



City of Moose Lake
412 4th St
Moose Lake, MN 5576

Email: thansberry@ci.mooselake.mn.us
Telephone: 218-485-4010
Fax: 218-485-4522

TWO SETS OF BLUE PRINTS AND A CERTIFIED LOT SURVEY MAY BE REQUIRED.

Site Information

Address _____ Parcel ID _____
Applicant is: Contractor _____ Owner _____
Project Valuation/Labor & Materials _____

Contractor Information

Company Name _____ License Number _____
Address _____ City _____ State _____ Zip _____
Contact Person _____
Phone _____ Email _____

Owner/Applicant Information

Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

Type of Work

New Construction _____	Addition _____	Remodel _____	Garage _____
Accessory Building _____	Re-Roof _____	Re-Side _____	Windows/Door _____
Basement Finish _____	Deck _____	Porch _____	HVAC _____
Plumbing _____	Demolition _____	Excavation/Fill _____	Other _____

PLEASE PROVIDE A BRIEF DESCRIPTION OF WORK BEING PERFORMED

Type of Structure Single Family _____ Multi-Family _____ Town Home _____

PLEASE SIGN ON REVERSE SIDE

For Office Use Only: Permit Number _____
Permit Fee _____ + Plan Review Fee _____ + State Surcharge _____ = Total Fee _____
Date Received _____ Received By _____ Paid: Cash _____ Check # _____ Receipt # _____
Approved by: _____ Date _____



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I understand the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers obtain a State License unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or City Ordinance in connection with the work performed on this property.

Homeowner Signature _____ Date _____

To determine if a Contractor is licensed, exempt, or to check their status, visit the Minnesota Department of Labor & Industry website at www.dli.mn.gov or call 651-284-5005.

I hereby apply for a building permit and acknowledge that the information above is complete and accurate; that this is not a permit; that the work will be performed in accordance with the conditions of the permit, the approved plans and specifications, and the ordinances of the City of Moose Lake and the Minnesota State Building Code; and that I will cause the work to remain accessible and exposed for inspection purposes. The person doing the work shall call for the inspections.

Applicant Signature _____ Date _____

Building Official Signature _____ Approved Date _____



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Construction Site Stormwater Runoff Controls

A project needing an Excavation/Fill Permit shall include construction site stormwater runoff controls. Stormwater construction site runoff controls include erosion prevention measures and sediment control methods, defined as;

Erosion Prevention – Measures employed to prevent erosion. Examples include but not limited to: soil stabilization practices, limited grading, mulch, temporary erosion protection or permanent cover, and construction phasing.

Sediment Control – Methods employed to prevent sediment from leaving the site. Sediment control practices include silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, bio rolls, rock logs, compost logs, storm drain inlet protection, and temporary or permanent sedimentation basins.

Erosion and Sediment Control Site Plan and Plan Narrative

A document or plan will be prepared and submitted to the City for approval by the developer prior to land disturbance activity. This plan will outline practices that will minimize soil erosion or sediment transport.

1. The Erosion and Sediment Control Plan and Plan Narrative shall address the following criteria:
 - a. Stabilization of disturbed areas and soil stockpiles;
 - b. Establishment of permanent vegetation;
 - c. Protection of adjacent properties;
 - d. Timing and stabilization of sediment trapping measures;
 - e. Use of sediment basins;
 - f. Cut and fill slopes;
 - g. Stormwater management criteria for controlling off-site erosion;
 - h. Stabilization of waterways and outlets;
 - i. Storm sewer inlet protection;
 - j. Working in or crossing waterbodies;
 - k. Underground utility construction;
 - l. Construction access routes;
 - m. Disposition of temporary erosion and sediment control measures; and
 - n. Maintenance of erosion and sediment control measures.



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2. The Site Plan shall include:
 - a. Location map;
 - b. North arrow;
 - c. Scale (1 inch = 100 feet or greater detail);
 - d. Benchmark;
 - e. Existing contours – two foot intervals – extending 50 feet beyond property boundary; f. Final contours;
 - g. Existing vegetation – trees, shrubs, grasses;
 - h. Property boundary and lot lines;
 - i. Elevations and grades – street grades, pond elevations, etc;
 - j. Drainage direction arrows- existing and proposed;
 - k. Limits of clearing and grading;
 - l. Utility plans;
 - m. Location of other practices;
 - n. Signature of plan preparer; and
 - o. Name of responsible individual.

3. The Plan Narrative shall include:
 - a. Project description;
 - b. Phasing of construction;
 - c. Existing site conditions;
 - d. Adjacent areas affected by project;
 - e. Erosion and sediment control measures;
 - f. Soil descriptions;
 - g. Permanent stabilization methods;
 - h. Stormwater management considerations;
 - i. Maintenance schedule for erosion and sediment control measures; and
 - j. Calculations made for practice design.

MPCA NDPES Construction Permit

<http://www.pca.state.mn.us/index.php/water/water-types-and-programs/stormwater/constructionstormwater/index.html>