



**ZONING PERMIT APPLICATION**

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
www.cityvadnaisheights.com

**Zoning permits are required to regulate certain items exempt from the Minnesota Building Code (1300.102 Subp.4A), including certain fences, accessory buildings, and driveways. Applicants are required to complete a zoning permit application, pay the appropriate fees, and call for a final inspection.**

Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ State License # \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

Permit requested for the following items:

- Fences (six feet and under). Fences over six feet require a Building Permit.
- Private driveways, including extensions or parking areas. Replacements are excluded.
- Accessory Buildings (120 sf or more but not greater than 200 sf or an accessory building less than 120 sf with a permanent foundation).

Project Explanation: \_\_\_\_\_

Site Plan Submitted:  Yes  No

*I certify that all work will be done in accordance with the ordinances adopted by the City on the date that the application is approved. I assume full responsibility for the progress and completion of the work authorized by this permit. This permit shall expire and become void if no work has been started or completed on the project/item within 180 days of approval.*

Applicant:  Owner  Contractor

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

For Office Use Only:

Fee Paid \_\_\_\_\_ Permit Number \_\_\_\_\_ Date Paid \_\_\_\_\_

<u>Planning/Zoning Approval</u>	<u>Engineering Approval (if applicable)</u>
Reviewed/Approved by: _____	Reviewed/Approved by: _____
Date: _____	Date: _____

Comments/Conditions: \_\_\_\_\_



## **ZONING PERMIT INFORMATION**

This permit is issued for items exempt from the Minnesota State Building Code, including certain fences, accessory buildings, and driveways. If you have questions whether a permit is required, please contact the Planning/Community Development Department.

### **Application Checklist**

Applications will be processed when all of the following materials are provided:

- \_\_\_\_\_ A completed and signed Zoning Permit Application.
- \_\_\_\_\_ \$65 fee.
- \_\_\_\_\_ A site plan illustrating the location of the proposed structure on the property. (A certificate of survey is preferred, but not required). The site plan must clearly identify all property boundaries, the proposed structure and its setbacks to property boundaries, locations and sizes of all existing buildings on site, and other major physical features within the property, including any retaining walls, wetlands, or waterways, if applicable.
- \_\_\_\_\_ A complete set of construction documents, including the floor plans, elevations and details of the structure to be constructed, if applicable. A typical cut-sheet or manufacturers drawing/plan of the structure may suffice.

### **Property Boundaries**

Property Owners and/or Contractors are required to locate and identify all property boundaries needed to verify setback compliance. By law, the City cannot locate property boundaries. If the Building Inspector, when making the final inspection, is unsure or unable to ascertain the location of the property boundaries, the applicant will be notified immediately and instructed to verify the boundary before any permit is given final approval.

### **Fee**

\$65.00

### **Licenses**

Contractors working in the City of Vadnais Heights must be licensed either by the State of Minnesota in their profession or must obtain a City license before performing work.

### **Final inspection**

Call for a final inspection of the project at (651) 204-6015.