



16319 Kettle River Blvd. Columbus, MN 55025
Phone 651-464-3120

PERMIT NUMBER _____

PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURE

JOB ADDRESS _____

Property ID # _____

Owner's Name _____ Telephone _____

General Contractor _____ Telephone _____

Fax _____ Address _____

City _____ State _____ Zip _____

E-mail Address _____ Contractors License Number _____

PLEASE CIRCLE TYPE OF WORK:

Shed - Garage - Pole Building - Other _____

Type of Construction _____ Total Square Feet _____ Number of Stories _____

Valuation of Work \$ _____

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

TOTAL AMOUNT DUE \$ _____ DATE PAID _____ RECEIPT NO. _____

CHECK # _____ ACCOUNT HOLDER _____

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT _____ DATE _____

SIGNATURE OF OWNER (IF OWNER BUILDER) _____ DATE _____

BUILDING OFFICIAL _____ DATE _____

INFORMATION NECESSARY WHEN APPLYING FOR AN ACCESSORY BUILDING PERMIT

1. Permit application completed and signed.
2. Watershed approval (if building over 250 square feet).
3. Shoreland area form filled in and signed (properties within 1,000 feet of a lake or river).
4. Two sets of detailed building plans or blueprints. Pole Buildings over 1,000 square feet require engineered signed plans.
5. Two copies of the residential survey or site plan indicating the following: the propose lowest floor elevation, elevation of mottled soil, distances from the property lines, buildings on the same property, driveway location, septic system and well locations, lot size and any wetlands, rivers, lakes or easements. Site plan must be approved by the Building Official. If the property lines cannot be determined a survey will be required.
6. Soil borings showing depth to mottled soil at building site.
7. The building location must be staked.
8. Is the driveway location staked for a culvert? If the property is located on a City road and a culvert is needed, delivery can be arranged through the City. If the property is on a County road, you need to contact Anoka County.
9. The septic system location must be fenced off before a permit will be issued.
10. Alternate septic site location is required if the accessory building or addition is over 250 square feet.
11. Builders license (unless homeowner is doing the project).
12. Soil test if constructing on fill soils.
13. Lot size and acres of land.
14. Proposed color of accessory building. The accessory building must be harmonious with the house.
15. If other accessory buildings are on the property, give total square feet of existing buildings.



CITY OF COLUMBUS

16319 Kettle River Blvd. Columbus Mn.55025

651-464-3120 Phone, 651-464-5922 Fax

Building Department hours: M-F 8:00 am to 2:30 pm.

LAKE OR WATERWAY FORM

RE: Property that is within 1,000 feet of a lake or waterway.

Please note that a property within 1,000 feet of a lake or waterway is required to obtain Building and Septic permits from the City of Columbus.

To help us provide the best service possible please answer the following:

Property Address: _____

_____ This property is within 1,000 feet of a lake or waterway, or

_____ This property is **NOT** within 1,000 feet of a lake or waterway.

Date: _____ Signature: _____