

<b>FOR</b>	Permit # _____	Trunk Fee _____
<b>OFFICE</b>	PID # _____	Permit Fee _____
<b>USE</b>	Date Recd _____	WAC/SAC _____
<b>ONLY</b>	Zoning District _____	Surcharge _____
		Plan Check _____
		Meter _____
		<b>Total Fee</b> _____

**City of Avon**  
 PO Box 69 Avon MN 56310  
 PH (320) 356-7922 FAX (320) 356-2259

## Commercial Permit Application

1. Site Address \_\_\_\_\_, Avon MN 56310
2. Owner(s) \_\_\_\_\_ Daytime Phone \_\_\_\_\_
3. Owner's Address (if different from above) \_\_\_\_\_
4. Legal Description of Site:  
 Note\*If unknown, please refer to property tax statement or ask Zoning Administrator  
 Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_
5. Type of Improvement  
 Build \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Roof Only \_\_\_\_\_ Other \_\_\_\_\_
6. Describe in detail work to be done \_\_\_\_\_  
 \_\_\_\_\_
7. Building Covering Material(s), (If applicable) \_\_\_\_\_
8. Approximate Start Date \_\_\_\_\_
9. Estimated Cost of Project (Including Materials & Labor): \$ \_\_\_\_\_

Is there a well or abandoned well on this property? Y/N

**THE CITY OF AVON REQUIRES A STORMWATER PLAN ON ALL COMMERCIAL PROJECTS**

10. Type of Construction:

On Site \_\_\_\_\_ Modular \_\_\_\_\_ Prefabricate \_\_\_\_\_ Other \_\_\_\_\_ (Explain)

11. Dimensions of Structure: \_\_\_\_\_

12. Number of Stories in Structure (s) \_\_\_\_\_ Height of Structure: \_\_\_\_\_

13. Please Provide the Following: (If Applicable)

General Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Mason & Concrete Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Heating & Venting Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Excavation Contractor \_\_\_\_\_ PH: \_\_\_\_\_

Sprinkler Contractor \_\_\_\_\_ PH: \_\_\_\_\_

14. All Setback Measurements must be measured from building line (lot line). **Please provide the Zoning Administrator with a copy of a survey or documentation that states the square footage or lot dimensions.**

Front Yard Setback \_\_\_\_\_ Rear Yard Setback \_\_\_\_\_ Side Yard Setbacks \_\_\_\_\_ / \_\_\_\_\_

Total Lot Size (square footage) \_\_\_\_\_ Total Impervious Area (%) \_\_\_\_\_

*Impervious area includes: any area that water cannot saturate through which includes all driveways or parking areas*

Required Forms & Items to Return with Application:

**SITE PLAN**

**FULL SIZE SET OF CONSTRUCTION PLANS**

**ONE SMALL SET OF CONSTRUCTION PLANS ON 8 ½ x 11 FOR FILE**

Your application will be denied until all above items are provided.

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. I have identified all property boundaries, easements, flood zones, and/or wetlands existing on the property on my site plan and application. The undersigned further agrees the City and its' administrative staff relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Avon, and its employees harmless from all liability arising from the granting of this permit.**

\_\_\_\_\_  
Authorized Signature of Owner or Contractor

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
This Permit Expires One Year From:

## PROPERTY DISCLAIMER

The undersigned is the owner of record or the Builder of the following property located within the City of Avon, Stearns County, Minnesota, whose address is: \_\_\_\_\_; that as part of the process of obtaining a building/zoning permit, the undersigned certifies that all of the information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, all easements, all underground utilities (including sewer and water lines) and/or wetlands existing on the subject property and has identified them on his/her site plan and application.

The undersigned further agrees the City of Avon, and its' administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and hold the City of Avon, and its employees harmless from all liability arising from the granting of this permit.

\_\_\_\_\_  
Signature of Property Owner/Builder

\_\_\_\_\_  
Date

CITY OF



PO Box 69  
Avon, MN 56310  
office: 320.356.7922  
fax: 320.356.2259

Attachments to the City of Avon Building Permit Applications:

1. Does this permit application involve the placement of a NEW access point onto a city street or a county road?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If you answered "Yes," please refer to Chapter 21, Subd. 12, General District Provisions in the City of Avon Zoning Ordinance.

I understand that any street access work that is done on my property will require the approval of the City of Avon.

\_\_\_\_\_  
Contractor/Property Owner

\_\_\_\_\_  
Date

2. I have attached a stormwater plan, which is required on commercial projects.

\_\_\_\_\_  
Contractor/Property Owner

\_\_\_\_\_  
Date



PO Box 69  
Avon, MN 56310

office: 320.356.7922  
fax: 320.356.2259

Landscape/off premise damage escrow of \$2,000 to be held by the City until all waivers are signed off and approved by the City. I understand this \$2,000 escrow deposit will be used if the City needs to make any repairs or do any landscaping work on said property OR any adjacent properties affected by this construction. If the amount of repairs exceeds the escrow deposit the charges will immediately be billed to me and/or assessed to my property.

RE: \_\_\_\_\_  
Property Address  
Date of Certificate of Occupancy  
\_\_\_\_\_  
Owner/Contractor  
Date escrow deposit paid

**STREET/SIDEWALK/CURB WAIVER**

I hereby certify that I have inspected the street/sidewalk/curb in the area of my property and I agree that it is in new condition prior to any construction being done on my property. I also hereby certify that I am aware that if the street/sidewalk/curb in front of my property or the sidewalk of the adjacent properties is damaged during the construction of my home, that I will be fully responsible for any and all costs that the City of Avon may incur to repair the street/sidewalk/curb.

\_\_\_\_\_  
Signature of Owner or Contractor  
Date

***INSPECTION***

I hereby state that prior to the **commencement** of construction at the property located at the above address, I have inspected the street/sidewalk/curb in the general area of this property and it is in \_\_\_\_\_ condition (attached photos/further explanation if necessary).

\_\_\_\_\_  
Signature of Public Works Department  
Date

I hereby state that at the **conclusion** of construction at the property located at the above address, I have inspected the street/sidewalk/curb in the general area of this property and it is in \_\_\_\_\_ condition (attach photos/further explanation if necessary).

\_\_\_\_\_  
Signature of Public Works Department  
Date



so as to materially affect the surface elevation of surrounding lots. The owner of any land subject to this ordinance will be responsible for the drainage of surface waters from their part of the property other than by natural watercourses. I hereby certify that I have read and examined this application and understand that I will be solely responsible for any damage/drainage problems that arise from the alteration of the original grading on the property.

\_\_\_\_\_  
Signature of Contractor/Owner

\_\_\_\_\_  
Date

*INSPECTION*

All grading has been inspected and approved by the City of Avon.

\_\_\_\_\_  
Signature of Public Works Department

\_\_\_\_\_  
Date

\*\*\*\*\*

**LANDSCAPING**

I agree that either sod or grass seed will be in place within a year from the date of the Certificate of Occupancy on this property.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

*INSPECTION*

This property has been inspected and has either sod or seed in place.

\_\_\_\_\_  
Signature of Public Works Department

\_\_\_\_\_  
Date

Landowner / Parcel #: \_\_\_\_\_

Date: \_\_\_\_\_

**Lot Impervious Surface Coverage & Landscaping for Stormwater Worksheet**

Please use the table below to calculate your impervious surface coverage. Impervious coverage is limited to 25% of the total lot area. Calculate out all that apply to your situation. If a structure has odd dimensions or if using to size stormwater basins, multiple rows / sheets may be needed. If total imp. of irregular structure or driveway is known, just multiply by 1.

<u>Existing Structures</u>	<u>Length (ft)</u>		<u>Width (ft)</u>		<u>Total (in sq. feet)</u>
House, garage, shed Boathouse Greenhouse Other (Dog Kennel, etc.)	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
<b><i>Driveways* &amp; Landscaping:</i></b>					
Driveway*, Parking Area, Apron, Boat Ramp, Sidewalk, Patio, Paving Stones, Landscaping (incl. plastic), Other	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
<b>Total Existing Impervious</b>					<b>0 (sq ft)</b>
<b><u>Proposed Structures</u></b>					
House, garage, shed Boathouse Greenhouse Other (Dog Kennel, etc.)	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
<b><i>Driveways* &amp; Landscaping:</i></b> <i>*Assumes a 12' wide driveway unless evidence to the contrary</i>					
Driveway*, Parking Area, Apron, Boat Ramp, Sidewalk, Patio, Paving Stones, Landscaping (incl. plastic), Other	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
	(ft)	X	(ft)	=	0 (sq ft)
<b>Total Proposed Impervious</b>					<b>0 (sq ft)</b>
<b>Total Lot Area (sq. ft.) =</b>	<b>Total existing Impervious</b>			=	<b>0 (sq ft)</b>
	<b>Total w/new Impervious</b>			=	<b>0 (sq ft)</b>
	<b>% existing impervious</b>			=	<b>%</b>
	<b>% w/new impervious</b>			=	<b>%</b>

**Simple Calculator for Approximating Size of Stormwater Practice & Amount of Phosphorus Reduction:**

Total w/ new impervious:	x	0.623 / 0.083 Gal / Cu ft =	Storage volume:		Bottom size (sq ft) of infiltration area by depth						
			Gal	Cu ft (= gal / 7.48)	3"	6"	9"	12"	15"	18"	
0	x	0.623 / 0.083 Gal / Cu ft =	0 Gal	0 Cu ft	0 cu ft x 4	0 cu ft x 2	0 cu ft x 1.33	0 cu ft x 1	0 cu ft x 0.8	0 cu ft x 0.67	
<b>Total exst imp</b>	=	0	x	0.0000366 =	0.00	<b>Existing phosphorous loading (lbs/yr)</b>					
<b>Tot w/new imp</b>	=	0	x	0.0000366 =	0.00	<b>Phosphorous reduction w/ stormwater mgmt</b>					
<b>For rain barrels, use this formula to determine size/amount needed:</b>			Roof area (sq ft)		x	0.5625	=	0	<b>Gallons generated from a 1" rain event</b>		

## **Commercial Projects including but not limited to New Commercial Construction, Additions, Major Remodeling, Changes of Occupancy**

Step 1. Use Minnesota Rule Table 1800.5800 to determine if design professional is **REQUIRED** and verify with Building Official

Step 2. If determined a design professional IS required the following information must be submitted with permit application

Plans stamped by Design Professional licensed to do business in the State of Minnesota with a complete code analysis

Site plan (civil engineering maybe required if determined by city or Building official)

Architect to spell out Special Inspections (as per building code)

Structural design (structural engineer)

Mechanical design (mechanical engineer)

Plumbing design (approved by Environmental Services)

Energy Code Calculations

Accessibility Drawings

Ventilation calculations 7676 Energy Code

Sprinkler Plans approved by the State

Any other plans required based on building code

If a design professional is not required at a minimum the highlighted areas need to be submitted with permit application

Time must be given for proper application and plan review. City zoning and building official have 30 working days to respond in writing the status of a permit. However normal turnaround time is under 2 weeks.

To use table 1800.5800, a person needs to determine the occupancy.

Some examples are but not limited to

- A assembly nonexempt you cannot design
- B business office <2250 gsf you can design  
Small business <1000 gsf you can design
- E educational you cannot design
- F factory 1 story <3000 gsf you can design
- H hazard you cannot design
- I institutional you cannot design
- M mercantile 2 story <1500gsf you can design
- R 1 4 units or more you cannot design
- R 3 you can design
- S 1 storage you cannot design
- S 2 storage <5000gsf you can design
- S 3 storage you cannot design
- S 5 storage <3000gsf you can design
- U utility call me

Use this as a reference you can always call me

**Dan Marthaler #320-249-7533**

**1800.5800 CLASSES OF BUILDINGS.**

M.S.B.C Occ'y Group		Use	No. Stories and Basement	Maximum Gross Square Footage (GSF)
A	1	Assembly - 100 or more persons w/stage	NONEXEMPT	
	2	Assembly - less than 1000 persons, w/stage		
	2.1	Assembly/Educ. - 300 or more persons w/o stage		
	3	Assembly/Educ. - less than 300 persons w/o stage		
	4	Assembly - Stadia, Reviewing Stands, Etc.		
B		Business - Office, Service (other than group H occupancies below)	2-story and basement	2250 GSF
		Business - Dining/Drinking less than 50 persons (other than group A occupancies above)	1-Story, no basement	Seating for not more than 20 persons or 1000 GSF
E	1	Educational, 50 or more persons through 12th grade for more than 12 hrs/week or 4 hrs/day	NONEXEMPT	
	2	Educational - Less than 50 persons through 12th grade form more than 12 hrs/week or 4 hrs/day		
	3	Educational - Day care for more than 6 persons		
F	1	Factory/Industrial - moderate hazard	NONEXEMPT	
	2	Factory/Industrial - low hazard	1-story, no basement	3000 GSF
H	1	Hazardous - explosive hazard	NONEXEMPT	
	2	Hazardous - moderate explosive hazard		
	3	Hazardous - high fire or material hazard		
	4	Hazardous - repair garage (other than group S-3 occupancies)		
	5	Hazardous - aircraft hanger/heliport (other than group S-5 occupancies)		
	6	Hazardous - semiconductor fabrication w/hazardous production material		
	7	Hazardous - other health hazard		
I	1.1	Institutional - full time nurseries for children under 6 years of age, hospitals, sanitariums, nursing homes, and similar buildings (each accommodating more than 4 persons)	NONEXEMPT	

M.S.B.C Occ'y Group		Use	No. Stories and Basement	Maximum Gross Square Footage (GSF)
I cont.	1.2	Institutional - detoxification centers, homes for children 6 years of age or over (each accommodating more than 5 persons)	NONEXEMPT	
	2	Institutional - nursing homes, homes for children under 6 years (each accommodating more than 4 patients or children)		
	3	Institutional - mental hospitals, jails, sanitariums, etc.		
M		Mercantile - retail/wholesale display and sales	2-story, basement	1500 GSF
R	1	Residential- hotels, apartment houses/condominiums (4 units or more), and congregate residences (each accommodating more than 10 persons)	NONEXEMPT	
	3	Residential - dwellings, lodging houses, attached single-family dwellings/townhomes, and congregate residences (each accommodating 10 persons or less)	EXEMPT	
S	1	Storage - Moderate Hazard (Other than Group S-2 or Group H Occupancies)	NONEXEMPT	
	2	Storage - Low Hazard and Noncombustible	1-Story, No Basement	5000 GSF
	3	Storage - Repair Garage and Parking (Other than Group S-4 Occupancies)	NONEXEMPT	
	4	Storage - Open Parking Garage		
	5	Storage - Aircraft Hangers and Helistops	1-Story, No Basement	3000 GSF
U	1	Utility - Private Garages, Barns, Carports, Sheds, and Agricultural Buildings (see 1800.5200 Subd. 2 Statutory Exception above)	1-Story, No Basement	1000 GSF
	2	Utility - Fences Higher than 8' 0", Tanks and Towers	NONEXEMPT	
Mixed Use or Occupancy		NONEXEMPT Exception: Buildings containing only R-3 and U occupancies may be considered exempt subject to the limitations listed above. See MSBC for further information regarding buildings of mixed use or occupancy.		
Buildings and Structures requiring special inspections in accordance with MSBC		NONEXEMPT Exception: exempt buildings and structures requiring special instructions for limited structural elements may be considered exempt for the purposes of architectural design only. Those limited structural elements requiring special inspections shall be designed by an engineer licensed and practicing pursuant to Minnesota Statutes, section 326.03 to 326.15.		