



**PROPERTY IDENTIFICATION**

PROJECT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY LEGAL DESCRIPTION \_\_\_\_\_

PROPERTY OWNER/APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

STREET \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

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CONTRACTOR NAME \_\_\_\_\_ PHONE/CELL \_\_\_\_\_

STREET \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

LICENSE # \_\_\_\_\_

**PERMIT REQUESTED**

DEMOLITION \_\_\_\_\_ NEW CONSTRUCTION \_\_\_\_\_ SANITARY SEWER CONNECTION \_\_\_\_\_

ESTIMATED DEMOLISH OR CONSTRUCTION START DATE \_\_\_\_\_

ESTIMATED COMPLETION DATE \_\_\_\_\_

**PRIOR TO DEMOLITION OR CONSTRUCTION ACTIVITIES**

**Insurance:** The applicant must furnish the City with a certificate of insurance evidencing the following required coverage:

Commercial general liability, including XCU coverage:

- Bodily Injury: \$1,000,000 each occurrence
- \$1,000,000 aggregate products and completed operations
- Property Damage: \$1,000,000 each occurrence
- \$1,000,000 aggregate

Comprehensive Automobile Liability (owned, non-owned, hired):

- Bodily Injury: \$1,000,000 each occurrence
- \$1,000,000 each accident
- Property Damage: \$1,000,000 each occurrence

The minimum insurance coverage must be maintained until six (6) months after the demolition has been completed or, if a new dwelling is being constructed, a certificate of occupancy is issued. The City must be named as an additional insured.

**Written notification of demolition:** For a demolition permit, at 14 calendar days before demolition activity commences, the permit holder must provide written notification to property owners within 350 feet of the demolition site notifying the property owners of the proposed demolition and related building plans, if construction activity is to follow.

**Signage of demolition and of construction:** For a demolition or building permit, a sign must be posted on site prior to demolition or construction activity. The sign should be placed ten feet from edge of road, be four feet by eight feet, white with 8-12" black lettering indicating the owner's name, the general contractor's name and the phone number of the owner or contractor who would be responsible for taking complaints. An approved DOT flag shall be attached to the sign. The sign must remain in place until demolition and/or construction is complete and signed off on by the building inspector or and an occupancy permit has been obtained.

**Parking:** A parking management plan for demolition and/or construction vehicles and workers must be addressed and agreed to at the preconstruction meeting. Public Works will determine the most prudent parking arrangement contingent upon the project address, the type and length of work activities, and the relationship to adjacent properties. Options to be discussed include limitation to on-site parking, limited on street parking, designation of an off-site parking location or a combination of the preceding. On street parking shall not restrict or in any way impact traffic movement and/or the movement of emergency vehicles. Enforcement of parking will occur with the Sheriff.

**Tree Protection:** Prior to demolition or construction activities, protective fencing approved by the Building Official must be installed around trees to be preserved. Trees to preserve must be adequately marked for preservation.

**Private Utilities:** The permit holder is responsible for all coordination with private utility providers. All sub-surface construction must be preceded by a 511 call to identify utility locations. Breakage or damage of private utilities is the responsibility of the permit holder or his/her sub-contractor.

**Connection to Public Sewer:** The permit holder is responsible for submitting detailed plans and specifications for making any new or replacement connection via direct connection or lateral to the City Sewer main. All connections shall be inspected and approved by the Public Works Superintendent or City Engineer prior to backfilling and covering up the connection.

### DURING DEMOLITION OR CONSTRUCTION ACTIVITIES

**Work Hours:** Demolition work or construction activity is limited to 7 am to 7 pm Monday through Friday, 9 am – 6 pm on Saturday. Work is prohibited other times of the day, on Sunday and holidays.

**Deliveries/Traffic:** Deliveries of equipment or material are limited to the allowed hours of construction. City streets are limited to 3 tons per axle. A weight restriction of up to 9 tons per axle can occur with a load permit issued by Public Works. Loads over 9 tons per axle are prohibited. Delivery vehicle movement is prohibited beyond the project address unless approved in advance with Public Works. City streets have a speed limit of 20 miles per hour which is to be strictly adhered to by workers and deliveries, and enforced by the Sheriff.

**Damage to Public Property:** The permit holder must repair any damage to public property within three (3) working days of the damage. This includes street openings for utility connection. Street damage must be repaired with 5” depth of permanent bituminous material. If seasonal issues prevent final placement, temporary bituminous shall be used and replaced as the season change allows.

**Rock Pad/Road Debris:** The permit holder for demolition or construction must install and maintain a rock entrance pad or its equivalent at each location where vehicles enter/exit the site, at locations approved by Public Works. Construction material that migrates onto the road must be swept and removed by the permit holder within three working days. If violated, the City reserves the right to sweep or otherwise remove the material drawing upon the escrow for payment.

**Debris:** The demolition or construction site must be maintained in a neat and orderly condition. Prior to leaving the site at the end of each day, the permit holder must remove debris and other material that is not needed for construction and deposit them in a dumpster. The permit holder must keep public right of way and adjacent properties clear of debris and waste. No material may be deposited on public right of way and must be contained on site without impact to adjacent properties. Dumpster location must be on site without impact to public right of way or to adjacent properties. Dumpster material must be managed as to not migrate or blow onto public right of way or adjacent properties.

**On Site Construction Plan/Permit Box:** a temporary box shall be installed on site to contain construction plans and permit information. If the box is a lock and key type of box, a copy of the key shall be provided to the Public Works Superintendent.

**Dust Control:** Ongoing dust control is the responsibility of the permit holder. As weather permits, material subject to demolition or wind-borne movement shall be contained or dampened with water to limit dust.

**Sanitation:** On-site sanitation provisions for workers must be provided off public right of way and without impact to adjacent properties.

I hereby certify that I have read and examined this application and know the same to be true and correct. The permit holder is responsible for complying with all conditions, codes, permits, and regulations noted above. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein 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.

**PRINT NAME OF PERMIT HOLDER** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**SIGNATURE OF PERMIT HOLDER** \_\_\_\_\_  
**ADDRESS FOR PERMIT** \_\_\_\_\_  
**SIGNATURE OF ZONING ADMINISTRATOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

| APPROVALS (initials where required) |                    |             |
|-------------------------------------|--------------------|-------------|
| ENGINEERING _____                   | FIRE DEPT. _____   | BCWMC _____ |
| BUILDING INSP. _____                | PUBLIC WORKS _____ | OTHER _____ |

### Additional Information

**Fees:** The applicant must furnish the City a cash escrow of Two Thousand Five Hundred (\$2,500) Dollars for a demo permit or construction of an accessory building, Two Thousand (\$2,000) Dollars for a remodel which includes new additional space, and Four Thousand (\$4,000) Dollars for new single or two-family construction. An escrow is required for both a demolition permit and a building permit. The City may draw on the cash escrow to reimburse the City for the repair of damage to public property, to remedy permit violations or to offset the cost of emergency services. If the City draws on the cash escrow, upon the City’s demand the permit holder must deposit in escrow additional funds to restore the escrowed amount to the initial escrow amount required. The cash escrow must remain in place until the work under the permit for which the escrow was made has been completed.

**Payment of Fees:** The applicant acknowledges that before this request can be considered, all required information and fees (including all up front escrow deposits) must be paid to the City. If additional fees are required to cover costs incurred by the City, the City Clerk has the right to require additional payment. Such expenses may include (but are not limited to) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The amount of escrow is determined by the City of Medicine Lake fee schedule in effect at the time of the application submittal. The applicant also acknowledges that it may be required to file, at his or her expense, appropriate resolutions, agreements or other documents evidencing approval of the application. The applicant agrees that the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from this application to Hennepin County to be assessed with next year’s property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such assessment.

**Application Submission:** Applications should be submitted to the City’s Zoning Administrator at [brad@hkgi.com](mailto:brad@hkgi.com).

**Stop Work Orders:** If the Building Inspector, Public Works Superintendent or City Planner finds that any work is performed dangerous or unsafe manner or that is in violation of the permit, City Code, the State Building Code or conditions placed upon the project, the Building Inspector may issue a stop work order. The stop work order must be in writing and issued to the permit holder or the person doing the work. Upon issuance of a stop work order, the cited work must immediately cease. The stop work order must state the reason for the order and the condition to be met for the cited work to resume.

## Checklist for Construction Management Plan

City Staff can help determine what materials are necessary. Contact the Zoning Administrator Brad Scheib at 612-252-7122 (or [brad@hkgi.com](mailto:brad@hkgi.com)) with questions. Incomplete or unclear applications/plans will be returned to the applicant and may result in delay of application processing.

### **All Applications Must Include:**

- The application form completed and signed by the property owner or owner's authorized representative.
- Certificate of insurance evidencing the above required coverage
- Site plan showing existing conditions
- Site plan showing proposed conditions
- Soils investigation report and/or shoring plan (if required by the City)
- Stormwater and erosion control plans
- Plans and specifications showing sewer connection details if applicable

**PLEASE SUBMIT ALL PLANS IN PDF FORMAT TO SCALE**

## **SANITARY SEWER SERVICE INSTALLATION**

Main sewer service connections and service sewer pipe shall be installed where indicated on the plans, and/or where staked in the field. The sewer service connections and pipelines shall be installed in conformance with all applicable requirements of the main sewer installation and as more specifically provided for herein.

The Contractor shall keep accurate records of all service installations as to type, size, location, elevation, point of connection and termination, etc. This service record shall be maintained jointly by the Contractor and Inspector. The service installations shall not be backfilled until visually inspected and all required information has been obtained and recorded.

The main sewer service connection shall consist of installing Wye section in the main sewer line at designated locations or of providing an insert type Saddle Tee in a pipe cutout where the sewer main is existing. Orientation of service connection fitting is shown in the detail plates.

Connections to existing sanitary line should use Fernco Strong Back RC 500 Series Stainless Steel Couplings along with bolt connections for the saddle.

Where the depth of the sewer invert is 16 feet or greater, the service connection shall be extended upward by means of a Service Riser Section in accordance with the detail plate.

Unless otherwise specified, service pipe shall be installed at right angles to the main sewer and at a straight-line grade to the property line. Minimum pipe grade is 1.0%.

Service trenches shall be restored and compacted as specified for pipelines.

Unless otherwise indicated, service pipe installation shall terminate at the property line, at which point the Contractor shall furnish a prefabricated plug, and set a 2 by 2-inch wooden stake to mark the exact end of pipe. This stake or post shall be set vertically and shall extend from the service pipe to the ground surface. If the service is in a separate trench, the Contractor shall install a 6-foot-2-inch by 2-inch wood post next to the 2 by 2 marker. If the service is to a vacant lot, a 6-foot steel fence post shall be used in place of the 2-inch by 2-inch wood post.

Service line connections to existing sewer mains are to be made by the open cutout method in the absence of a built-in Tee or Wye fitting. The connection shall be made by using an approved type of Saddle Tee fitting. The new service pipe may not protrude into the main. The pipe cutout shall be made with an approved type coring machine as required for proper fit. The cutout discs shall be retrieved and shall not be allowed to remain within the main sewer pipe. The Saddle Tee shall be securely fastened to the main sewer pipe by means of epoxy resin or other approved adhesive and the fitting shall be encased with a minimum of 6" concrete.

Sewer service lines connecting to a manhole shall be made 3 to 4 inches above the elevation of the concrete bench. A concrete invert one half the depth of the service pipe shall be formed on the manhole bench from the service pipe to the edge of the existing invert formed through the manhole.

All pipe and fitting openings at temporary terminal points shall be fitted with suitable plugs or shall be bulkheaded as required for the main sewer pipe. If the distance from the sanitary sewer main to the proposed structure is greater than 100 feet, a cleanout is required to be installed at 100-foot intervals.