 will be refunded.
2. Place flagging where driveway approach is desired.
3. Public Works will inspect the location to determine the culvert size (if one is needed). Public Works DOES NOT install the culvert.
4. Please draw on a separate sheet a sketch of the property, the present and proposed driveways, and the relation to the City street/road.

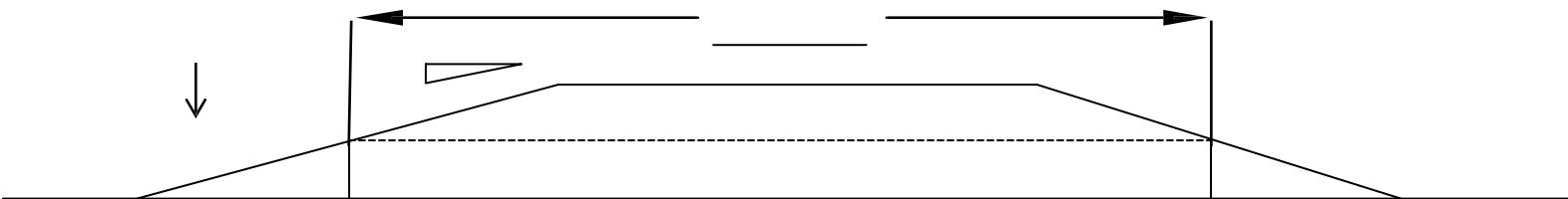
Permit Fee: \$100.00  
 Installation Deposit: \$250.00  
 Total Remittance: \$350.00  
 \*Make checks payable to the City of Hermantown

I, we, the undersigned herewith make an application for permission to construct an access driveway at the above location. The driveway will be constructed to conform with the standards of the City of Hermantown and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the City of Hermantown. It is further agreed that no work in the connection of this application will be started until the application is approved and the permit issued.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

(Public Works Department Use Only)

**Typical Culvert Installation Diagram**



**Required Diameter:** \_\_\_\_\_ **Length:** \_\_\_\_\_ **Aprons:** \_\_\_\_\_

**Dates - Inspected:** \_\_\_\_\_ **Culvert Payment Rec'd** \_\_\_\_\_ **Delivered** \_\_\_\_\_

**Final Inspection Requested** \_\_\_\_\_ **Final Inspection Completed and Refund Authorized** \_\_\_\_\_

**Deposit Refunded** \_\_\_\_\_ **Warrant Number** \_\_\_\_\_

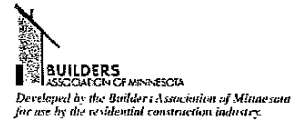
## **REQUIREMENTS FOR DRIVEWAY ACCESS PERMITS**

1. No work shall be started until an application for a Driveway Access is approved by the Public Works Director and a Driveway Access Permit issued.
2. Where work on a traveled roadway is necessary, traffic must be protected using the appropriate traffic control devices planned in accordance with the Minnesota Manual on Uniform Traffic Control Devices (including the Field Manual).
3. No foreign material such as dirt, gravel, or bituminous material shall be deposited on the City road/street during the construction of the driveway or installation of any drainage facilities.
4. The City road/street and right-of-way area must be cleaned up after work is completed. This includes, but is not limited to, slope restoration and turf establishment.
5. Applicant shall provide the appropriate erosion control during construction and, if necessary, take out an NPDES/SDS General Storm Water Permit for construction activities.
6. After the driveway construction is completed, the applicant shall notify the Public Works Director the work has been completed and is ready for final inspection and approval by the City of Hermantown Public Works Department.
7. No changes or alterations in entrances may be made at any time without written permission from the City of Hermantown Public Works Department.
8. Driveway fill slopes shall be constructed according to the recommendation of the City of Hermantown Public Works Department. Vertical ends constructed of concrete or masonry will not be permitted.
9. Driveway surfaces shall be constructed to slope down and away from the shoulder line of the City road/street for a distance of at least 15 feet with a fall of at least 3 inches. Standard residential entrances will be 24 feet wide; standard commercial entrances will be 32 feet wide. Wider entrances and culverts may be required by the Public Works Director if deemed necessary.
10. Culverts shall be supplied by the Applicant and must meet size, type and length specified by City requirements.
11. A bond or other security may be required (in addition to the deposit required for the permit) to ensure compliance with the application in an amount specified by the City of Hermantown Public Works Department.

# Illustration #5 Version 1.0: May 2009

## New Construction Energy Code Compliance Certificate

Per N1101.8 Building Certificate. A building certificate shall be posted in a permanently visible location inside the building. The certificate shall be completed by the builder and shall list information and values of components listed in Table N1101.8. For detailed information on how to correctly complete this form go to [www.bamn.org/energycode](http://www.bamn.org/energycode)



Mailing Address of Dwelling or Dwelling Unit \_\_\_\_\_ City \_\_\_\_\_ Date Certificate Posted \_\_\_\_\_

Name of Residential Contractor \_\_\_\_\_ MN License Number \_\_\_\_\_

Insulation Location	Total R-Value of All Types of Insulation	Type: Check All That Apply							Other, Please Describe Here
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam, Open Cell	Mineral Fiberboard (Drainage board)	Rigid, Extruded Polystyrene	
Below Entire Slab									
Foundation Wall Circle Location: Interior/Exterior/Integral									
Perimeter of Slab on Grade									
Rim Joist (Foundation) Circle Location: Interior/Exterior/Integral									
Rim Joist (1st Floor) Circle Location: Interior/Exterior/Integral									
Wall									
Ceiling, flat									
Ceiling, vaulted									
Any windows or other non-tilerated areas									
Bonus room over garage									
Describe other insulated area									

### RADON SYSTEM

Passive (No Fan)

Active (With fan and monometer or other system monitoring device)

<h3>Windows &amp; Doors</h3> <p>Average U-Factor (excludes 15 sq. ft., skylights and one door) U: _____</p> <p>Solar Heat Gain Coefficient: _____</p>	<h3>Heating or Cooling Ducts Outside Conditioned Spaces</h3> <p><input type="checkbox"/> Not applicable, all in conditioned space</p> <p><input type="checkbox"/> R = _____</p>
---	---

### MECHANICAL SYSTEMS

Appliances	Heating System	Domestic Water Heater	Cooling System
Fuel Type			
Manufacturer			
Model			
Rating or Size	Input in BTUS:	Capacity in Gallons:	Output in Tons:
Structure's Calculated	Heat Loss:	--Not Applicable--	Heat Gain:
Efficiency	AFUE or HSPF%:	--Not Applicable--	SEER: Calculated cooling load:

### Make-up Air

Select a Type

Not required per mechanical code

Passive  Powered

Interlocked with exhaust device, describe \_\_\_\_\_

Other, describe: \_\_\_\_\_

Location of duct or system: \_\_\_\_\_

Cfm's { \_\_\_\_\_ }

Size of duct { \_\_\_\_\_ } inch round  
OR { \_\_\_\_\_ } inch metal

### Combustion Air

Select a Type

Not required per mechanical code

Passive

Other, describe: \_\_\_\_\_

Location of duct or system: \_\_\_\_\_

Cfm's { \_\_\_\_\_ }

Size of duct { \_\_\_\_\_ } inch round  
OR { \_\_\_\_\_ } inch metal

### Mechanical Ventilation System

Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace) \_\_\_\_\_

Select a Type

Heat Recover Ventilator (HRV) Capacity in cfm: Low \_\_\_\_\_ /High \_\_\_\_\_

Energy Recover Ventilator (ERV) Capacity in cfm: Low \_\_\_\_\_ /High \_\_\_\_\_

Continuously exhausting fan(s) rated capacity in cfm: \_\_\_\_\_

Location of fan(s) check all that apply:  Master bathroom  Hallway  Other describe: \_\_\_\_\_

Capacity

Continuous ventilation rate = \_\_\_\_\_ cfm

Total ventilation (intermittent + continuous) rate = \_\_\_\_\_ cfm





Government Services Building: 5105 Maple Grove Road Hermantown, MN 55811  
 Phone: 218-729-3600, Fax: 218-729-3620. City Web Site: <http://www.hermantownmn.com>

### Zoning Certificate Application

<b>Applicant Information</b>		Application No.:	
Name:	City:		
Address:	State:	Zip Code:	
Phone #:	Fax #:		
Email Address:			

<b>Owner Information</b>			
Name:		City:	
Address:		State:	Zip Code:
Phone #:		Fax #:	
Email Address:			

<b>Property Information</b>	
Land Address:	Plat & Parcel:
Legal Description:	
Activity Proposed:	

Note: Attach plat plan showing the location, dimensions, and nature of any structure involved, including setbacks from property lines.

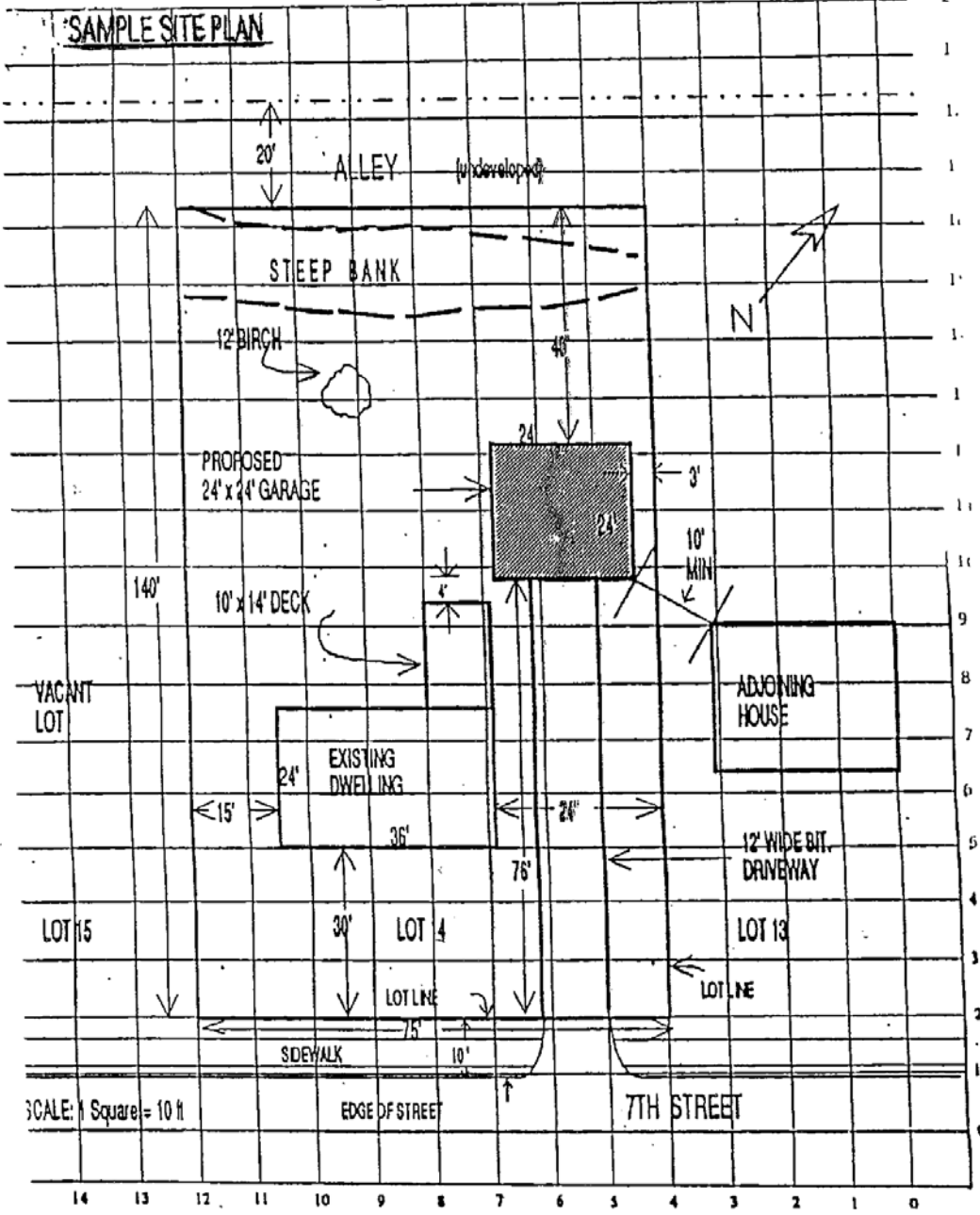
The undersigned does hereby make application for a zoning certificate for the activity described herein. This is only an application; it does not represent or guarantee approval.	
Applicant Signature:	
Date:	

Office Use Only	
Fee: \$	
Payment Date:	
Receipt #:	


Address/Legal Description/Parcel #:

Proposed Construction:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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## Building Permit Application

Permit #:

<b>Property Information</b>				
House No:		Street Name:		Zone:
Lot:		Block:	Subdivision:	Plat:
Parcel:				
<b>Building Information</b>				
Type of Improvement			Proposed Use	
<input type="checkbox"/> New Home	<input type="checkbox"/> Commercial Building	<b>Residential</b>		<b>Non-Residential</b>
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Com'l Remodel/Repair	<input type="checkbox"/> One Family	<input type="checkbox"/> Amusement, Recreational	<input type="checkbox"/> Industrial
<input type="checkbox"/> Addition	<input type="checkbox"/> Wrecking	<input type="checkbox"/> Two Family	<input type="checkbox"/> Church, other religious	<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Garage/Shed/Deck	<input type="checkbox"/> Moving (relocation)	<input type="checkbox"/> Three Family	<input type="checkbox"/> Office, bank, professional	<input type="checkbox"/> Parking garage
<input type="checkbox"/> Residential Remodel/Repair	<input type="checkbox"/> Foundations only	<input type="checkbox"/> Four Family	<input type="checkbox"/> School, library, educational	<input type="checkbox"/> Store, mercantile
-	<input type="checkbox"/> Other-Specify ( )	<input type="checkbox"/> Other-Specify ( )	<input type="checkbox"/> Hospital, institutional	<input type="checkbox"/> Other-Specify ( )
<b>Principal Type of Frame</b>		<b>Type of Sewage Disposal</b>		<b>Principal Type of Heating</b>
<input type="checkbox"/> Masonry (wall bearing)		<input type="checkbox"/> Public or Private Company		<input type="checkbox"/> Gas
<input type="checkbox"/> Wood Frame		<input type="checkbox"/> Individual (septic tank, etc.)		<input type="checkbox"/> Electric
<input type="checkbox"/> Structural Steel		<b>Type of Water Supply</b>		<input type="checkbox"/> Oil
<input type="checkbox"/> Reinforced Concrete		<input type="checkbox"/> Public or Private Company		<input type="checkbox"/> Other-Specify ( )
<input type="checkbox"/> Other-Specify ( )		<input type="checkbox"/> Individual (well, cistern)		-
Cost of Improvement: \$		Description in Detail Proposed Construction:		
Electrical: \$				
Plumbing: \$				
HVAC: \$				
Other (elevator, etc.) \$				
<b>Total Cost:</b> \$				
<b>Owner Information</b>				
Name:		City:		-
Address:		State/Zip:		Phone:
Email Address:		Ownership: <input type="checkbox"/> Private <input type="checkbox"/> Public		-
<b>Contractor Information</b>				
Name:		City:		-
Address:		State/Zip:		Phone:
Email Address:		License #:		Fax:
<b>Architect Information</b>				
Name:		City:		Phone:
Address:		State/Zip:		Fax:
<b>Zoning Certificate Proxy</b>				
One Family Residential: <input type="checkbox"/>		Zone:		Building Official Approval:
Signature:		For Office Use Only:		
		Permit Fee: \$	Eros./Sed. Ctrl Fee: \$	
Date:		Zoning Cert. Fee: \$		MN Surcharge: \$
		Plan Checking Fee: \$		9-1-1 Fee: \$
		Park Fee: \$		Total Fee: \$
<b>For Office Use Only:</b>				
Approved By:		Phone:	Date Permit Issued:	Permit Number:

DATA PRACTICE ADVISORY  
(Tennessee Warning)

Some or all of the information that you are asked to provide on the attached application is classified by state law as either private or confidential. Private data is information, which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information, which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to consider your application. You are not legally required to provide this information. You may refuse to provide this information. The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied. Other persons or entities may be authorized by law to receive the information.