

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.

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

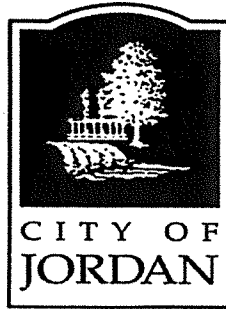
1. The approved Plan and Survey shall be kept on the job site until the final inspection has been made.
2. The Inspection Record Card shall be placed on the outside exterior wall of the structure and shall remain posted until the final inspection has been made. Cards should be protected from the weather.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

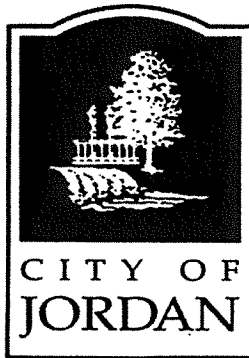
(This is a 5/8" meter, larger meters will be actual city cost plus 15%)

TOTAL CONNECTION FEE: \$ _____

Meter Issued By _____ Date _____

Connection Inspected By _____ Date _____

Signature of Individual Picking Up Meter _____ Date _____



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 _____

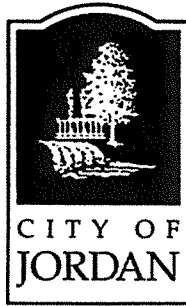
Storm Water Management Area/Capital Charges

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

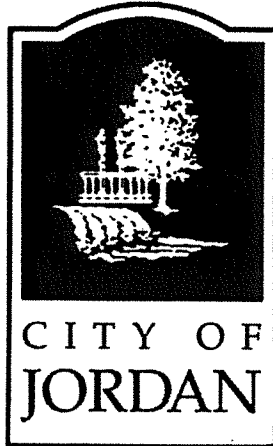
- Yards must be final graded and sodded or seeded completely (please check covenants). If seeded, the seed must have taken root over the entire yard and boulevard area.
- Parking within the front yard shall be on an improved driveway consisting of concrete, brick pavers or asphalt-bituminous pavement.
- 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: _____



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

FEES:

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