



Building Site Permit Application and Worksheet

Department of Planning, Zoning, and Solid Waste
1610 Hwy 23 N • Sandstone, MN • 55072
(320) 216-4220 • (800) 450-7463 Ext 4220 • Fax (320) 216-4244

About: This application is used to apply for a Building Site Permit. Applicants will need to attach the appropriate worksheet(s) in order to process. For more information, see our website at: www.co.pine.mn.us

PROCEDURE

- 1) Submit completed application, site plan, and permit fee. A separate fee will be required for each structure on the application. Place stakes marking the perimeter of the proposed structure(s).
- 2) County will conduct an inspection to determine that all applicable rules and regulations are met.
- 3) County will issue permit(s) for compliant work or notify the applicant if the project is not permissible. Permits are valid for 1 year with possible extension. Please note that townships and cities may also require zoning permits.
- 4) Once the structure is built, contact the Inspector. The Inspector will conduct final inspection to ensure structure was built as permitted.

A permit must be issued prior to any activities taking place on the property.

PROPERTY IDENTIFICATION NUMBER (PID) *PID is found on your Property Tax Statement*

*Primary PID																					Associated PID																				
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E.g. 01-1234-123. Primary PID: Parcel where Structure/SSTS are located. Associated PID: Additional and/or adjacent property that you own or that is related to the project.

Yes No *Is there a site address for this property.

If yes, please list address

PROPERTY OWNER

*Name		*Phone	
*Mailing Address		*City	*State
			*ZIP
Email Address			

CONTACT *where to send permit (if different than above)*

Name		Phone	
Mailing Address		City	State
			ZIP
Email Address			

PROJECT INFORMATION

<input type="checkbox"/> Yes <input type="checkbox"/> No	*Is this project within 300 feet of a stream/river or 1,000 feet of a lake? If yes, attach Shoreland Worksheet
<input type="checkbox"/> Yes <input type="checkbox"/> No	*Is this project within the 100-year floodplain? If yes, attach Floodplain and Shoreland Worksheet
<input type="checkbox"/> Yes <input type="checkbox"/> No	*Is this project adding a bedroom(s)? If yes, how many? _____ Include home, garage, & accessory dwelling
#	*Total # of bedrooms on property after project completion. Include home, garage, & accessory dwelling.
<input type="checkbox"/> Yes <input type="checkbox"/> No	*Does this project include plumbing or pressurized water in proposed structure? If yes, please explain:
<input type="checkbox"/> Yes <input type="checkbox"/> No	*Is the property connected to a municipal or sanitary district system?

🛑 If you answered "Yes" to any of the project information questions above, it is required that you submit a copy of a septic permit to construct or certificate of compliance, or municipal/sanitary hook-up information when applying for a building site permit.

***Indicates required field. Incomplete applications will be returned.**

-FOR OFFICE USE ONLY-

Date Received	Permit #	
	SSTS Permit # or Date Installed/Inspected	
	Permit Fee	Payment Method
	\$	
	Notes:	



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WHAT ARE YOU APPLYING FOR *Check all that apply to the project*

Dwelling \$150	Structures 120 sq. ft or more \$100	Structures under 120 sq. ft \$75	Patio (shoreland only) \$50
<input type="checkbox"/> Dwelling - Home, Mobile Home, RV/Camper, Hunting Shack, or Cabin (Includes attached deck, if applicable.) <input type="checkbox"/> Replacement of Existing Dwelling - Home, Mobile Home, Hunting Shack, or Cabin. Will the old dwelling be removed from the property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Accessory Dwelling- Guest cottage or bunkhouse. Must follow administrative standards <input type="checkbox"/> Moving a Dwelling <input type="checkbox"/> Dwelling Addition	<input type="checkbox"/> Accessory Structure- Garage, pole building, shed, sauna, screenhouse or gazebo that either meets lake or river setback or not located in a shoreland area. <input type="checkbox"/> Water-oriented Accessory Structure- Boathouse, sauna, screenhouse/gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards. <input type="checkbox"/> Deck <input type="checkbox"/> Moving a Structure	<p style="text-align: center;">SHORELAND</p> <input type="checkbox"/> Accessory Structure- Garage, pole building, shed, sauna, screenhouse or gazebo that either meets lake or river setback or not located in a shoreland area. <input type="checkbox"/> Water-oriented Accessory Structure- Boathouse, sauna, screenhouse/gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards. <input type="checkbox"/> Deck <input type="checkbox"/> Moving a Structure	<input type="checkbox"/> Patios within the structure setback require a permit. Must follow administrative standards Patios are allowed behind the structure setback without a permit provided that all setbacks are met and impervious surface allowance is not exceeded.
	<p style="text-align: center;">NON-SHORELAND</p> <input type="checkbox"/> Fence (>240 linear feet)	<p style="text-align: center;">NON-SHORELAND</p> <input type="checkbox"/> Deck <input type="checkbox"/> Fence (<240 linear feet) Other accessory structures <120 sq ft are exempt from needing a permit but must meet setbacks.	

TYPE OF PROPOSED STRUCTURES

Permit #	Structure Description	Fee	Dimensions (Length x Width x Height)	Distance from (in feet)				Will there be a finished space?		Shoreland or Floodplain? <i>If yes, appropriate worksheet MUST be attached</i>	
				Road Center-line	Side Property Line	Rear Property Line	OHWL if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
								<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
								<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
								<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Floodplain Project Additional Fee- \$50

After-the-Fact Fee - 2X Application Fee

Will the proposed project be located in or near a wetland, or is construction likely to impact a wetland?

Yes No *If yes, consult our office for a review of Wetland Conservation Act compliance*

Total \$ **Accepted Payment Methods: Cash, Check, Credit Card**
Please Make Checks Payable to Pine County

**** Proposed structures must be flagged ****
Failure to stake the proposed structure may delay the processing of this application.
Random site visits are completed to check placement of proposed structures and driveways.

AGREEMENT

- I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of Pine County.
- I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application.
- I certify that the separation distances on the sketch plan are to the best of my knowledge true and correct. ***Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.***
- I consent to site visits by County representatives between the hours of 8:00 A.M. and 4:30 P.M.

A permit must be issued prior to any activities taking place on the property.

*Applicant Name	*Applicant Signature	*Date
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Building Site Permit Site Sketch

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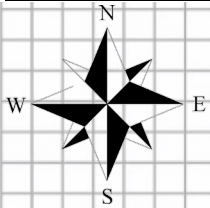
Draw and Label on Sketch (in feet)

- *All** Proposed Structures and Dimensions
- *All** Driveways, Access Roads, Parking Pads, Sidewalks
- *All** Existing Structures on the Property and Dimensions
- *All** Lakes, Streams, and Wetlands
- *Distance** of Proposed Structures to Septic System and Wells
- *Distance** of Proposed Structures to Property Lines
- *Distance** of Proposed Structures to Road Centerline and Right-of-Ways

Shoreland projects must also include

- *Distance of Proposed Structures to Shoreline (Closest Point)
- *Area of Tree/Vegetation Clearing
- *Area of Grading/Filling and stockpile locations
- *Stormwater Management and Erosion Control Features

Your Sketch MUST have the required information indicated above.



Large grid area for drawing the site sketch.



Building Site Permit Example Site Sketch

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