



**BUILDING PERMIT**  
**CITY OF MONTGOMERY**  
 201 ASH AVE S.W.  
 MONTGOMERY, MN 56069  
 507.364.8888 (PHONE)  
 507.364.5371 (FAX)  
 GENERAL@CITYOFMONTGOMERYMN.COM

<b>OFFICE USE ONLY</b>
Application Rec'd: _____
Amount Paid/Invoiced: _____
Permit Number: _____
PID: _____

**PROPERTY OWNER:**

ADDRESS:		
PROJECT START DATE:	PROJECT COMPLETION DATE:	
PROPERTY OWNER NAME:		
PHONE:	EMAIL:	VALUATION OF PROJECT:

**CONTRACTOR/SUBCONTRACTOR:**

CONTRACTOR:		STATE LICENSE NUMBER:
ADDRESS:		
PHONE:	EMAIL:	FAX:
SUBCONTRACTOR:		STATE LICENSE NUMBER:
ADDRESS:		
PHONE:	EMAIL:	FAX:

**BUILDING TYPE: (PLEASE SELECT ONE):**       RESIDENTIAL       COMMERCIAL

**PROJECT TYPE:**

<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ALTERATION <input type="checkbox"/> PORCH <input type="checkbox"/> DECK <input type="checkbox"/> FIRE PLACE (WOOD BURNING) <input type="checkbox"/> FACTORY FIRE PLACE <input type="checkbox"/> FURNACE REPLACEMENT <input type="checkbox"/> GARAGE HEATER <input type="checkbox"/> PLUMBING SYSTEM <input type="checkbox"/> LAWN SPRINKLER SYSTEM <input type="checkbox"/> WATER SOFTENER <input type="checkbox"/> REROOF: MATERIAL TYPE: (ALL METAL ROOFS REQUIRE PRIOR APPROVAL)  ARE YOU REMOVING THE EXISTING SHINGLES? <input type="checkbox"/> YES <input type="checkbox"/> NO (ONLY ALLOWED TO SHINGLE OVER 1 LAYER) WHAT TYPE OF ICE PROTECTION IS BEING USED AND HOW MUCH IS BEING USED? (1,2,3, ROWS/COURSES)  (CURRENT REQUIREMENTS FOR ICE PROTECTION ARE FROM THE EAVES EDGE TO 2FT. INTO THE HEATED STRUCTURE)	<input type="checkbox"/> ADDITION <input type="checkbox"/> GARAGE <input type="checkbox"/> WINDOW REPLACEMENT: # OF WINDOWS: _____ <input type="checkbox"/> BASEMENT FINISH <input type="checkbox"/> RESIDE: MATERIAL TYPE: _____ <input type="checkbox"/> FIRE SUPPRESSANT SYSTEM <input type="checkbox"/> HVAC SYSTEM <input type="checkbox"/> AIR CONDITIONER <input type="checkbox"/> AIR EXCHANGER <input type="checkbox"/> BATHROOM FINISH <input type="checkbox"/> WATER HEATER <input type="checkbox"/> OTHER/MISC.: _____  _____ _____
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**PLEASE PROVIDE THE FOLLOWING:**

<input type="checkbox"/> 2 COPIES OF LAND SURVEY <input type="checkbox"/> 1 COPY OF ENERGY CODE COMPLIANCE CERTIFICATE <input type="checkbox"/> HEAT/LOSS CALCULATION	<input type="checkbox"/> 3 COPIES OF BUILDING PLANS (2 FULL SIZE AND ONE DIGITAL OR 11X17 SIZE)
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**BUILDING PERMIT FEE SCHEDULE:****ZONING INFORMATION:**

<b>BUILDING PERMIT FEE</b>	\$	<b>ZONING DISTRICT:</b>	
<b>PLAN REVIEW FEE</b>	\$	<b>TYPE OF CONSTRUCTION:</b>	
<b>STATE SURCHARGE</b>	\$	<b>OCCUPANCY GROUP:</b>	
<b>INVESTIGATION/PENALTY COST</b>	\$	<b>USE OF BUILDING:</b>	
<b>MISC. CHARGES</b>	\$	<b>TOTAL SQUARE FOOTAGE:</b>	
<b>PARK DEDICATION FEE</b>	\$	<b>MINIMUM SET BACKS:</b>	
<b>SEWER CONNECTION FEE</b>	\$	<input type="checkbox"/> <b>FRONT YARD:</b>	
<b>WATER CONNECTION FEE</b>	\$	<input type="checkbox"/> <b>REAR YARD:</b>	
<b>INSPECTION FEE</b>	\$	<input type="checkbox"/> <b>SIDE YARD:</b>	
<b>ENGINEERING COST</b>	\$	<b>COMMENTS/CONDITIONS:</b>	
<b>TOTAL PERMIT COST</b>	\$		

**AUTHORIZATION OF APPLICATION:**

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS CORRECT AND AGREE TO DO THE PROPOSED WORK AS DESCRIBED ABOVE AND ACCORDING TO THE PROVISIONS OF THE ORDINANCES OF THE CITY OF MONTGOMERY AND THE STATE BUILDING CODES. I FURTHER AGREE THAT ANY PLANS AND SPECIFICATIONS SUBMITTED HEREIN SHALL BECOME PART OF THIS APPLICATION. I ALSO UNDERSTAND THIS PERMIT IS VALID FOR A PERIOD OF SIX (6) MONTHS. AN EXTENSION MAY BE GRANTED BY CONTACTING THE CITY OF MONTGOMERY AT 507.364.8888. A CERTIFICATE OF OCCUPANCY IS REQUIRED PRIOR TO OCCUPANCY OR USE OF THE STRUCTURE. THIS WILL BE ISSUED ON COMPLETION OF A SATISFACTORY FINAL INSPECTION BY THE CITY BUILDING OFFICIAL.

APPLICANT SIGNATURE	DATE
CITY OFFICIAL	DATE
BUILDING OFFICIAL	DATE

**FOR OFFICE USE ONLY**

PERMIT NUMBER	PERMIT COST	DATE PAID	DATE ISSUED
<input type="checkbox"/> ENTERED IN PERMIT LISTING	<input type="checkbox"/> SCANNED TO PID	<input type="checkbox"/> ORIGINAL TO BUILDING OFFICIAL	<input type="checkbox"/> COPY TO ASSESSORS FILE