



**ZONING & BUILDING PERMIT APPLICATION**

103 Canton Avenue / P.O. Box 517 / Montevideo, MN 56265  
 Phone: 320-269-6575 Fax: 320-269-9340

DATE ISSUED: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_  
 Property Address: \_\_\_\_\_ Property ID No: \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ License #: \_\_\_\_\_ Lead Cert #: \_\_\_\_\_  
 Architect/Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**ZONING PERMIT**

Legal Description: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Zoning District: R1  R2  R3  B1  B2  FP  I1  I2  AO   
 Flood Zone District: A  B  C  D  Corner Lot  Interior Lot   
 Site Plan Reviewed? Yes  No  Site Plan Approved? Yes  No  N/A   
 Comments: \_\_\_\_\_  
 Approval/Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

NOTICE: Property owner is responsible for determining location of property lines and public and private utility easements.

**BUILDING PERMIT**

For: New Construction  Addition  Maintenance  Remodeling  Other   
 Proposed Construction: \_\_\_\_\_  
 Building Dimensions: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Valuation/Proposed Construction:	\$ _____	Occupancy Classification	_____
Building Permit Fee:	\$ _____	Type of Construction	_____
State Surcharge:	\$ _____	Single Family Residence	<input type="checkbox"/>
License Fee:	\$ _____	Multi Family Dwelling	<input type="checkbox"/>
Investigation Fee:	\$ _____	Commercial	<input type="checkbox"/>
SUBTOTAL:	\$ _____	Industrial	<input type="checkbox"/>
Plan Review Fee:	\$ _____	Residential Garage, attached	<input type="checkbox"/>
WAC/SAC Fee:	\$ _____	Residential Garage, detached	<input type="checkbox"/>
TOTAL:	\$ _____	Other	<input type="checkbox"/>

**Code Requirement:** Foundation location survey, posting of building permit card and site address.  
**Inspection Required:** Footings/foundation/framing/insulation/wallboard/plumbing/heating/final. Add'l inspections may be required by Building Official.  
**Notice:** A certificate of occupancy is required prior to occupancy of a structure. A certificate of occupancy will be issued following final inspection of the structure by the Building Official. Occupancy prior to the final inspection will not be allowed unless approval is given by the Building Official. Permit shall be null and void if authorized work is not started within 180 days, or if work is suspended or abandoned for 180 days or more after work is started. Note: The issuance of permits and conduction of inspections does not constitute guarantee of absolute Code compliance from the City.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Building Official Signature \_\_\_\_\_ Date \_\_\_\_\_