

City of Sandstone
 119 Fourth Street
 P O Box 641
 Sandstone, MN 55063
 320-245-5241 (Fax) 320-245-5502

Maintenance Permit Application
 (For 1 and 2 family owner occupied dwellings)

1) SITE INFORMATION						(Do not write in shaded areas)	
Project Address: Include Building or Suite No. Project address				Date Applied	Permit No. (City Use Only)		
Lot No.	Block No.	Subdivision Name		Parcel No. (Required) R 45. _____	Valuation	\$39.00	
Owner Name				New Use	Surcharge	\$ 1.00	
Mailing Address of Owner				Existing Use			
City	State	Zip	Telephone	Total Fee	\$40.00		
2) PROJECT DESCRIPTION (Each type of work is a separate fee)							
Description of Work					Construction Value NA		
<input type="checkbox"/> Roofing	Existing roofing must be removed. A Second layer of roofing applied over an existing layer of roofing must be approved by the Building Official before the work is started. Ice and water barrier must be installed from the eve to a point 24" inside of the exterior wall.					Code	
<input type="checkbox"/> Windows & Doors							
<input type="checkbox"/> Siding	Install weather Resistive under siding.					Type of Construction	
<input type="checkbox"/> Heating, Air Conditioning, Water Heater	Furnace <input type="checkbox"/> Boiler <input type="checkbox"/> Water Heater <input type="checkbox"/> Air Conditioner <input type="checkbox"/>					Occupancy Type	
Plumbing Contractor			Plumber Phone #		Bond #	Sprinklers	
Heating Contractor			Heating Phone #		Bond #	Project Code	
3) CONTRACTOR INFORMATION							
Contractor Name							
Address			City	State	Zip	Telephone	
Licensed Contractor's Declaration: I hereby affirm that I am licensed under provisions of Minnesota Statute 326.84. BC Lic # _____							
Signature			Title			Date	
4) OWNER/BUILDER DECLARATION							
I hereby affirm that I am exempt from the State Contractor's License Law: 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. (Owner / Builder must also file "Property Owner Waiver" if the contractor's license number is not listed on this application.)							
Signature			Print Name			Date	
5) APPLICANTS SIGNATURE (Check One) <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Authorized Agent							
I hereby certify that I have read this application and state that the above information is correct and that I am the owner or the duly authorized agent of the owner. I agree all work will comply with all ordinances and codes of the City, the State of Minnesota and rulings of the building department. I hereby authorize representatives of the City to enter upon the above-mentioned property for inspection purposes. I understand the issuance of a permit and the inspections conducted does not constitute any sort of guarantee from the city that the structure is in perfect compliance with the State Building Code. A homeowner may procure the services of a private inspector if they desire additional protection.							
Signature			Print Name			Date	
Office use only							
Approved By:						Date	

BUILDING PERMIT APPLICATION INFORMATIONAL SHEET

1. Building permits are required for any construction, erection, enlargement, alteration, remodeling, repair, maintenance, moving, demolition, or conversion of occupancy of any building within the City of Sandstone. Starting work without a permit allows that an investigation fee shall be collected and is in addition to the required permit fee, this investigation fee is equal to the permit fee.
2. All applications are subject to a permit fee; a plan review fee of 50% for residential or 65% for commercial of the permit fee and a State Surcharge fee of .0005 times the project value.
3.
4. Maintenance work on owner occupied one and two family dwellings and their accessory structures will be charged a \$39.00 permit fee and a \$1.00 state surcharge per each maintenance item. Maintenance items are re-roofing, residing, soffit and fascia, window and door replacement, water heater, heat plant and air conditioning installation and replacement.
5. All permit applications must be accompanied by two sets of plans drawn to scale, including: <ul style="list-style-type: none">A. Footing/foundation planB. Floor planC. Sectional drawing (footing through roof system)D. Front elevationE. Minimum of one other elevation, especially where there are special architectural features.F. Plot plan, showing set backs from property lines and other structures on the same property.G. Residential: Energy Code worksheets and RES CHECK. Commercial: Heat loss calculationsH. Heating planI. Plumbing planJ. Details of special architectural and structural design.K. Certified roof and floor truss design to be on site at framing inspection. (Truss packet to be on site at rough framing inspection)
6. Application packet must be submitted a minimum of five days before work is scheduled to begin. Commercial projects may require more time.
7. Most commercial projects will require a Minnesota registered architect and engineer. Check with the Building Official for small project exemptions.
8. Frost footing depth is required to be five feet (60") below finished grade.

BUILDING PERMIT APPLICATION INFORMATIONAL SHEET

9. Snow load requirement for Commercial projects will be calculated from a **60 lbs. per sq. ft** ground snow load. All other projects shall have a roof snow load of **42 lbs. per sq. ft.**

10. Egress windows are required in each sleeping room. This upgrade must also take place when remodeling or replacing windows. Egress windows shall have a minimum net clear openable area of 5.7 sq. ft. The minimum net clear openable height dimension shall be 24 inches. The net clear openable width shall be 20 inches.

*When windows are provided as a means of escape or rescue, they shall have a finished sill height not more than 44 inches above the floor.

11. Inspection card must be posted in a weather tight bag on a flat surface.

12. Request for a required inspection must be made a minimum of one day in advance. Refer to inspection card for each required inspection.

13. The Building Official may stop work on any project not complying with code.

14. No building may be occupied until a Certificate of Occupancy has been issued.

The issuance of a permit and the inspection conducted does not constitute any sort of guarantee from the city that the structure is in perfect compliance with the state building code. A homeowner may procure the services of a private inspector if they desire additional protection.

For additional information contact: Richard Drotning 320-245-5241 or 1-320-279-1841

CITY OF SANDSTONE
INSPECTION DEPARTMENT

Please submit the information checked below so that we may process your Building Permit.

- Footing/foundation plan
- Floor plan
- Sectional drawing (footing through roof system)
- Front elevation
- A minimum of one other elevation, especially where there are special architectural features.
- Plot plan, showing set backs from property lines and other structures on the same property.
- Residential: Energy Code worksheets and RES CHECK.
- Commercial: Heat loss calculations
- Heating plan
- Plumbing plan
- Details of special architectural and structural design.
- Certified roof and floor truss design to be on site at framing inspection.
- Please submit completed Property Owner Waiver.

Thank for your prompt attention to this matter.

Richard Drotning
Building Official
1-320-245-5241 or 1-320-279-1841