

Return

GREENBUSH TOWNSHIP

Office of Building and Zoning
Scot Rosevold

307 7th Avenue South, Princeton, MN 55371
763-389-3963 or 888-389-6250

Permit #
Parcel #

Permit information required for all permits within the township

LEGAL DESCRIPTION (Subdivision or Qtr/Qtr)

SEC	TWP	RANGE	LOT	BLOCK				Acres
PROPERTY OWNER NAME:				ADDRESS:			PHONE #	
							CELL #	
							FAX #	
CONTRACTOR:				ADDRESS:			PHONE #	
							CELL #	
LICENSE #:							FAX #	
TYPE OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE <input type="checkbox"/> DEMO <input type="checkbox"/> REROOF <input type="checkbox"/> OTHER								
TYPE OF STRUCTURE: <input type="checkbox"/> SFD <input type="checkbox"/> Garage <input type="checkbox"/> Deck <input type="checkbox"/> MfgHome <input type="checkbox"/> Pole Bldg <input type="checkbox"/> Grain Bin <input type="checkbox"/> Other:								
TYPE OF CONSTRUCTION: <input type="checkbox"/> Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Metal <input type="checkbox"/> PostFrame <input type="checkbox"/> Lt. Frame <input type="checkbox"/> PreFab <input type="checkbox"/> Other:								
USE OF BUILDING (example: residential, commercial, agriculture, personal storage, etc.):								
SIZE OF STRUCTURE : Sq. Ft.:			Height:			Width:		Depth:
ESTIMATED MATERIAL AND LABOR COSTS: \$						HEATED: <input type="checkbox"/> Yes <input type="checkbox"/> No		Type:

I hereby apply for a building permit and acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes and with the Minnesota Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan.

SIGNATURE OF APPLICANT: _____ DATE: _____

Brief Description of work to be performed: _____

OFFICE USE ONLY									
Zoning Administrator: <input type="checkbox"/> Approved <input type="checkbox"/> Denied						Signature: _____		Date: _____	
Road Row	Ctr Road	Front Yd	Side Yd	Rear Yd	Lake/River	Bluffline	District		
COMMENTS: _____									
BUILDING OFFICIAL: <input type="checkbox"/> Approved <input type="checkbox"/> Denied						Building Permit: _____			
Signature: _____ Date: _____						Plan Review Fee: _____			
Total Sq Ft: _____ Valuation: _____ Sprinkler <input type="checkbox"/> Yes <input type="checkbox"/> No						State Surcharge: _____			
Use: _____ Occupancy: _____ Const Type: _____						Sewer Permit: _____			
Total Sq Ft _____ No. Stories _____ Occ. Load: _____						Penalty: _____			
						Fixed Fee: _____			
						Other: _____			
						TOTAL: _____			

COMMENTS: _____

GREENBUSH TOWNSHIP BUILDING PERMIT INFORMATION
Offices for Building and Zoning

Please retain a copy of permit application for your records during the application process. A copy of permit application will be provided upon permit approval.

If a home owner is doing any work themselves, the owner signature page is required.

The contractor signature page is required with your permit submittal from the contractor who will be doing any work for your project. A copy of their license is required.

The sub contractor page is required for all permits. If a home owner is doing all or any of the work relating to the permit, please indicate the word "self" where applicable.

A site plan showing all distances from property lines, elevations, easements, utilities, roadway, septic system, buildings, wells, etc, is required for all permits submitted.

Lowest floor elevations shall be a minimum of one (1) feet above mottled soils. On site existing soils shall not be used to elevate house pads or establish grades. Steel culverts are required at driveway access.

Wetland delineation is regulated by SWCD and 911 address designations are obtained through Mille Lacs County zoning at 320-983-8205

Indicate the use (bedroom, den, kitchen, existing, new, unfinished, finished, rough-in only, deck, 3-season, 4 season, bathroom, etc) of all areas on building plans.

The addition of a bedroom requires information submitted about the septic system from a certified Designer – 1 / inspector. If increasing the number of bedrooms, compliance form or a new septic system design shall be submitted with permit application.

All building and septic permit applications and building code or zoning ordinance requirement questions for Greenbush township shall be forwarded to Scot Rosevold at the address and numbers listed below.

Thank you,

Scot Rosevold
Greenbush Township
307 7th Ave. S
Princeton, Mn 55371
763-389-3963 office
612-859-2695 cell

Building Official # 1840

Greenbush Township Office of Zoning and Building
Scot Rosevold Building official and Zoning Administrator
307 7th Ave. S. Princeton, MN 55371
763-389-3963 or 612-859-2695

Permits are required when an owner, authorized agent, who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit. (MN code 1300.0120) Agricultural building permits are required per MN statutes 16B.subdivision 5. Agricultural buildings used for agricultural use only will be reviewed for its use and placement on property according to ordinance regulations. Septic system permits are required for new construction, holding tanks, repairing existing systems components. Septic compliance inspections are required at property transfer or sale, when located by lakeshore, protected waterways, and if increasing the number of bedrooms.

The following information indicated is required to be submitted with an application for a building permit for new construction, manufactured homes, and prefabricated homes, moved in homes, 3 and 4 season porches, decks, additions, alterations /remodeling, and vacant or condemned homes and structures.

- ___ Completed, signed, and dated application form.
- ___ Building plans including front, back, side, and sectional details.
- ___ Copy of contractor or subcontractor license. (Put " self" on contractor list if owner doing work)
- ___ Contractor or owner responsibility signature agreement.
- ___ Energy code compliance certificate for new construction or energy code compliance information.
- ___ Septic system designer compliance inspections submitted on approved MPCA forms.
- ___ Copy of septic system designer or inspectors license.
- ___ Soil information at proposed depth of foundation from licensed professional.
- ___ Soil information at proposed lowest floor elevation.
- ___ Soil borings defining one acre of buildable area with minimum of 4 borings.
- ___ Building site, wells, septic located and staked out prior to permit issuance.
- ___ Site plan shall show location of all existing and proposed structures, home, detached or attached buildings, property lines, septic system, wells, driveway, adjacent roads and right of ways, easements, utilities, all relative elevations, and distances from each other. Survey may be required.

BUILDING CODE WEB SITES: www.DLI.mn.us, www.mncodes.org, www.iccsafe.org

SEPTIC,WATER, WELL, DNR, COUNTY WEBSITES: www.pca.state.mn.us/ssts, www.extension.umn.edu,
www.revisor.leg.state.mn.us, www.soils.usda.gov, www.health.state.mn.us, www.co-mille-lacs.mn.us,
www.septic.umn.edu.

**MilleLacs County Land Services issues 911 addresses, driveway permits on county roads.
Main line 320-983-8208**

Contact Scot Rosevold for all building or zoning questions, procedures, applications, permit information, and other permits that may be required in Greenbush Township.

REQUIRED INSPECTIONS

As required by the State Building Code: It is the duty of the permit applicant to cause work to remain accessible and exposed for inspection purposes. It is the duty of the person doing work authorized by a permit to notify the appropriate official that such work is ready for inspection. It is the duty of the person requesting the inspection to provide access to and a means for inspection of the work.

FOOTING & FOUNDATION: Prior to pouring any concrete, all footing and/or foundation formwork, including reinforcement and miscellaneous embedments, must be inspected.

SLAB & UNDER-FLOOR: Inspections shall be made after in-slab or under-floor reinforcing steel and/or other conduits, pipes, hydronics, floor insulation, vapor barriers, etc., are in place, but before any concrete is placed.

FOUNDATION WALL(S): All foundation walls shall be inspected prior to backfilling. Required below grade insulation, drantile and water/dampproofing shall all be installed and approved prior to backfilling.

SITE UTILITIES: All site utilities, including the water service, sanitary sewer/septic system(s), storm sewer, etc., must all be inspected and/or tested by the appropriate authority having jurisdiction prior to covering or concealment.

INSULATION/ENERGY CODE COMPLIANCE: All required exterior envelope insulation and the interior vapor barrier and the air barrier, and all required ducts, pipes and apparatuses, must all be insulated and approved prior to concealment. (Below grade foundation insulation shall also be inspected prior to backfilling or concealment.)

FIRESTOPPING: All penetrations of any fire-resistive membrane, including walls, floors, roofs, ceilings, etc., must each be inspected for proper placement and installation of the required fire-stop system. All sealing of fire-rated penetrations must be inspected and approved prior to concealment.

GYPSUM BOARD: Gypsum board & lath inspections shall be made after they have been installed but before any plastering is applied or joints and fasteners are finished. (Only required in fire-resistive or shear assemblies)

STRUCTURAL/FRAME: All framework (structural and non-structural) must be inspected and approved prior to covering. All rough-in mechanical work (i.e., plumbing, electrical, mechanical, fire suppression, etc.) must also be inspected/approved by the appropriate AHJ and at this stage of inspection.

PLUMBING, MECHANICAL, ELECTRICAL AND FIRE SPRINKLER SYSTEMS: All plumbing piping, including waste/vent and water piping must be inspected prior to concealment. All mechanical ductwork, fire dampers, flues, controls, equipment, gas, hydronic & process piping, must be inspected prior to concealment. All electrical wiring, controls and equipment must also be inspected prior to concealment. Fire sprinkler piping must be inspected prior to concealment.

SPECIAL INSPECTIONS: In accordance with the Special Inspection Requirements of the code, it may be necessary for special inspectors to be employed to inspect such things as soils, concrete strength, steel reinforcing placement, structural welding and bolting, spray-on fireproofing, structural masonry construction, smoke control systems, pilings, caissons and/or other inspections as deemed necessary by the Architect and/or Engineer of record. Work requiring special inspections may not be covered/concealed until all required inspections are complete and approved.

HEALTH DEPARTMENT: Inspections by Health Department personnel may be required for commercial kitchen installations, food and beverage establishments and other associated operations. Verify required Health Department inspections with the State Health Department.

FIRE CODE: Applicable State Fire Code regulations must be completed and approved by the Fire Marshal prior to final inspection and occupancy of the building or structure.

OTHER REQUIRED INSPECTIONS: Depending on the building and the type of equipment specified for installation, the code allows for other required inspections as deemed necessary by the DLI-CCLD. Other required inspections will be identified at the time of permitting, pre-construction meeting, or by the assigned inspector(s). Unannounced progress inspections may also be made by the assigned inspector(s).

FINAL INSPECTIONS: A final inspection will be required for all plumbing, electrical, mechanical, fire suppression, fire alarm, fire code, health and building code compliance issues. Upon successful completion and approval of all systems, a Certificate of Occupancy will be issued.

Read
Keep

GREENBUSH TOWNSHIP
OFFICE OF ZONING ADMINISTRATION AND BUILDING INSPECTION
SCOT ROSEVOLD
307 7TH AVE S. PRINCETON, MN 55371
763-389-3963

Contact Scot Rosevold at the address or number above for information or questions for zoning, building, or forms required prior to starting any projects.

BUILDING and SEPTIC PERMITS ARE REQUIRED IN GREENBUSH TOWNSHIP
AGRICULTURAL STRUCTURES for AGRICULTURAL USE also REQUIRE A PERMIT

A septic compliance inspection is required for lot splits, prior property transfer, and for the addition of a bedroom. A township notarized upgrade form is required for lot splits and property transfers with compliance and design forms.

Greenbush Township uses the 2007 Minnesota State Building Code, which references the 2006 International Residential and Building Codes (IRC) (IBC)

Information regarding building codes. www.dli.mn.gov, and IRC and the IBC codes. www.ICCsafe.org

Contractor license information. www.doli.state.mn.us

Electrical permits. www.electricity.state.mn.us,

Septic system codes, information, contractors. www.septic.umn.edu.

Environmental, waste, water, pollution. www.pca.state.mn.us

Satellite images and tax information of your property. www.co.mille-lacs.mn.us

Wetland or DNR information. www.dnr.mn.us.

Soil information. www.soils.usda.gov or search "web soil survey"

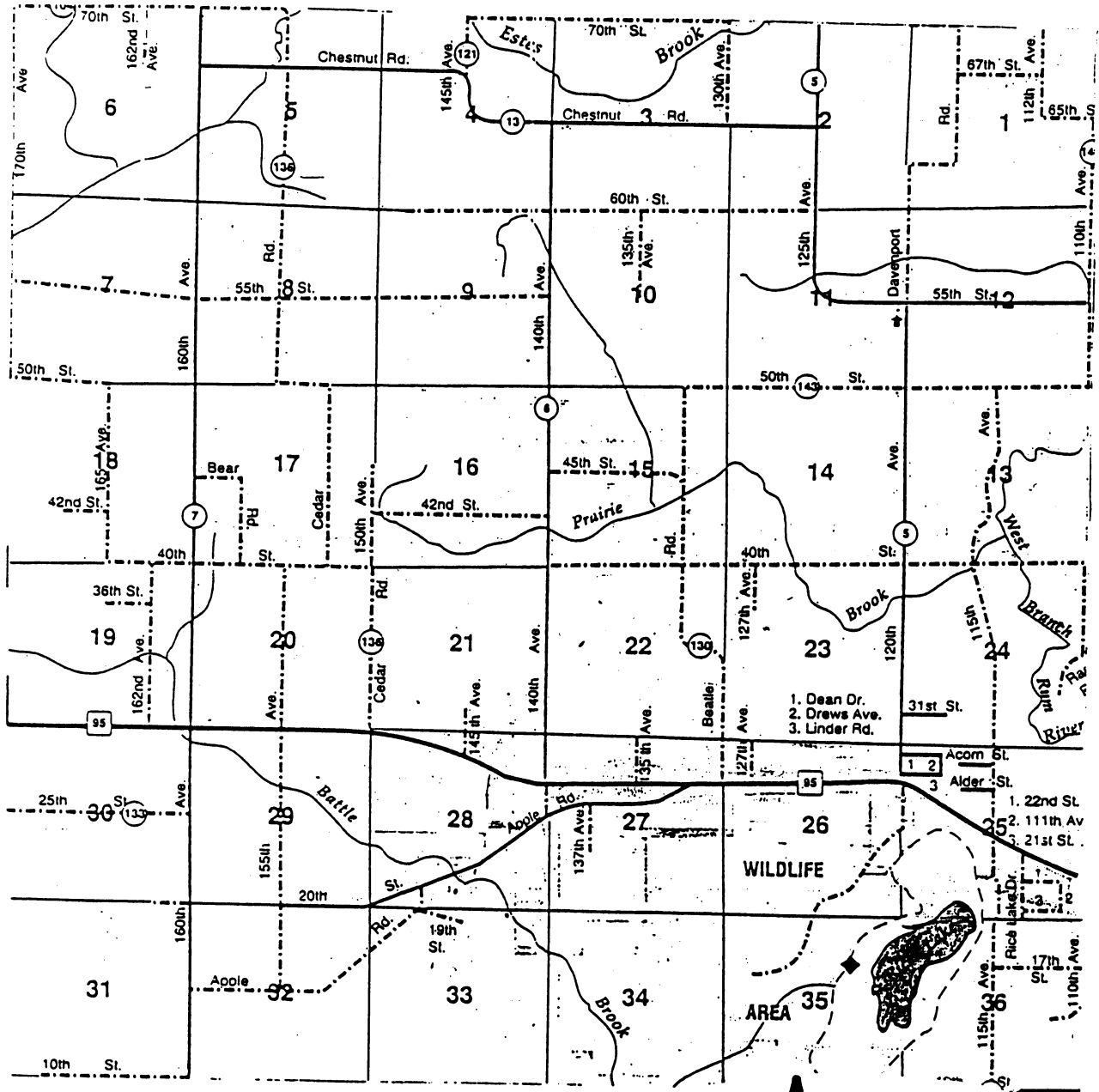
Well information. www.health.state.mn.us

State statutes. www.revisor.leg.state.mn.us

Call before digging. www.goperstateonecall.org

The Township has updated its ordinance and will be in effect in 2014. A paper or CD copy can be obtained by contacting Connie Trunk at 763-389-5081 for a fee of \$40.00 which can be refunded if returned in original condition. The township will be creating a website in the near future which will have information and forms.

ZONING MAP GREENBUSH TOWNSHIP



- Residential
- Agricultural
- Commercial

Please circle the section number.
 Put an "X" inside the circle at the
 approximate area of your project.
 Return with application form.

Complete
+
Return

Greenbush Township Office of Zoning and Building Inspection
Scot Rosevold Building Official #1840
307 7th Ave. S. Princeton, MN 55371
763-389-3963

Permit #GB12-_____

Parcel # _____ - _____ - _____

IDENTIFY ALL CONTRACTORS AND SUBCONTRACTORS

Certified Lead Firm:

NAME _____ PH# _____ LICENSE# _____

Architect of Engineer:

NAME _____ PH# _____ LICENSE# _____

General Contractor:

NAME _____ PH# _____ LICENSE# _____

Excavator:

NAME _____ PH# _____ LICENSE# _____

Masonry:

NAME _____ PH# _____ LICENSE# _____

Carpentry:

NAME _____ PH# _____ LICENSE# _____

Roofing:

NAME _____ PH# _____ LICENSE# _____

Insulation:

NAME _____ PH# _____ LICENSE# _____

Sheetrock

NAME _____ PH# _____ LICENSE# _____

Plumbing:

NAME _____ PH# _____ LICENSE# _____

Mechanical:

NAME _____ PH# _____ LICENSE# _____

Septic Designer:

NAME _____ PH# _____ LICENSE# _____

ADDRESS _____

Septic Installer:

NAME _____ PH# _____ LICENSE# _____

ADDRESS _____

Well Drilling Company:

NAME _____ PH# _____ LICENSE# _____

Electrician:

NAME _____ PH# _____ LICENSE# _____

I, the undersigned, hereby agree, in the case that such permit is granted, that all work shall done and all materials used shall comply with the plans and specifications submitted, and will comply with all ordinances and current codes in effect at the time of issuance of permit.

Applicant signature _____ Date _____

Keep

SITE PLAN EXAMPLE ONLY





Landowner Statement and Contractor Responsibility For Work in Wetlands or Public Waters



MN Statutes Sections 103G.2212 and 103G.241 stipulate that an agent or employee of another may not:

- 1) drain, excavate, or fill a wetland, wholly or partially; or
- 2) construct, reconstruct, remove, or make any change in any reservoir, dam, or the course, current, or cross-section of any public water;

unless the agent or employee has obtained a signed statement from the property owner stating that any permit or wetland replacement plan required for the work has been obtained, or that a permit or replacement plan is not required; **AND** this statement is mailed to the appropriate office with jurisdiction over the wetland or public water prior to initiating the work (see next page for information on where to send this notification).

This form is a notification only and is not an application or authorization for any activities described in it.

1. PROJECT INFORMATION

Project will affect (check all that apply):

- Lake, Watercourse, or Public Waters Wetland
 Non-Public Waters Wetland
 Wetland of Unknown Jurisdiction

Address or description of project location (attach map if necessary):

Legal address

County	Gov't Lot(s)	Quarter Section(s)	Section(s)	Township(s)	Range(s)	Lot, Block, Subd.

Description of proposed work (include sketch and/or attach additional pages if needed):

2. LANDOWNER STATEMENT

I certify that, as the owner of the property listed on this form (check one):

- I have obtained all permits or approvals required to perform the work described above.
 No permits or approvals are required for this work.

Property Owner (Print Name)	Address	
Signature	Date	Phone Number and E-mail Address (Optional)

**Minnesota Wetland Conservation Act
Contractor Responsibility and Landowner Statement Form**

Pursuant to Minnesota Statutes Chapter 103G .2212 an agent or employee of another may not drain, excavate or fill a wetland, wholly or partially, unless the agent or employee has obtained a signed statement from the property owner stating that the wetland replacement plan required for the work has been obtained, or that a replacement plan is not required; **AND** this statement is mailed to the local government unit (LGU) with jurisdiction over the wetland.

Work in violation of the above statement and Minnesota Statutes § 103G.2212 to § 103G.237 is a misdemeanor punishable by up to a \$700 fine and 90 days in jail.

A replacement plan is required for any wetland draining, excavation, or filling activity that is not exempted under Minnesota Rules Chapter 8420.0122.

National wetland inventory maps are available for review at the County Soil and Water Conservation District (SWCD) offices. Many wetlands may not be identified on the maps but are still restricted from draining, excavating, or filling.

Contact the LGU or SWCD office for assistance. You can also call the Board of Water and Soil Resources at 651-296-3767 for LGU or SWCD location information.

Property Owner Name

Address

Phone

Work Site Location:
(address or property location)

Contractor Name: (by company and individual):

Address:

Phone:

Description of Work:

This form is continued on the next page.

I certify that, as the owner of the property listed on this form, I have contacted the LGU and contact person listed on this form, and a WCA replacement plan:

- has been obtained, or
- is not required,

for the work described and at the location listed on this form.

Property Owner Name

Signature _____ Date

Contractor Owner Name

Signature _____ Date

Local Government Unit (LGU):

Address:

Phone:

LGU Person Contacted:

**This statement is invalid if any of the above information is not supplied or is inaccurate.
Work in violation of Minnesota Statutes § 103G.2212 to § 103G.237 is a misdemeanor
punishable by up to a \$700 fine and 90 days in jail.**

