



Building Permit Procedures

Requirements for New Construction

1. Completed Building Permit application form with signature.
2. Submit two (2) copies of a Certificate of Survey with the following:
 - a. Dimensions of lot or parcel
 - b. North arrow
 - c. Property address
 - d. Location of all recorded easements, both public and private
 - e. Location of proposed structure
 - f. Location of any existing structures on property
 - g. Location of driveway
 - h. Proposed direction of surface water drainage using arrows
 - i. Grade elevations at the following points:
 - i) Each lot corner
 - ii) Each corner of proposed building
 - iii) Top of foundation and garage floor
3. Submit two (2) copies of the complete building plan with the following information included on the plans:
 - a. Elevations of drawings of all four sides of structure
 - b. Basement, foundation and footing plan
 - c. Floor plan of each level with room dimensions, window and door sizes, attic access, crawl space, smoke detectors, exhaust fans, water heater, furnace, fireplaces, laundry, garage dimensions (including garage/house firewall).
 - d. Cross section of wall construction showing footing and foundation dimensions, draitile, anchor bolts, sill plate, joist dimensions and spacing, subfloor and flooring, exterior sheathing and siding, stud sizes and spacing, insulation, vapor barrier, interior finish, trusses and pitch (if hand framed, show ceiling joists and rafters, sizes and spacing and bracing needed to carry 40 lbs/sq ft live snow load).
 - e. Floor to Ceiling heights at all levels, also handrails, balconies and stair dimensions.
 - f. Footing and structural members of hand framed rafters, decks and three season porches.

- g. Minnesota Energy Code calculations.
 - h. Depending on design, Inspector may require additional information.
4. Completed sewer and water hook-up applications if applicable or two (2) copies of perc tests for two (2) septic sites and two (2) copies of septic design by licensed septic designer.
 5. Completed Landscape Requirements Form

For specific code and zoning requirements, please contact the Building Official at (763) 479-1720 or toll free 1-800-223-1720 or the Planning Department at (952) 492-2535.

Building Permit Procedure

1. Application is reviewed the City Planner for compliance with zoning requirements.
2. Application is reviewed by the Building Inspector to verify compliance with all building codes. Additional instructions and requirements may be added to plan.
3. If approved, the permit cost will be determined and you will be notified by the City that your permit is ready to be issued. The processing of the application will normally take five to seven days. **Do not begin work until you have picked up and paid for your permit.**
4. The building inspector will make inspections at the following stages of construction. Requests for inspections must be made 24 hours before inspection is needed. Call Metro West Inspection Services at (763) 479-1720 to schedule inspections.

Required Inspections

1. Footings and poured foundation walls
2. Framing
3. Insulation
4. Final – Structure and Site

Inspections must also be made at the following:

1. Rough plumbing
2. Finish plumbing
3. Mechanical-rough in and final
4. Septic inspection or City sewer and water inspection

Call the State Electrical Inspector to schedule all electrical inspections at (651) 284-5064.

After final inspection is approved, the building inspector will issue a Certificate of Occupancy. The building cannot be occupied until this certificate is issued.

Building must begin within 120 days of issuance of permit or permit becomes null and void and must be renewed. There shall be time of 180 days from date of issuance, for completion of all construction including driveway/parking lot, curbcut and landscaping. Construction completions during the months of October through March will be given until the end of June to complete all landscaping requirements delayed due to weather constraints.

General Notes

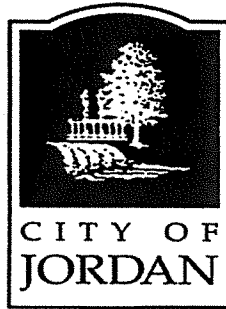
1. The approved Plan and Survey shall be kept on the job site until the final inspection has been made.
2. The Inspection Record Card shall be placed on the outside exterior wall of the structure and shall remain posted until the final inspection has been made. Cards should be protected from the weather.
3. Post Address on construction site visible from street.

**The State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Commerce to the City before a permit can be issued.*

**To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce at 651-296-2594 or toll free 1-800-657-3602.*

If you should have any questions, please call the Building Official.

For inspections call the Building Official at (763) 479-1720 or toll free 1-800-223-1720 between 7:00 a.m. and 4:30 p.m. Monday through Friday.



Permit # _____

PID # _____

2017

APPLICATION TO CONNECT TO CITY WATER SYSTEM

I, the undersigned, wish to make connection to the City of Jordan Water System for the address at _____. I understand that the connection must be made by a licensed plumber and in a manner as prescribed by the City Code, that I must purchase and install only a Jordan meter and reader, and that meters are to be installed horizontally or you need to purchase and install a horn. I agree to all of the conditions contained therein of the Water Ordinance as applicable.

Approximate date of connection expected to be _____

Name of Applicant Phone

Street Address City State Zip

Signature of Applicant Date

FEES:

Water Connection Charge per unit	\$ 2,997.13 per connection
Water Area Capital Charge per unit	
Single Family, Townhouse and Duplex Unit	\$ 1,555.42 per unit/connection
Condominium or Apartment Unit	\$ 1,555.42 per unit/connection
Commercial Bldg & Institutional Facilities	\$ 3,457.89 per unit/connection
Commercial Bldg & Institutional Facilities, Multi Unit	\$1,555.42 per unit/connection
Water Meter/Radio Reader Fee	\$ 365.00
(This is a 5/8" meter, larger meters will be actual city cost plus 15%)	
TOTAL CONNECTION FEE:	\$ _____

Meter Issued By Date

Connection Inspected By Date

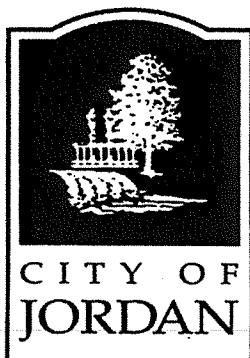
Signature of Individual Picking Up Meter Date

Attention New Commercial Water Customer:

The City of Jordan would like to inform you of an available option. Currently, the amount of sewer usage is calculated as the same amount as your water usage. According to the City Code, "If a person feels that a significant amount of metered water does not reach the sanitary sewer, he/she can, at his/her own expense, with approval of the City, install such additional meters or metered services as are necessary to calculate the volume of water not discharged to the sanitary sewer. Metered water not discharged to the sanitary sewers shall not be subject to sewer service charges. Requests to install additional meters must be made in writing to the City."

Sincerely,

The City of Jordan



Permit # _____

2017

STORM WATER MANAGEMENT AREA/CAPITAL CHARGE

Subdivision Name: _____

Lot _____ Block _____ Address: _____

Name of Applicant _____ Phone _____

Street Address _____ City _____ State _____ Zip _____

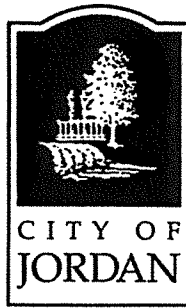
I hereby agree to all of the conditions contained in the Storm Water Management Ordinance as from time to time modified.

Signature of Applicant _____ Date _____

Storm Water Management Area/Capital Charges

SWMACC – Single Family Residential	\$5,804.48 per acre
SWMACC – Med./High Density Residential	\$9,578.16 per acre
SWMACC - Commercial & Industrial	\$11,262.05 per acre

Total Fee: \$ _____



Permit # _____

2017

LANDSCAPE ESCROW REQUIREMENTS FOR NEW RESIDENTIAL CONSTRUCTION

- Yards must be final graded and sodded or seeded completely (please check covenants). If seeded, the seed must have taken root over the entire yard and boulevard area.
- Parking within the front yard shall be on an improved driveway consisting of concrete, brick pavers or asphalt-bituminous pavement.
- A tree must be planted within the front yard setback area and shall be of a disease free species approved by the City. The deciduous tree must measure at least 2 inches in diameter as measured six inches off the ground.
- Retaining walls: Some housing developments within Jordan have lots which might benefit from the installation of retaining walls. Should you consider constructing a retaining wall, please check with the City prior to construction to determine that your retaining wall will not be located on top of a drainage/utility easement or whether a permit is required.

The City of Jordan requires all new residential construction permits to submit a landscape escrow when a building permit is issued in the amount of \$2,500.00. Boulevard trees installed by developers does not meet landscaping escrow requirements and no trees should be planted by residents in the public right-of-way.

As stated in the City Code, required yards and setback areas, except driveways and areas used as a garage or accessory building shall be graded to final elevations and sodded or seeded and landscaped with trees and shrubs within 90 days* after the Certificate of Occupancy is issued. Escrow funds shall be forfeited if the work is not complete within 120 days after the Certificate of Occupancy is issued. Once the property owner or builder has completed all landscaping requirements, an inspection must be scheduled by calling City Hall at (952) 492-2535. The building inspector and planning staff will conduct the landscaping inspection. In addition to the landscape inspection, the permittee must also submit an as-built survey to the City, indicating the property has been graded to the approved plans. Following staff approval and submittal of the as-built survey, the City Council will then consider final approval at the next regularly scheduled meeting and a check will be issued to the appropriate party if all of the requirements are met.

* If the Certificate of Occupancy is issued between November and April 15th, the 90-day period shall begin to run on April 15th.

Address of Property: _____

Please fill out the name and address of the person/firm who should receive the landscape escrow refund when all of the above requirements have been met. Please submit this written form with the building permit application.

Name: _____
Address: _____
Signature: _____ Date: _____

It is the applicant's responsibility to inform the City of any changes in the name or address of the person receiving the landscape escrow return.

Welcome to Our Community!

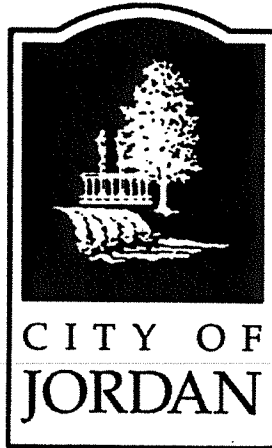
We are so glad you decided to become a part of our community! As a homeowner in a new development, it is a requirement of the City and an agreement with the developer of your neighborhood to require certain tree plantings. This is to sustain a healthy environment and a visually pleasing atmosphere. Your developer is required to provide boulevard trees of a certain size.

Homeowners are required to plant a 2-inch caliper tree in the front yard. The clump size equivalent to a 2" caliper tree needs be at least 8' tall. Your tree needs to be planted between the curb and either front corner of your home, within your property lines and not blocking visibility at maturity. Call Gopher State One-Call before digging. You can reach Gopher State at (651) 454-0002.

Following is a list of acceptable varieties to assist you when visiting nurseries for your selection.

<u>Shade Varieties</u>		<u>Ornamental Varieties</u>
	Ironwood	Birch
Quaking Aspen	Linden	Cherry
Blue Beech	Numerous Varieties of	Numerous Varieties of Crabapples
Buckeye	Maple	Dogwood
Northern Catalpa	Numerous Varieties of Oak	Hawthorn
Kentucky Coffeetree	Redbud	Hydrangea
Elm	Walnut	Tree Form Lilac
Ginko		Magnolia
Hackberry		Serviceberry
Honeylocust		Viburnum
Horsechestnut		Willow

This list is designed only to be a guideline. We suggest that you consider carefully the location, soil and weather conditions, and the characteristics of each variety before choosing a tree. Ask the nursery personnel questions. They are there to assist and are trained to answer your questions or provide publications to assist you.



Permit # _____

2017

APPLICATION TO CONNECT TO CITY SEWER SYSTEM

I, the undersigned, wish to make connection to the City of Jordan Sewer System for the address at _____. I understand that the connection must be made by a licensed plumber and in a manner as prescribed by the City Code. I agree to all of the conditions contained therein of the Sewer Ordinance as applicable.

Approximate date of connection expected to be _____

Name of Applicant Phone

Street Address City State Zip

Signature of Applicant Date

FEEES:

Sewer Connection Charge per unit	\$3,322.08 per connection
Sewer Area Capital Charge per unit	
Single Family, Townhouse and Duplex Unit	\$1,993.76 per unit/connection
Condominium or Apartment Unit	\$1,993.76 per unit/connection
Commercial Bldg & Institutional Facilities	\$2,525.09 per unit/connection
Commercial Bldg & Institutional Facilities, Multi	
Unit	\$1,993.76 per unit/connection
TOTAL CONNECTION FEE:	\$ _____

Connection Inspected By Date

