

## BUILDING APPLICATION PROCESS

PROPERTY OWNER MUST COMPLETE ENTIRE APPLICATION (If incomplete, it will be returned)

This form is completed by the City of Silver Bay and is only used as a guideline.

NAME OF APPLICANT: \_\_\_\_\_  
 PROPERTY LOCATION: \_\_\_\_\_  
 PERMIT NUMBER: \_\_\_\_\_

DATE COMPLETED

CITY RECEIVED FULLY COMPLETED PERMIT APPLICATION  
 If incomplete, application will be returned  
*Please note: A Land Use Permit must also be completed and returned for most building projects*

DOES PROPERTY HAVE DELINQUENT UTILITIES DUE? Yes No Amount: \_\_\_\_\_  
 DOES PROPERTY HAVE DELINQUENT TAXES DUE? Yes No Amount: \_\_\_\_\_  
 LAKE COUNTY PARCEL ID \_\_\_\_\_

**Check which one applies:**

New Residential Construction  
 Existing Residential Construction  
 Commercial

### FOR EXISTING RESIDENTIAL CONSTRUCTION

**Check which one applies:**

Construct New Garage \*  
 Build Deck \*  
 Addition/Remodel of Home \*  
 Sheds over 200sqft. \*  
 Gazebo \*  
 Roof / Window Alterations  
 Other: \_\_\_\_\_

LAND USE PERMIT REQUIRED (For those items that are \* above that change land footprint) \_\_\_\_\_

VALUATION OF PROJECT \$ \_\_\_\_\_

APPLICATION FEE RECEIVED : \$ \_\_\_\_\_  
 See attached sheet for determination of fee

GARAGE REQUIREMENTS MET  
 See attached sheet for garage requirements

IS BUILDING INSPECTIONS REQUIRED? YES - NO  
 If inspection is required, see inspection area below

DATE PERMIT ISSUED (Project must be completed within one year) \_\_\_\_\_

**Additional information for garages, decks, and windows is included in this packet.**

### FOR NEW RESIDENTIAL CONSTRUCTION OR COMMERCIAL

**Check which one applies:**

NEW RESIDENTIAL CONSTRUCTION  
 COMMERCIAL

LAND USE PERMIT COMPLETED \_\_\_\_\_

VALUATION OF PROJECT \$ \_\_\_\_\_

PLANS RECEIVED (2 Sets of Plans are Required) \_\_\_\_\_

DATE PERMIT ISSUED (Project must be completed within one year) \_\_\_\_\_

APPLICATION FEE RECEIVED : \$ \_\_\_\_\_  
 Please note that there are additional fees for plan review and state surge charge that are not included in the normal building fees

DRIVEWAY APPROACH PERMIT COMPLETED AND FEE PAID  
 The driveway approach permit must be approved by the Street Department Superintendent

PLUMBING INSPECTION FEE PAID \_\_\_\_\_

WATER/SEWER CONNECTION FEE PAID (contact Utilities Superintendent) \_\_\_\_\_

ELECTRICAL INSPECTIONS COMPLETED \_\_\_\_\_

IS BUILDING INSPECTIONS REQUIRED? YES - NO  
 If inspection is required, see inspection area below

CERTIFICATE OF OCCUPANCY ISSUED \_\_\_\_\_

### BUILDING INSPECTIONS (Requires Building Inspectors Sign off) (Electrical, Plumbing, & Heating Inspections are separate)

INSPECTIONS REQUIRED: (see attached inspection card) INITIALS

Footing Inspection required before footing is poured \_\_\_\_\_

Concrete Floor Inspection required before flooring is poured \_\_\_\_\_

Rough-in (Framing) Inspection including the following: \_\_\_\_\_

    Plumbing Inspection Date: \_\_\_\_\_

    Pressure Testing Date: \_\_\_\_\_

Insulation Inspection \_\_\_\_\_

All other inspections as required on plan review \_\_\_\_\_

Final Inspection required before Occupancy \_\_\_\_\_

CERTIFICATE OF OCCUPANCY ISSUED \_\_\_\_\_

**PERMITS  
GENERAL OVERVIEW**

This overview is provided to help ease the questions in the permit process, but is not all encompassing. Each project is different; therefore, the Planning and Zoning Commission and/or City Council will determine if there is additional information required. Should you have any questions regarding permits, please contact City Hall at 218-226-4408.

**PERMITS REQUIRED FOR ITEMS SUCH AS:**

New Construction, Alterations/Remodeling  
Sheds, Fences, Decks, Garages,  
Maintenance/Repair/Replacement  
Additions, Repaving of Driveway Approach  
Demolition or Moving of any building  
Signing  
Home Occupation  
Rezoning

**\* PERMITS MAY NOT BE REQUIRED FOR ITEMS SUCH AS:**

Residing (unless you alter the sheathing)  
Repaving (unless you repave approach)  
Window Replacement (unless you change size or add windows)  
Shingling (unless you change physical aspect of roof)  
Repairs, Maintenance, or Minor Alterations that do not change the physical dimensions or shape of any building or structure on land  
Garage sales (limit 2/year), telemarketing, business conducted by phone

*\* Please contact City Hall for questions.*

**TYPES OF PERMITS THAT NEED TO BE COMPLETE AND REQUIRE FEES:**

***LAND USE***

The purpose of a land use permit is to insure setback requirements, impervious surface requirements, variances, special conditions, signage, and zoning changes are adhered to.

***APPLICATION FEE = \$50 AND IS NON-REFUNDABLE***

***BUILDING***

The purpose of the building permit is to insure changes to properties follow appropriate building codes and regulations. Building permit fees are determined upon the valuation of the structure changes.

This permit most often is in addition to the Land Use permit. ***APPLICATION FEE = BASED ON VALUATION AND DETERMINED BY THE CITY.***

**CONDITIONS PLACED UPON LAND USE PERMITS THAT REQUIRE PUBLIC NOTIFICATIONS AND HEARINGS. THEY REQUIRE ADDITIONAL FEES AND APPLICATIONS:**

***HOME OCCUPATION***

For anyone wishing to operate a home based business for compensation, which houses inventory, and/or generates additional traffic within the neighborhood. There are some occupations that do not require a permit such as Home Retail Parties (Tupperware, Pampered Chef, Jewelry, etc), Daycares, telemarketing, computer based businesses that do not have public coming to the home, or businesses that are conducted via phone/email.

All home occupation permits require a public hearing and must be renewed every 3 years.

A pre-application for home occupation permits is required before completing the full Home Use application. ***APPLICATION FEE = \$100***

***RENEWAL FEES = \$30/3 years***

***CONDITIONAL USE***

These permits generally are designed for a specific use of the property as it relates to the zoning district in which the property is located. They may be allowed with specific restrictions set by the City. Additional charges apply.

They require a public notification and hearing accordance to MN Statutes. ***APPLICATION FEE = \$250 PLUS LAKE COUNTY FILING FEES***

***VARIANCE***

These permits generally are designed for a modification or variation from the provisions of the zoning district in which a property is located. They are typically granted when there are reasons of exceptional circumstances unique to the property which would cause a hardship. Additional charges apply. They require a public notification and hearing in accordance with MN Statutes.

The variance is also filed with Lake County. ***APPLICATION FEE = \$250 PLUS LAKE COUNTY FILING FEES***

***ZONING CHANGES***

Anyone requesting a property zone change must complete the Land Use application. No "spot zoning" is allowed.

Additional charges apply. They require a public notification and hearing in accordance with MN Statutes. The zoning changes are also filed with Lake County. ***APPLICATION FEE = \$250 PLUS LAKE COUNTY FILING FEES***

***PLATTING/SUBDIVISION***

These are separate from the permit process.

**ALL PERMIT APPLICATIONS SHOULD BE SUBMITTED TO THE CITY OF SILVER BAY AT LEAST TWO WEEKS PRIOR TO START OF PROJECT,  
WITH THE EXCEPTION OF PERMITS THAT REQUIRE A PUBLIC HEARING MUST BE RECEIVED 60 DAYS PRIOR.**