



Construction – Residential Permit

Property Type:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Townhome <input type="checkbox"/> Accessory Structure (shed/detached garage/pole building)
Construction Type:	<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Restoration
Job Site Address:	Street Number <input type="text"/> Street Name <input type="text"/> Unit <input type="text"/> Parcel ID <input type="text"/> Lot <input type="text"/> Block <input type="text"/> Subdivision <input type="text"/>
Applicant Type:	<input type="checkbox"/> Contractor <input type="checkbox"/> Owner – (Property Owner Waiver Form Required) Verify Ownership at https://mn-washington.manatron.com/
Contractor Detail:	Company Name <input type="text"/> Contact First Name <input type="text"/> Mobile/Text # <input type="text"/> Contact Last Name <input type="text"/> Office Phone # <input type="text"/> Street Number <input type="text"/> Street Name <input type="text"/> Unit <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Contact Email <input type="text"/> License Number <input type="text"/> Lead Certification number for structures built prior to 1978, Federal Reg. Title 40 <input type="text"/> Certification No. <input type="text"/>
Owner Detail:	Owner First Name <input type="text"/> Mobile/Text # <input type="text"/> Owner Last Name <input type="text"/> Other Phone # <input type="text"/> Email <input type="text"/> Street Number <input type="text"/> Street Name <input type="text"/> Unit <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/>
Project Summary:	<input type="text"/> Is project subject to "Master Association" and/or "Architectural Committee" approval? <input type="checkbox"/> No <input type="checkbox"/> Yes - (submit approval letter)
Structure Detail:	Length <input type="text"/> Width <input type="text"/> Number of Stories <input type="text"/> Number of Units <input type="text"/>
Required Documents:	"Submittal Document Requirements" and "Construction Handouts" are available on the City of Hugo website and at Hugo City Hall.
Valuation:	Estimated Value of Labor and Materials <input type="text"/> \$ <input type="text"/>

Permit becomes void if work does not begin within 180 days or is suspended at any time for over 180 days. Permits issued and inspections made by the city are a public service and do not constitute any representation, guarantee, or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of Hugo. Periodic and/or a final inspection of this work are required by the Minnesota State Building Code.

It is the responsibility of the applicant to call the City of Hugo Building Department at 651-762-6300 to schedule an inspection.

Applicant Printed Name	Applicant Signature	Date

OFFICE USE ONLY

Structure Square Feet:	<input type="checkbox"/> Insp. Req'd <input type="checkbox"/> Proper Lowest Floor <input type="checkbox"/> Arch/Assoc Review <input type="checkbox"/> No Deck <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Soil Test Req'd																			
Upper Level: <input type="text"/> Main Level: <input type="text"/> Basement: <input type="text"/> Garage: <input type="text"/> Front Porch: <input type="text"/> Rear Porch: <input type="text"/> Deck: <input type="text"/>	<table style="width: 100%;"> <tr> <td colspan="2">Infrastructure Charges:</td> <td rowspan="5" style="border: none;"> Note: <input type="text"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Permit Charges:</td> <td style="border: none;">Total Permit Cost:</td> </tr> <tr> <td>Met Council - SAC: \$ <input type="text"/></td> <td rowspan="3" style="border: none;"> Technology Fee: \$2.00 <input type="text"/> </td> </tr> <tr> <td>City Water - WAC: \$ <input type="text"/></td> </tr> <tr> <td>City Sewer - SAC: \$ <input type="text"/></td> </tr> <tr> <td>Meter Rental Fee: \$ <input type="text"/></td> <td rowspan="2" style="border: none;"> Total Charge: \$ <input type="text"/> </td> </tr> <tr> <td>Meter Sales Tax: \$ <input type="text"/></td> </tr> <tr> <td><input type="text"/> Fee: \$ <input type="text"/></td> <td></td> </tr> <tr> <td colspan="2" style="border: none;"> <table style="width: 100%;"> <tr> <td>Permit No.: <input type="text"/></td> <td>Date Rec'd: <input type="text"/></td> </tr> </table> </td> <td></td> </tr> </table> </td> </tr> </table>	Infrastructure Charges:		Note: <input type="text"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Permit Charges:</td> <td style="border: none;">Total Permit Cost:</td> </tr> <tr> <td>Met Council - SAC: \$ <input type="text"/></td> <td rowspan="3" style="border: none;"> Technology Fee: \$2.00 <input type="text"/> </td> </tr> <tr> <td>City Water - WAC: \$ <input type="text"/></td> </tr> <tr> <td>City Sewer - SAC: \$ <input type="text"/></td> </tr> <tr> <td>Meter Rental Fee: \$ <input type="text"/></td> <td rowspan="2" style="border: none;"> Total Charge: \$ <input type="text"/> </td> </tr> <tr> <td>Meter Sales Tax: \$ <input type="text"/></td> </tr> <tr> <td><input type="text"/> Fee: \$ <input type="text"/></td> <td></td> </tr> <tr> <td colspan="2" style="border: none;"> <table style="width: 100%;"> <tr> <td>Permit No.: <input type="text"/></td> <td>Date Rec'd: <input type="text"/></td> </tr> </table> </td> <td></td> </tr> </table>	Permit Charges:	Total Permit Cost:	Met Council - SAC: \$ <input type="text"/>	Technology Fee: \$2.00 <input type="text"/>	City Water - WAC: \$ <input type="text"/>	City Sewer - SAC: \$ <input type="text"/>	Meter Rental Fee: \$ <input type="text"/>	Total Charge: \$ <input type="text"/>	Meter Sales Tax: \$ <input type="text"/>	<input type="text"/> Fee: \$ <input type="text"/>		<table style="width: 100%;"> <tr> <td>Permit No.: <input type="text"/></td> <td>Date Rec'd: <input type="text"/></td> </tr> </table>		Permit No.: <input type="text"/>	Date Rec'd: <input type="text"/>	
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PERMIT APPLICATION REQUIREMENTS

One and Two Family Dwellings

- (A) One (1) signed and completed building permit application including a current contractor license number.
- (B) Two (2) copies of detailed plans, drawn to scale including but not limited to; foundation plan and wall design including foundation wall insulation, radon control system, floor plan(s), cross section(s), elevation plan(s), beam size(s), joist size(s) and spacing, label window and door openings with the manufacturing U-value, and label all exterior wall and ceilings with the R-value.
- (C) Three (3) copies of a scaled Certificate of Survey prepared by a Minnesota registered land surveyor complying with City approved Survey requirements (maximum size 11 x 17).
Survey requirements – see City Website
- (D) One (1) copy of energy code design criteria labeled on the plan, verifying that the building envelope meets the provisions of MREC Table R402.1.1 or MREC Section R405 Simulated Performance Alternative.
- (E) One (1) copy of calculated heat loss / gain and calculated cooling load verifying HVAC sizing in compliance with the Minnesota Energy Code.
- (F) One (1) copy of IFGC Appendix E, Worksheet E-1 calculating combustion air size, **AND** One (1) copy of IMC Table 501.4.1 calculating makeup air quantity **OR** other calculations approved by Building Official.
- (G) One (1) copy of Residential Energy Efficiency Certificate per MREC R401.3
- (H) One (1) Washington County driveway permit, if on County Road.
- (I) One (1) Erosion control plan or SWP permit number.

Remodel / Repair / Addition / Deck Requirements

- Two (2) copies of plan showing footings, beams and joists, label window and door openings with the manufacturing U-value, and label all exterior wall and ceilings with the R-values.
- Include (D) from above if enclosed habitable space.
- One (1) site survey for additions and deck.
 - o include lot dimensions, structure size, location and setbacks of proposed structure, location of driveway, and location of well / septic (tank and drain field).

Detached Accessory Buildings

- Site plan approval application (except R-3 Districts).
- Include items (A), (B) & (I) from above.
- Fully dimensioned site plan including lot dimensions, structure size, location and setbacks of proposed structure, location of driveway, and location of well / septic.

Farm Site Building

- Include items (A), (H) & (I) from above.
- Two (2) copies of detailed plans, drawn to scale including, but not limited to; foundation plan, roof and wall design.
- Fully dimensioned site plan including lot dimensions, structure size, location and setbacks of proposed structure, location of driveway, and location of well / septic (tank and drain field).

COMMERCIAL, INDUSTRIAL, AND MULT-UNIT RESIDENTIAL (*)

- Foundation Only

- 2 sets of Structural Plans
- 2 sets of Civil Plans
- 1 Certificate of Survey
- Storm water Protection plan (SWP)
- 1 Code Analysis **
- 1 Project Specs
- 1 Special Inspection & Testing Schedule
- 1 Soils Report
- Meter size must be established – if applicable
- Met Council SAC Determination (651) 602-1531

- Interior Improvement

- 2 sets of Architectural Plans
- 1 Code Analysis **
- 1 Project Specs
- 1 Key Plan
- 1 Master Exit Plan with 11 x 17 copy for emergency services
- 1 Energy Calculations complying with the 2012 Commercial Energy Code (Chapter 1323 of the 2015 MSBC) ***
- Fire Stopping Submittals
- Meter size must be established – if applicable
- Met Council SAC Determination (651) 602-1000

- New Building

- 1 Soils Report
- 1 Certificate of Survey
- 2 sets of Structural Plans
- 2 sets of Architectural Plans
 - o HVAC units required on building elevation / site plan
- 2 sets of Civil Plans
- 2 sets of Landscaping Plans
- 1 Code Analysis **
- 1 Energy Calculations complying with the 2009 Commercial Energy Code (Chapter 1323 of the MSBC) ***
- 1 Special Inspection & Testing Schedule
- 1 Project Specs
- 1 Master Exit Plan with 11 x 17 copy for emergency services
- Fire Stopping Submittals
- 2 Fire Suppression / Alarm system plans
- Meter Size must be established
- Met Council SAC Determination (651) 602-1000
- Storm water Protection plan (SWP)

* Call the Minnesota Department of Health at (651) 201-4500 or visit <http://www.health.state.mn.us/divs/eh/food/license/index.html> for details regarding food & beverage or lodging facilities.

** Contact Building Official for required documents.

*** 2012 Energy Code Compliance Forms are available at <http://www.ashrae.org/technology/page/97>.

Scroll down to "Interactive 90.1-2010 Compliance Forms"
You will need the ANSI/ASHRAE Standard 90.1 – 2010 to complete the compliance forms.

*** IMPORTANT ***

- All documents must be submitted with permit application.
- Allow up to ten working days for permit processing.
- Failure to submit required information or submitting an incomplete application may delay permit processing.

Additional required permits:

- Driveway permit (City / County / MNDOT)
- On-site sewage treatment permit (if applicable)
Washington County (651) 430-6676
- Plumbing permit (City)
- Water conditioning permit (City)
- Sewer and Water permit (City)
- Mechanical permit (City)
- Electrical permit (City)
 - <http://www.dli.mn.gov/CCLD/Electrical.asp>
 - or call Dave Kichler @ (651) 462-6829, 7-8:30 am, M-F