

# City of NEWPORT Building and Zoning Permit Application

Newport City Hall ♦ 596 7<sup>th</sup> Avenue ♦ Newport ♦ Minnesota ♦ 55055 ♦ Telephone 651-459-5677 ♦ Fax 651-459-9883

Application Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

**Applicant Information** Contractor License Number \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Project Information**

Site Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot #: \_\_\_\_\_ Blk #: \_\_\_\_\_  
PID# \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Use of Building: \_\_\_\_\_

Occupancy Group: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_ Variance Granted, Date: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Flood Plain: AE 0.2% Annual Chance Flood Hazard

Off Street Parking Spaces Required: \_\_\_\_\_ Spaces on Plan: \_\_\_\_\_ Fire Sprinklers Required: \_\_\_\_\_

Type of Permit (Circle One): Residential Non-Residential, If not residential, specify: \_\_\_\_\_

Type of Work (Check One):  New  Addition  Repair  Remodel Project Valuation: \_\_\_\_\_

- Fireplace  Finish Basement  Deck  Porch  Garage  
 Pool  Residential Reside  Residential Reroof  Residential Windows  Residential Retaining Wall  
 Storage Shed  Commercial Reside  Commercial Reroof  Commercial Windows  Commercial Retaining Wall  
 Demolition  Commercial Fence

Description of Proposed Project or Work to be Done: \_\_\_\_\_

## NEED IF BUILDING GARAGE, SHED, OR ADDING TO PRIMARY STRUCTURE:

Size/Dimensions of Parcel: \_\_\_\_\_ Size/Dimensions of Primary Structure: \_\_\_\_\_

Size/Dimensions of Accessory Structure(s): \_\_\_\_\_ Size/Dimensions of Paved/Gravel Areas: \_\_\_\_\_

Height of Primary Structure: \_\_\_\_\_ Height of Proposed Structure: \_\_\_\_\_

## NEED IF RESIDING OR BUILDING GARAGE OR SHED OVER 150 SQUARE FEET:

Color of Primary Structure: \_\_\_\_\_ Color of Proposed Structure: \_\_\_\_\_

**Professionals Involved**

General Contractor: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Plumbing: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Electrical: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Applicant Statement and Acknowledgements**

I understand, that I am required to comply with City Ordinances, Minnesota State Building Code and all other applicable codes, and that this building permit will expire within 180 days if work is not commenced. I further understand, that before the "C of O" is issued the driveway must be completed and the "Certificate of Survey" Requirements must be met. I will also be responsible for any and all Engineering Services specifically required for this project.

Applicant/Agent Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_





# Plan Review Supplement

Please provide the following information and documentation referencing the 2015 MN State Building Code to accompany the building permit and project plans submitted for review for an addition, remodel, or new construction project.

Project Name/Address: \_\_\_\_\_

- Completed Building/Zoning Permit Application.  
\*Separate permits are required for electrical, mechanical, plumbing, fire suppression, fire alarms, and signage work
- Scaled floor plan(s) with all rooms labeled as to use
- Submittal must include summary details below, or separate sheet identifying:
  - Building construction type: \_\_\_\_\_
  - Tenant use: \_\_\_\_\_
  - Tenant occupancy classification: \_\_\_\_\_
  - Total occupant load: \_\_\_\_\_
  - Total square footage (all levels): \_\_\_\_\_
  - Travel distance to exits: \_\_\_\_\_
  - Original building design (circle one):                      **Separated**      **Non-separated**
- List of Exterior Materials Being Used
- Site Plan identifying:
  - Locations of other structures on the property
  - Distances of the new structure/addition to each property line and other structures
- Certificate of Survey (see attached checklist)
- Metropolitan Council SAC Review, Jessica Nye (651) 602-1378

For additional information or confirming details pertinent to this project, please contact Building Official Bob LaBrosse, at Office: (651) 458-2828 / Cell: (651) 485-8711 / Email: [blabrosse@cottage-grove.org](mailto:blabrosse@cottage-grove.org).



# Residential Accessory Structure Requirements

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1. Submit two (2) copies of the proposed plans with your completed building permit application. The plan should include a site plan, floor plan, and elevation plan.
2. Accessory buildings having a floor area larger than 120 square feet shall be placed on a concrete slab or anchored to the ground.
3. The minimum thickness of the concrete floor slabs supported directly on the ground shall not be less than three and one-half (3 ½) inches.
4. All stumps, roots, and black dirt shall be removed from the soil to a depth of at least twelve (12) inches below the surface of the ground of a concrete slab is used.
5. Foundation plates or sills resting on concrete slabs shall be treated wood or foundation grade redwood.
6. All accessory buildings over 150 square feet in area shall be compatible with the principle structure in terms of design, roof style, roof pitch, color and exterior finish materials.
7. Accessory structures are not permitted within an easement at any time.
8. Accessory structures shall not be constructed on any residentially zoned lot prior to construction of the principal structure. Exception: "Agricultural, rural" zones.
9. Accessory structures within residential zoning districts shall not be used for commercial or industrial activities or storage, except as allowed by the regulations governing home occupations.

See Section 1340.04 of the Zoning Code for more information on accessory structures.

For more information, please contact the Building Official at (651) 458-2804.



# Residential Accessory Structure Supplement

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Site Plan and all of the following information is required with a deck permit.

Size and spacing of footing/slab \_\_\_\_\_

Type of lumber \_\_\_\_\_

Size of beams \_\_\_\_\_

Size and spacing of rafters \_\_\_\_\_

Size of accessory structure \_\_\_\_\_

Height of accessory structure \_\_\_\_\_

Distance to property lines \_\_\_\_\_

Side 1 \_\_\_\_\_

Side 2 \_\_\_\_\_

Rear \_\_\_\_\_

Other \_\_\_\_\_

Distance to house \_\_\_\_\_

Side 1 \_\_\_\_\_

Side 2 \_\_\_\_\_

Rear \_\_\_\_\_

Other \_\_\_\_\_

Exterior Materials Being Used \_\_\_\_\_



# Residential Deck Requirements

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1. Submit two (2) copies of the proposed plans with your completed building permit application. The plan should include the following:
  - a. Site plan with distances to property lines
  - b. Size of deck
  - c. Size and spacing of joists
  - d. Size of beams
  - e. Size and spacing of posts
  - f. Size and depth of footings
  - g. Height and design of guards
  - h. Height of deck from grade
  - i. Type of materials
2. **Live Load:** Decks must be designed to support a live load of 40 pounds per square foot.
3. **Frost Footings:** Frost footings are required for any deck attached to a structure that has frost footings. The minimum depth to the base of the footing is 42 inches. Diameter depends upon design
4. **Decking Material:** All wooden members of decks must be of treated or rot-resistant (such as redwood or cedar) wood. All hardware used with treated wood must be ACQ compliant. All hardware must be properly sized and secured. Composite materials must be certified by approved by testing laboratories.
5. **Posts:** All posts must be anchored to prevent movement. Posts for decks over 60 inches high must be a minimum of six inches by six inches square.
6. **Beams:** A one-foot maximum beam overhang from the edge of the post is allowed. Any splices must be made over a post.
7. **Ledger:** Ledger boards must be bolted or lag screwed to solid material, such as interior rim joist, floor truss, sill plate, etc. Manufactured I-joists, foam-filled rim joists, and wall sheathing material are not acceptable materials to bolt into. Bolt ledger with a minimum of 3/8-inch bolts spaced 16 inches on center staggered top and bottom. Flashing is required where the deck ledger is attached to the structure.
8. **House Cantilever:** A cantilevered area (boxed or bay area overhang, usually with a patio door) will not support a deck structure. Additional design considerations and details will be required at these areas.
9. **Joist Cantilever:** Joists must not overhang the beam edge by more than two feet.
10. **Guards:** Decks more than 30 inches above grade must be enclosed by guards a minimum of 36 inches high. Spindles/balusters must be spaced so that a four-inch sphere cannot pass between them. Stairways to decks more than 30 inches above grade require guards, and handrails a minimum of 34 inches in height.
11. **Stairways:** Minimum 36 inch wide stairway, maximum 7-3/4 inch rise, minimum 4 inch rise, minimum 10 inch tread depth, and maximum 4 inch riser opening. All riser heights should be equal. The greatest riser height must not exceed the smallest by more than 3/8 inch. Special attention should be given to the top and bottom riser height design to assure that all of the risers are of equal size. Stairs with a total rise of 30 inches or more above grade require 34" minimum height guards with a maximum 4-3/8 inch spindle spacing. Stair lighting required

12. **Handrails:** A continuous handrail is required for stairways with four or more risers. Handrails must be installed a minimum of 34 inches, to a maximum of 38 inches, above the tread nosing. The ends of the handrails must be returned or terminated in the post. The handgrips must be 1-1/4 to 2 inches wide in a shape easy to grip.
13. **Special Design Note:** These requirements are for deck structures only. Additional considerations are required if deck design is intended for a future covered porch or enclosure.

For more information, please contact the Building Official at (651) 458-2804.



# Residential Deck Supplement

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Site Plan and all of the following information is required with a deck permit.

Size and depth of footing \_\_\_\_\_

Size and spacing of posts \_\_\_\_\_

Type of lumber \_\_\_\_\_

Size of beams \_\_\_\_\_

Size and spacing of joists \_\_\_\_\_

Type of floor boards \_\_\_\_\_

Height of deck off of ground \_\_\_\_\_

Height and design of guardrail \_\_\_\_\_

Size of deck \_\_\_\_\_

Distance to property lines \_\_\_\_\_

Side 1 \_\_\_\_\_

Side 2 \_\_\_\_\_

Rear \_\_\_\_\_

Other \_\_\_\_\_

**City of Newport Certificate of Survey Requirements**  
 For New Single Family/Multi-Family Home Construction



Applicant \_\_\_\_\_

Address \_\_\_\_\_

✓	Acceptable
X	Unacceptable
N/A	Not Applicable

Permit No. \_\_\_\_\_ Date: \_\_\_\_\_

Checked By: \_\_\_\_\_

Check for:

- 1 General Requirements: Name/Registration # for Surveyor, date of survey, north arrow, graphical scale, legal description, total lot area, street address, zoning designation, ect.
- 2 Survey Shows Underlying Data from City of Newport **Approved Grading Plan** (New Development Only)
- 3 Property Boundaries: Bearing & distance on lots, monumentation, ROW limits, easements, ect
- 4 Existing Features: Structures, utilities, driveways, structure faces on adjacent lots, ect
- 5 Existing Topographical Information: One-foot contours, critical spot elevations, utilities, vegetation, defined swales, ect
- 6 Existing and Proposed Elevations for All Lot Corners (Proposed Must Match Existing)
- 7 Proposed Structures : Lowest floor elevation, lowest opening elevation, top of foundation block elevation, main floor finished elevation, garage floor finished elevation, foundation dimensions with off-set stakes.
- 8 Proposed Finished Grade Elevations at Building Corners
- 9 Indicate Zoning-, Wetland-, Waterway-, Bluff-Setback(s) and Buffer Strip Requirements Graphically
- 10 Proposed Grading Requirements: 1-foot contours, critical spot elevations, 6-iches of elevation drop within 10-feet of proposed building perimeter, min 2% grade for remaining lot
- 11 Proposed Retaining Walls: Indicate top and bottom spot elevations along length of wall, maximum 4-feet in height (unless designed by a registered engineer)
- 12 Drainage Swales: Provide spot elevation for top/tow/top, flow line alignment to ROW, drainage arrow(s), percent of grade (min 2%)
- 13 FEMA 100-Year Flood Elevation
- 14 Proposed Service Stubs
- 15 Driveway Requirements: Standard City apron; width measured at curb line and ROW line, max 24-foot; grade min 2% plus 12-iches max 10%
- 16 Existing Top of Curb (or Bituminous Edge) Elevations at the Extension of Side Lot Lines
- 17 Identify Survey Benchmarks: Shall be nearest permanent hydrant or geodetic benchmark
- 18 On-Site Sewage Treatment System Location and Potable Well Location, if applicable
- 19 Silt Fence and Erosion Control BMPs
- 20 Temporary Rock Construction Entrance Location
- 21 Total Lot Impervious Surface Determination (Square Footage & Total Lot Percentage)
- 22 1 Front Yard Tree per Lot
- 23 1 Boulevard Tree per Lot

**Review Status**

Corrections Requested

Application Rejected

Application Approved

Builder Name: \_\_\_\_\_ Surveyors Name: \_\_\_\_\_

Applicants are advised that the City of Newport will inspect the condition of Driveways, Sidewalks, Curb and Gutter and other municipal facilities located in the public right of way prior to issuance of a C of O. The Permittee will be held liable for any damages noted by the City.

<b>FOR OFFICE USE ONLY</b>	Date Last Reviewed _____
<b>Certificate of Survey Approval</b>	<b>Reviewer Contact Info:</b>
BY: _____	<b>Name:</b> Curt Schley
MN Reg: 49907      Curtis E. Schley, PLS	<b>Email:</b> <a href="mailto:cschley@msa-ps.com">cschley@msa-ps.com</a>
	<b>Phone:</b> (612) 548-3132

**Top of Block Verification Approval**

Name: \_\_\_\_\_ Approval:      Pass      Fail

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

**Grading Verification Approval**

Name: \_\_\_\_\_ Approval:      Pass      Fail

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

# CERTIFICATE OF SURVEY: NAME OF CLIENT

SITE ADDRESS, CITY OF NEWPORT, WASHINGTON COUNTY, MINNESOTA, 55055

## LEGEND

- ⊕ . . . . . FIRE HYDRANT
- ⊙ . . . . . WATER VALVE
- . . . . . MANHOLE
- ⊞ . . . . . CATCH BASIN
- ⊗ . . . . . POWERPOLE
- ⊛ . . . . . LIGHT POLE
- . . . . . GUY
- ⊠ . . . . . TRANSFORMER
- ⊡ . . . . . ELECTRIC METER
- ⊣ . . . . . TV PEDESTAL
- ⊤ . . . . . TELEPHONE PEDESTAL
- ⊥ . . . . . AIR CONDITIONER
- ⊦ . . . . . HAND HOLE
- ⊧ . . . . . SEMAPHORE
- ⊨ . . . . . GAS METER
- S . . . . . SANITARY SEWER
- ST . . . . . STORM SEWER
- W . . . . . WATERMAIN
- UG . . . . . UNDERGROUND GAS MAIN
- T . . . . . UNDERGROUND TELEPHONE
- E . . . . . UNDERGROUND ELECTRIC
- TV . . . . . UNDERGROUND CABLE T.V.
- OU . . . . . OVERHEAD UTILITY LINES
- . . . . . IRON MONUMENT FOUND
- . . . . . IRON PIPE MONUMENT SET
- ⊙ . . . . . EXISTING SPOT ELEVATION
- ⊚ . . . . . SOIL BORING
- ⊛ . . . . . SIGN
- ⊜ . . . . . DECIDUOUS TREE
- ⊝ . . . . . CONIFEROUS TREE
- ⊞ . . . . . DENOTES TREE AND BRUSH LIMITS
- ⊟ . . . . . DENOTES FLARED END SECTION
- ⊠ . . . . . DENOTES FRENCH DRAIN
- ⊡ . . . . . CURB STOP
- ⊣ . . . . . CLEAN OUT
- ⊤ . . . . . BUSH
- ⊥ . . . . . BARBECUE GRILL
- ⊦ . . . . . AUTO SPRINKLER
- ⊧ . . . . . BASKETBALL HOOP
- ⊨ . . . . . BENCH
- ⊩ . . . . . WATER SPIGOT
- ⊪ . . . . . TRENCH DRAIN
- ⊫ . . . . . XXXXXXXX
- ⊬ . . . . . STORM DISIPATER
- ⊭ . . . . . SATELITE DISH
- ⊮ . . . . . TELEPHONE
- ⊯ . . . . . ELECTRIC PEDESTAL
- ⊰ . . . . . FLAG POLE
- ⊱ . . . . . GROUND LITE
- ⊲ . . . . . MAILBOX
- ⊳ . . . . . ROOF DRAIN
- ⊴ . . . . . TRANSMISSION TOWER
- ⊵ . . . . . VENT PIPE
- ⊶ . . . . . WELL

### LEGAL DESCRIPTION:

LOT 5, BLOCK 1, PLATTED ADDITION NAME ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, WASHINGTON COUNTY, MINNESOTA.

### AREA:

LOT AREA= 28,818 SQUARE FEET OR 0.66 ACRES

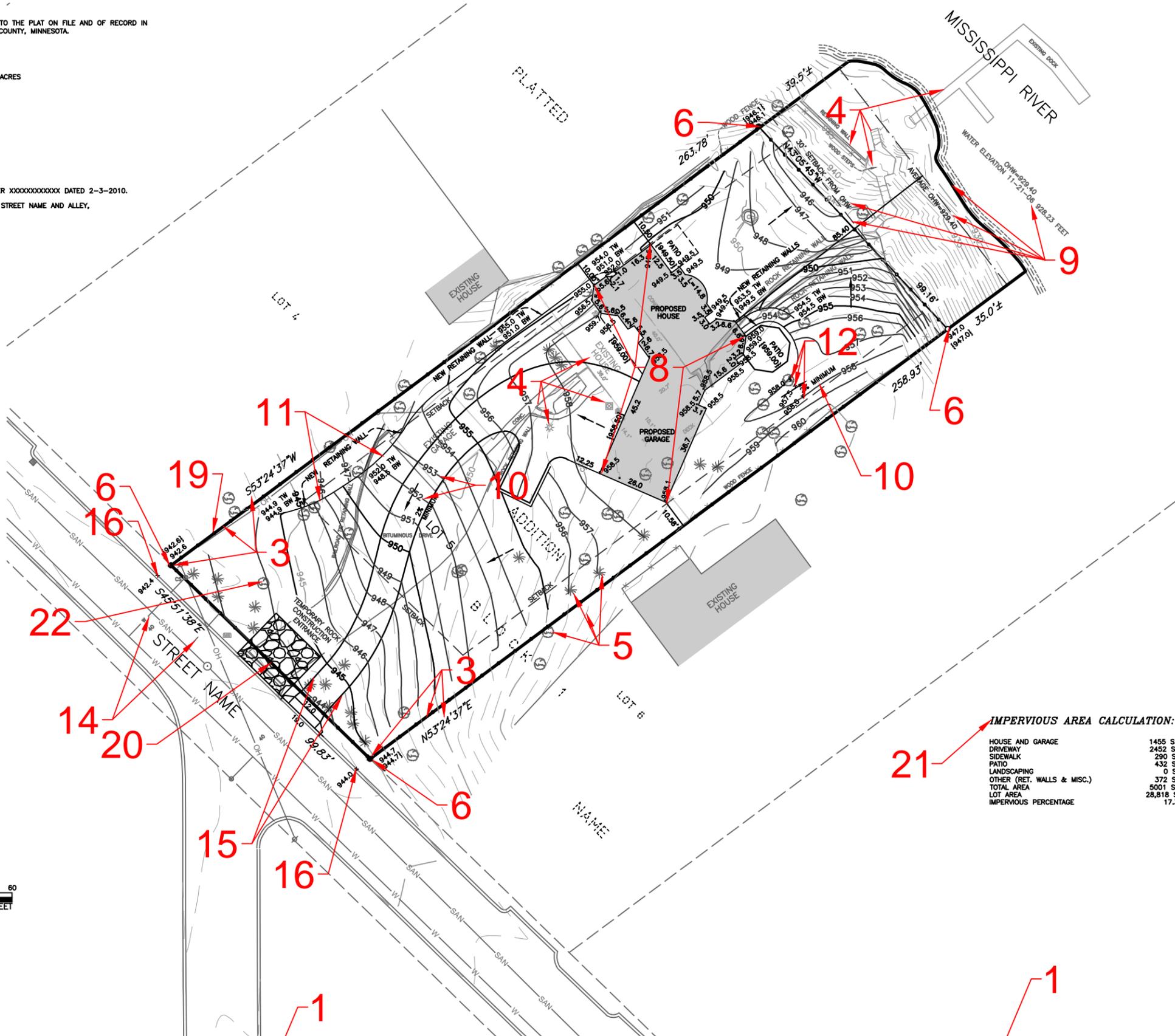
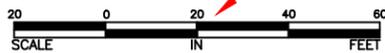
### NOTE:

100 YEAR FLOOD ELEV.= 935.0 PER FIRM MAP NUMBER XXXXXXXXXX DATED 2-3-2010.  
BENCHMARK= TOP NUT HYDRANT AT INTERSECTION OF STREET NAME AND ALLEY,  
ELEV.= 930.00, DATUM NGVD 88

GARAGE FLOOR ELEV.= 958.50  
TOP OF BLOCK ELEV.= 958.83  
MAIN FLOOR ELEV.= 960.00  
BASEMENT FLOOR ELEV.= 949.50  
LOWEST OPENING ELEV.= 949.50

MUST HAVE A MINIMUM OF AT LEAST 6 INCHES OF DROP IN GRADE 10 FEET FROM THE BUILDING.

- . . . . . DENOTES ELEC. LINE
- . . . . . DENOTES FENCE LINE
- . . . . . DENOTES FIBER OPTIC
- . . . . . DENOTES GAS LINE
- . . . . . DENOTES SANITARY SEWER
- . . . . . DENOTES STORM SEWER
- . . . . . DENOTES TELEPHONE LINE
- . . . . . DENOTES TV LINE
- . . . . . DENOTES OVERHEAD UTL.
- . . . . . DENOTES WATERMAIN
- . . . . . DENOTES WETLAND
- . . . . . DENOTES TREELINE
- . . . . . DENOTES RAIL ROAD



### IMPERVIOUS AREA CALCULATION:

HOUSE AND GARAGE	1455 S.F.
DRIVEWAY	2452 S.F.
SIDEWALK	290 S.F.
PATIO	432 S.F.
LANDSCAPING	0 S.F.
OTHER (RET. WALLS & MISC.)	372 S.F.
TOTAL AREA	5001 S.F.
LOT AREA	28,818 S.F.
IMPERVIOUS PERCENTAGE	17.3%

### ZONING:

ZONED COMMERCIAL DISTRICT ( C2 )

### SETBACKS:

FRONT: 50.0  
SIDE: 10.0  
REAR: 30.0 FROM OHW

PROJECT NO.	PROJECT NO.	SCALE: AS SHOWN	NO.	DATE	REVISION	BY	I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.		BUILDER NAME	OWNER NAME	ADDRESS	FILE NO.
F.B.:	CHECKED BY:	INIT	INIT				PROFESSIONAL LAND SURVEYOR	Date	Registration No.			SHEET
PLOT DATE: 11/17/15, P:\10300s\10310s\10316\10316000 - General\Building Certs\Sample Survey\example cert.dwg												