

WHAT DO YOU NEED TO ATTACH TO YOUR BUILDING PERMIT??

A drawing (sketch) of your proposed project included: setbacks from all property lines, all structures on property, square footage of all structures on property, square footage of proposed project with all existing structures this will include all impervious surfaces.

If your project is in the shoreland district you will need a certificate of survey of your property that includes the Ordinary High Water Level (OHWL) and the setback from it and include all the requirements from above.

A materials list for the Building inspector

The Valuation should include all materials and labor cost (even if you do it yourself, include the labor cost)

If you are adding to the existing footprint of the structure, this will need to be approved by Planning & Zoning. Please provide square footage of all existing structures (see Division 25 for all impervious surface coverage) and include new project square footage.

If you are unsure of your setbacks, please find your survey pins for the Zoning Commission

If you have not had a survey done, please do so to continue with this project. The City is not in the business of marking your property.

After you have all of your paperwork in place, it then will be submitted to our Building Inspector for approval of the permit. He will call you with any questions he may have regarding your project.

If your project is in shoreland the city will submit it to the DNR for review.

Once the Building Inspector signs off, (Zoning and/or DNR) and your fee has been paid, you are now ready to begin your project.

If your project has begun prior to the City Officials signing off, the "After the Fact" permit fee will be applied. The fee for this is double the permit fee.