



Building Permit Application

updated 11/21/2011

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470
Phone: 218.732.3890 Fax: 218.732.7993

www.co.hubbard.mn.us/environmental.htm

Application Fees (non-refundable, effective 01/01/2012):

a. Dwelling unit, including attached garage, and/or deck.....	\$100.00
b. All other structures (non dwelling units)	\$ 50.00
c. Legal addition to a structure.....	\$ 50.00
d. Deck or platform.....	\$ 40.00
e. Mechanized lift.....	\$ 50.00
After-the-fact permits	4x normal fee

Make checks payable to "Hubbard County Auditor/Treasurer". We cannot accept credit cards.

FAQs

When is a building permit required?

A building permit is required whenever a structure is erected, altered, moved, replaced, or its exterior is changed within a shoreland area (1000' from a classified lake, 500' from a classified river/stream). It does not matter if a structure lacks a permanent foundation – it will still require a permit.

What work does not require a building permit?

Any work done to the interior of a structure located in a shoreland area does not require a building permit. Work done according to Section 510. Repairs and Maintenance of the Shoreland Management Ordinance (SMO) (such as shingling, siding, window/door installation/replacement) also does not require a permit.

How is a structure handled that is in place temporarily or seasonally?

A temporary structure is defined as a structure located on a lot for 180 consecutive days or less. This structure does not require a building permit on the condition that it is removed from the property after no more than 180 days. Temporary structures must comply with all setback requirements. If a structure will stay on a lot for more than 180 days, it requires a building permit.

How long is a building permit valid?

A permit is valid for one year from the date it is issued.

How much of the construction must be finished before the permit expires?

The structure's exterior must be finished before the permit expires. The interior need not be finished while the permit is valid.

What if I need more time to finish the project?

A permit extension may be granted for up to an additional six months for legitimate reasons that delayed the project's completion. To request an extension, contact our office before your permit expires and explain why you need more time. If an extension is not granted, a new permit will be needed if the project is not finished within the permit period.

Is a current compliance inspection on my septic system required?

A current compliance inspection must be on file or submitted with a building permit application for work that will be done on any sewer structure. A permit application for a nonsewered structure (e.g. storage shed) does not require a current compliance inspection. A permit application for an addition that will result in additional bedrooms to a home requires that a new septic system design be submitted with the application. A permit application for a new sewer structure also requires that a septic system design be submitted with the application. The septic system permit must be obtained before the building permit can be issued.

What if my septic system is found to be noncompliant?

It will need to be upgraded to a new compliant septic system within ten months to one year from the date of inspection. The deadline to upgrade depends on the reason(s) for the system not being found to be compliant. A new septic system design will have to be submitted with your building permit application and a new septic system permit will have to be obtained before the building permit can be issued.

What if I want to make changes to the building design approved in my permit?

You must submit a new permit application that asks to modify the existing permit and shows how the design will change. The permit amendment must be approved before any work can start on the amended design.



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Instructions

1. If applicant is someone other than the landowner, an Authorized Agent form must be included that shows the owner has given the applicant permission to submit the application.
2. Include the appropriate application fee. Make checks payable to "Hubbard County Auditor/Treasurer." We are unable to accept credit/debit card payment.
3. If the property is located in a township that has a zoning ordinance with jurisdiction over the permit request, a copy of the township's written zoning approval of the proposed project must be submitted. Please contact your township officials to see if any township zoning regulations apply to your project(s).
4. If the project being proposed in your permit application will affect a wetland and thus require review and approval through the Wetland Conservation Act (WCA), a copy of the written WCA decision on the project must be submitted. Please contact the WCA Administrator at the Hubbard County Soil and Water Conservation District (218-732-0121) for information on how to go through this process.
5. Accurate tax parcel ID #s must be given for the property on which the permit is sought. (Parcel IDs are shown on your tax statement. They are also accessible on the online tax parcel map found on the County website: www.co.hubbard.mn.us.)
6. Include ground-level color photographs of the proposed building site or the structure being altered. The project area must be clearly staked, flagged, or marked by other means in the photos. Label each photo as to what it shows.
7. A current certificate of compliance for your septic system(s) must be submitted with your application if you are making an addition or an alteration to an existing sewer structure. An SSTS site design must be submitted for any application proposing a new sewer structure or additional bedroom(s). If the SSTS site design is approved, the accompanying septic permit must be obtained before your related building permit can be issued.

If you apply for a permit between Nov. 1 – April 30 and the ground is frozen such that a compliance inspection cannot be done, then a "SSTS Compliance Inspection/Field Evaluation Agreement" must be submitted with your application and the compliance inspection must be done and submitted to our office by the following June 1st.

8. A site plan sketch or survey of your property must be submitted and show all the required information requested in the site plan form instructions.



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This form must be legibly completed in INK.

Applicant name(s): _____ Date: _____

Owner name(s) (if different from applicant): _____

Mailing address: _____

E911 property address: _____

Phone: _____ Alt. phone: _____ Email: _____

Tax parcel number(s): _____

Legal description: _____

Sect: ___ Twp: ___ Rng: ___ Lake/river name: _____

Is this request after-the-fact? __ Yes __ No

Contractor name (write "self" if applicable): _____

Contractor phone #: _____

Provide a description of your project:

Structure use (circle): residential commercial

Project type (circle): new construction addition to existing structure
relocation of structure alteration of existing structure

Structure type (circle): house/cabin garage storage bldg. deck platform
guest cottage camper/RV gazebo wood shed other: _____

Number of stories above grade (circle): 1 1.5 2 2.5 3 not applicable

Foundation type (circle): basement crawlspace slab piers/posts other: _____
walkout basement



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If project is an addition or alteration, will there be:

A change of roof line to the existing? Y N Foundation change to the existing? Y N

of dwelling units on property: Existing Proposed
_____ _____

If the proposed structure is something other than the primary residence, will it contain any of the following?

1. sleeping quarters? Y N
2. cooking facilities? Y N
3. water supply and/or sanitary disposal facilities? Y N

Will this project result in an increase in the number of bedrooms on the parcel? Yes No

If yes, list current # of bedrooms _____ proposed # of bedrooms _____

Land height of building site above ord. high water mark (OHW): _____ ft

Is there a bluff on the property? Y N **If yes, project's setback from bluff crest** _____ ft

Will this project impact a wetland? Y N

If yes, has WCA approval of the project been obtained? Y N
If yes, submit a copy of the WCA approval notice with your application.

Applicant Statement

I have read and fully understand the above instructions. I am the fee title owner of the above described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the permit in question. The applicant hereby certifies that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed permit application. The applicant hereby makes application for a building permit agreeing to do all such work in accordance with all Hubbard County Ordinances. Applicant agrees that application, sketch or survey, and other attachments submitted herewith are true and accurate. Applicant agrees that, in making application for a building permit, applicant grants permission to Hubbard County, at reasonable times to enter landowner's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the building permit based upon the supplying of inaccurate information.

Signature of applicant(s): _____ **Date:** _____

Application Checklist (be sure to include all of the following):

1. complete, signed application form.
2. authorized agent form, if applicant is not owner.
3. written township and/or WCA approval, if/as applicable.
4. color photos of project area.
5. septic system information (compliance inspection and/or design, if project is a sewered structure.)
6. payment for the application fee.

Note: Any change in project plans must be reported to and approved by the ESD.

The applicant is responsible for securing any other local, state, or federal permits that may be required.

Site Plan

Required for ALL permit applications

You **must** include all buildings and additions, well(s), and septic system(s) existing and proposed, on your property and label them. You **must** also include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. See reverse side of "Site Plan" for example sketch.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

Applicant Signature

Date

Site Plan

Required for ALL permit applications

Instructions

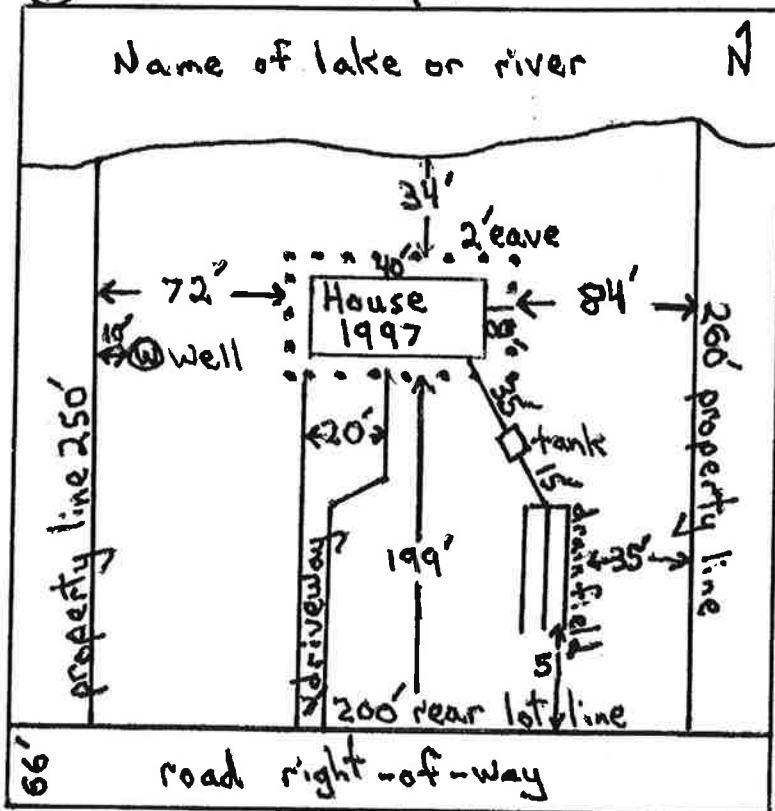
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

- All lot lines with every line's dimension shown.
- Location and length, width, and height dimensions of all existing and proposed structures/additions.
 - Show all existing structures in solid lines and label with year constructed.
 - Show proposed structures/additions in dashed lines and label w/proposed start date.
 - Show eave overhangs, inc. dimensions, on all structures in dotted lines.
- Location and length x width dimensions of all existing and proposed wells and septic systems.
- Location and length x width dimensions of all existing and proposed driveways, roads, and easements.
- Location and length, width, and height dimensions of any proposed grading/filling project.
- Setback distances for all items shown per b-e from lakeshore, lot lines, and right-of-ways.
- If topography is unusual, show elevation levels.
- Indicate north point and slope of land.

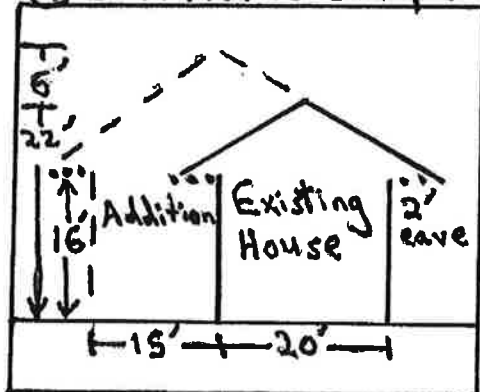
Note: Building permits/variance applications for new structures and additions to existing structures also require separate side profile sketches of the structure and/or addition showing all dimensions—specifically height—measured in feet. See Example 2 below.

Note: Shoreland alteration permits/variance applications also require a separate cross-section sketch of each proposed project area showing all dimensions—length, width, and height—measured in feet. See Example 3 below.

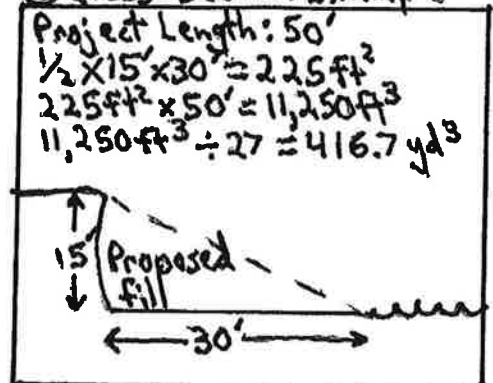
① Site Plan Example



② Side Profile Example



③ Cross-Section Example



Project Length: 50'
 $\frac{1}{2} \times 15' \times 30' = 225 \text{ ft}^2$
 $225 \text{ ft}^2 \times 50' = 11,250 \text{ ft}^3$
 $11,250 \text{ ft}^3 \div 27 = 416.7 \text{ yd}^3$