BUILDING PERMIT APPLICATION INFORMATIONAL SHEET

1. Building permits are required for any construction, erection, enlargement, alteration, remodeling, repair, maintenance, moving, demolition, or conversion of occupancy of any building within the City of Pine City. Starting work without a permit allows for a minimum fine of a doubled permit fee.

2. All applications are subject to a permit fee, a plan review fee of 50% for residential or 65% for commercial of the permit fee and a State Surcharge fee of .0005 times the project value.

3. Maintenance work on owner occupied one and two family dwellings and their accessory structures will be charged a $40.00 permit fee and a $1 state surcharge per each maintenance item. Maintenance items are re-roofing, residing, soffit and facia, window and door replacement, water heater, heat plant and air conditioning installation and replacement.

4. All permit applications must be accompanied by two sets of plans drawn to scale, including:

   A. Footing/foundation plan

   B. Floor plan

   C. Sectional drawing (footing through roof system)

   D. Front elevation

   E. Minimum of one other elevation, especially where there are special architectural features.

   F. Plot plan, showing set backs from property lines and other structures on the same property.

   G. Residential: Energy Code worksheets and MN CHECK.
   Commercial: Heat loss calculations

   H. Heating plan

   I. Plumbing plan

   J. Details of special architectural and structural design.

   K. Certified roof and floor truss design to be on site at framing inspection. (Truss packet to be on site at rough framing inspection)

5. Application packet must be submitted a minimum of five days before work is scheduled to begin. Commercial projects may require more time.

6. Most commercial projects will require a Minnesota registered architect and engineer. Check with the Building Official for small project exemptions.

7. Frost footing depth required to be **five feet (60")** below finished grade.

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8. Snow load requirement for Commercial projects will be calculated from a **60 lbs. per sq. ft** ground snow load. All other projects shall have a roof snow load of **42 lbs. per sq. ft.**
9. Egress windows are required in each sleeping room. This upgrade must also take place when remodeling or replacing windows. Egress windows shall have a minimum net clear openable area of 5.7 sq. ft. The minimum net clear openable height dimension shall be 24 inches. The net clear openable width shall be 20 inches. *When windows are provided as a means of escape or rescue, they shall have a finished sill height not more than 44 inches above the floor.
10. Inspection card must be posted in a weather tight bag on a flat surface.
11. Request for a required inspection must be made a minimum of one day in advance. Refer to inspection card for each required inspection.
12. The Building Official may stop work on any project not complying with code.
13. No building may be occupied until a Certificate of Occupancy has been issued.
The issuance of a permit and the inspection conducted does not constitute any sort of guarantee from the city that the structure is in perfect compliance with the state building code. A homeowner may procure the services of a private inspector if they desire additional protection.
DUMPSTERS AND ROLL-OFF BOXES DUMPSTERS AND ROLL-OFF BOXES CANNOT BE PARKED ON CITY STREETS. THEY MUST BE PARKED ON PRIVATE PROPERTY AT THE CONSTRUCTION SITE.
For additional information contact: Richard Drotning Building Official 320-629-2575 or 1-320-279-1841