

Building and Zoning Permit Application

The City of Brownsville issues Building and Zoning Permits, collects associated fees and/or assessments and enforces the Code of Ordinances and City policies. Permits will be issued following City Council inspection report and approval. City Council meets on the first Wednesday of each month. A complete application is required for Council inspection and approval.

For Office Use Only	
Date Received:	
Application Fees Paid:	
Inspection Completed:	
Approval Date:	
Permit Issued/ Payment Date:	

Building Permit Application: New Construction, Additions, Alterations, Repairs (City Ordinances 92.01, 151.23)

APPLICANT INFORMATION: (Please Print)

Date: _____

Name of Applicant: _____ ☐ Owner

☐ Contractor: provide name, position, agency, License #, contact email and phone number:

Applicant (Owner)

Mailing Address: _____ Phone #: _____

Email address: _____

Site Location/Address: _____

Lot Number: _____ Parcel Address: _____

Block: _____ Addition: _____ Tract: _____

Lot/Parcel Size: _____ Dimensions: _____

Description of work: _____

Zoning District: ☐ Residential (R) ☐ Transition (R/C) ☐ Commercial (C)
☐ Agricultural (A) ☐ Industrial (I) ☐ Conservancy District (CD) ☐ Floodplain District (FP)

Type of Work:

☐ New Construction ☐ Addition* ☐ Alteration/Structural Changes
☐ Move ☐ Remove ☐ Extension of Permit

*to exterior perimeter or the height of any existing building

User Class Work: ☐ Energy Source (i.e. Electric, fuel, solar, etc)

<input type="checkbox"/> New Construction ¹	<input type="checkbox"/> Garage (new or addition)	<input type="checkbox"/> Addition	<input type="checkbox"/> Pole Building
<input type="checkbox"/> Structural Inherent Changes ²	<input type="checkbox"/> Seasonal Porch	<input type="checkbox"/> Utility Shed or Building (<= 150 sq. ft)	
<input type="checkbox"/> In-ground Pool	<input type="checkbox"/> Permanent retaining wall ³	<input type="checkbox"/> Fence/ Hedges ⁴	<input type="checkbox"/> Deck
<input type="checkbox"/> Multi-Unit Construction	<input type="checkbox"/> Multi-Unit Addition, Alteration, Repair		
<input type="checkbox"/> Commercial Construction	<input type="checkbox"/> Commercial Addition, Alteration, Repair		
<input type="checkbox"/> Manufactured Home (within specified parks)	<input type="checkbox"/> Waterfront Improvements ⁵		
<input type="checkbox"/> Other: _____			

¹ Certificate of Occupancy required prior to premises being inhabited or occupied (Ord. 151.08(3))

² The renovation or rebuilding of the interior and/or exterior of an existing building where the inherent structural aspects of the building are changed (150.001 (C))

³ and ⁴ Front yard of corner lots may not have wall, fence, or other structure to obstruct street views. Owner must provide a Notice to Neighbors 5 days prior to submitting an application for building permit. Copy of letter and responses are to be provided to City. (Ord. 150.046)

⁵ New structures or repairs upon or along the waterfront of the city (Ord. 151.01) Prior to permit approval: Applicant must also follow MN State Statute 103g.245 for the Commissioner of Department of Natural Resources written approval for "boathouse" structures.

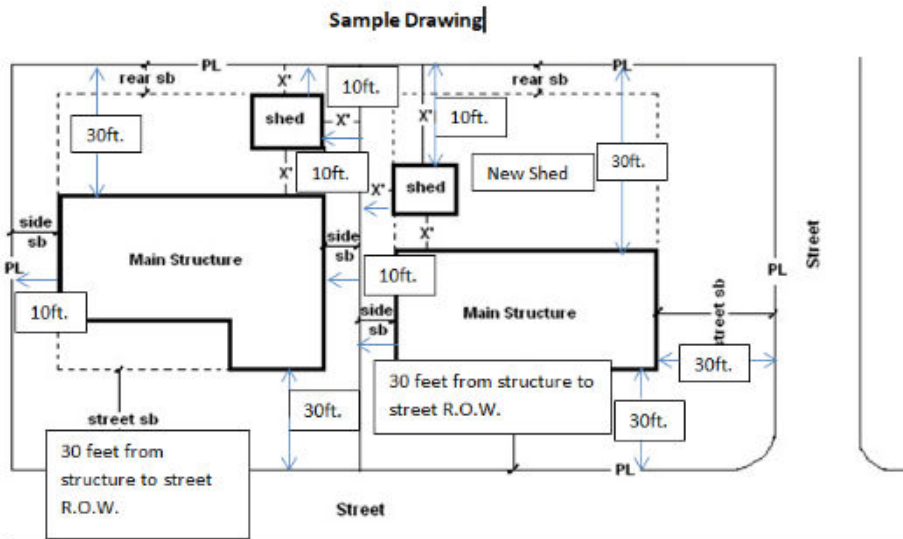
Dimensions: Height: _____ Width: _____ Length: _____

Number of Stories: _____

Total square footage: _____

Valuation of Work: \$ _____

Attach to this application a blueprint or drawing that clearly outlines location of the proposed building/addition and its distance from front, sides, and back of property lines, location of alleyways and whether closed (provide property description that includes portion of alleyway deeded to owner), as well as its distance from any other structure and street.



☐ Property is within the Conservancy District and requires additional permit considerations as provided by City.

Ordinance 150.021: (A) This district designation is intended to assure the preservation of natural features, especially where terrain presents substantial slope tending to create lateral support and surface water drainage problems and where

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providing public utilities, police and fire protection, and ambulance services are difficult or impracticable. (B) (1) In addition to all areas in the floodplain, all other areas within the city where 50% or more of the area of a given developable parcel has a slope of 15 degrees or greater shall be designated a Conservancy District. All lands adjacent to the Mississippi River and lying easterly of MN State Highway #26 are designated Conservancy District. **Ord. 150.045 Standards and Considerations:** Permit may or may not be approved based on the slope and other documentation requested.

☐ **Special Conditions (please identify if any special conditions need to be considered):**

Conditions:

The City of Brownsville is authorized a 60-day period to approve or deny a land use application per M.S. 15.99.

Along with permit application, City will conduct an inspection and provide a report identifying any outstanding questions, additional resources or steps for landowner to complete and recommendation for next City Council Meeting. If landowner does not provide required follow-up prior to the meeting, the Council reserves the right to put the application on hold from approval until the next scheduled Council meeting.

Landowner, Contractor, and/or Landscaper will be responsible for the preservation of any existing property monuments and the replacement of it if removed or disturbed while working on identified property.

Issued permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. Work must be completed within 1 year from date of permit issuance.

Applications are issued to the landowner only, with exception of when proper circumstances may apply. No permit or variance shall be assignable except for good cause at the discretion of the Council. An expired permit or variance requires reapplication before construction, installation, or erection of the structure may be recommenced. The fee for extension will be applied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be completed 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.

Signature of Applicant (Owner), Contractor or Authorized Agent

Land Use Zoning Application and Permit Fees:

*if an Industrial or Commercial project requires a site plan, the applicant will be required to pay a deposit to the City to cover the cost of the City to hire an Engineer to review the site plan.

\$50 Application Fee (non-refundable and applied to fees, if approved)

Check all that apply:

- ☐ \$200 New Construction: Commercial/Industrial/Agricultural/Conservancy/Floodplain (Ord. 150.018 - .022)
- ☐ \$100 New Construction: Residential (Ord. 150.016)
- ☐ \$100/unit Transition -- Multi-Unit Dwelling: New Construction/Addition/Alteration/Repair (Ord. 150.017)
- ☐ \$100 Commercial/Industrial/Agricultural/Conservancy/Floodplain: New Addition to Existing Building
- ☐ \$ 50 Residential: New Addition to Existing Building (Ord. 151.21)
- ☐ \$ 50 Relocation or Removing a Building (Ord. 150.001(C) (1))
- ☐ \$ 50 New Garage (up to 1200 sq ft) or Addition (to total 1200 sq ft) (Ord. 150.016- .20)
- ☐ \$ 50 Structural Inherent Changes¹ (Ord. 150.001 (C) (1))
- ☐ \$ 50 Wood/Composite Deck (building costs exceeding \$50) (Ord. 151.60)
- ☐ \$ 50 In-ground Pool (Ord. 150.016-.20)
- ☐ \$ 50 Seasonal Porch (Ord. 150.016-.20)
- ☐ \$ 50 Permanent Retaining Wall/Fence (wood, chain link, etc) /Hedges (Ord. 150.046)
- ☐ \$ 50 Manufactured Home (Ord. 151.40 - .42)
- ☐ \$250 Conditional Use Permit (Ord. 151.73)
- ☐ \$250 Interim Use Permit (Ord. 151.73)
- ☐ \$200 Encroachment Agreement (Ord. 151.72)
- ☐ \$200 Variance** (Ord. 150.003, 151.21 - 22, 151.27)
- ☐ \$200 Re-Zone a Parcel** (Ord. 150.060)
- ☐ \$200 Subdivide a Parcel** (Ord. 151.06, 151.25)
- ☐ \$200 Vacate Easement or Street** (Ord. 50.135)
- ☐ **Extension of Permit:** (New Building: \$175/\$75, Addition/Relocation/Move/Basement/Deck/Pool/ Porch/Wall, Fence/Manufactured Home: \$40) (Ord. 150.065)

** Requires Public Hearing

Total from above: \$ _____

¹ The renovation or rebuilding of the interior and/or exterior of an existing building where the inherent structural aspects of the building are changed (150.001 (C))

\$25 Application Fee (non-refundable and applied to fees, if approved)

Check all that apply:

- ☐ \$ 25 Utility Shed (up to 150 sq. ft.) (Ord. 151.60)
- ☐ \$ 25 Cement/Asphalt Patio or Driveway – New construction – earth movement of >10 cubic yards
- ☐ \$ 25 Sign (requires approved dimensions and site location) (Ord. 150.044)
- ☐ \$ 25 Work in the Street - Right of Way Permit
- ☐ \$ 25 Structure Alterations

Total from above: \$ _____

Sanitary Sewer Fees:

Check all that apply:

- ☐ \$3,600 Full Assessment: Developed parcels not previously assessed. (Ord. 50.012)
- ☐ \$1,800 Partial Assessment: Parcels that were assessed and partially paid shall be payable at time of connection, and with hookup charges, at issuance of certificate of occupancy. (Ord. 50.012)
- ☐ \$ 50 Residential: Sewer Hook-Up (Ord. 50.025)
Ord. 50.011 Connections. (B) Parcel or lots subsequently improved shall if sewer services are available ... be connected to the municipal sewer system as a precondition to issuance of Certificate of Occupancy.
- ☐ \$ 100 Transition/ Commercial/ Industrial: Sewer Hook-Up (Ord. 50.025)
☐ Ord. 50.007 Grease Interceptor Requirements

All properties, business, residential, and other, which by their use generate sewage, shall be connected to the municipal sanitary sewer system.

City Ordinance 50.005 Connections. *No connection shall be made to the city's municipal sanitary sewer system without securing a permit... and no connections shall be made except by or under the direct supervision of a licensed plumber. 50.006 Inspection.* ... inspection, by a duly appointed inspector, shall be made at the time of application for hookup or other installation.

City Ordinance 50.026: (1) *It shall be the obligation of each property owner to arrange for and to pay all expenses involved in connection to the municipal sewer system, including but not limited to the expense of the construction and installation of sewer laterals and the connection to the municipal main. (2) It shall, moreover, be the individual property owner's obligation to assume and pay all expenses in connection with openings made in the public street necessitated by connections to the municipal mains.*

City Ordinance 50.083 Billing and Payment. (A) *sewer service charges will be billed by the City to the users on a monthly basis (B) payment will be made within 30 days after the billing date.*

Total Sewer Fees: \$ _____

Additional Fees:

Check all that apply:

- | | |
|-------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> \$ (Cost plus ½ hour labor) | Newspaper Notice of Public Hearing |
| <input type="checkbox"/> \$ 25 | Variance Notice to neighboring landowners |
| <input type="checkbox"/> \$ (Quantity at \$1.00 each) | Letter |
| <input type="checkbox"/> \$50 | Special Council Meeting |

Total of Permit Application Fees and Sewer Fees: \$ _____

Total Additional Fees (if applicable): \$ _____

Application Fees Received: \$ _____

Grand Total minus Application Fee (if approved): \$ _____