



For Office Use Only:	
Permit #	_____
Permit Effective Dates	_____
Parcel ID (PIN)	_____
Received \$	_____

## Application for Land Use Permit

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Contractor Name and phone \_\_\_\_\_

**Description of Project. \*\*\*Drawings and site plans must be included\*\*\*\***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check one of the following (see next page for descriptions and fees):**

Remodeling Permit. **Clerk Signature Required:** \_\_\_\_\_

Small Construction Permit. Sign below and continue to page 2

New Construction or Additions. Sign below and continue to page 2

**Applicant Signature:**

I hereby attest that, in case such a permit is granted, that all methods and materials comply with the plans and specifications submitted and will be in compliance with all current codes and all ordinances of the City of Holdingford and the State of Minnesota.

Owner Signature: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

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

**Remodeling Permits - \$25.00 Permit Fee** - Includes; building demolition, re-siding, re-shingling, retaining walls 3 foot or higher, deck or patio less than 200 square foot, window replacement, interior remodeling, or basement finishing. Permit requires Clerk's approval.

**Small construction permits - \$50.00 Permit Fee** - Includes; deck or patio 200 square foot or larger, fence 4 feet or higher, new or additional driveways, handicap ramp, and signs over 9 square foot. Permit requires Planning and Zoning Committee review and Council approval.

**New Construction/Addition permits - \$250.00 Permit Fee** - Includes; new house, shed, garage or other building over 200 square foot, moving a building, in-ground pool, or industrial structure. Permit requires Planning and Zoning Committee review and Council approval.

Small construction and new construction permit must be submitted to the city office and granted full approval prior to any work beginning. The Planning and Zoning Committee meets the Wednesday before each City Council meeting at 5:30 pm at City hall. The City Council meets on the second Monday of each month at 7:00 pm at City hall. Failure to obtain a Permit will result in immediate stopping of the project and a fine up to double the permit fee.

**For new construction or small construction permits, complete the following with dimensions in feet to all applicable areas:**

Front or width \_\_\_\_\_ Side or length \_\_\_\_\_ Height \_\_\_\_\_

Number of stories \_\_\_\_\_ Number of units \_\_\_\_\_

Total square footage \_\_\_\_\_ Value/Cost of Improvement \_\_\_\_\_

Set back from street (front property line) \_\_\_\_\_

Set back from side property line \_\_\_\_\_

Set back from side property line \_\_\_\_\_

Set back from back property line \_\_\_\_\_

**The city requires notification of any changes to plans or contractors prior to implementation.**

For Office Use Only

Planning and Zoning Chair

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

City Council Member/Mayor

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

