



**Residential Additions / Major Renovations Project Checklist**

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
 Primary Contacts: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
 \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
 \_\_\_\_\_ Phone/Email: \_\_\_\_\_

REQUIRED APPLICANT SUBMITTALS	REQUIRED? Y / N	DATE SUBMITTED	DATE APPROVED
<b>Site Plan</b> (2 sets - paper)			
<ul style="list-style-type: none"> <li>Zoning review (setbacks, signage, landscaping, parking, review of utility easements, cross easements etc.)</li> </ul>			
<b>Grading Plan</b> (2 sets - paper)			
<ul style="list-style-type: none"> <li>Wetland Conservation Act impacts?</li> <li>MPCA Construction Stormwater Permit required for projects disturbing more than 1 acre. (MPCA Application and Stormwater Pollution and Prevention Plan (SWPPP) to be reviewed by City prior to submittal to MPCA by applicant.)</li> </ul>			
<b>Architectural/Building Plans</b> (2 sets - paper)			
<b>Plumbing Plans</b> (2 sets - paper)			
<b>HVAC / Mechanical Plans</b> (2 sets - paper)			
<ul style="list-style-type: none"> <li>Contractor submits electrical plans to the State (DLI)</li> </ul>			
<b>Soil Testing Information (type)</b>			
<b>Structural Calculations</b>			
<b>Building Envelope Forms</b> (thermal energy calculations)			
<b>Mechanical HVAC Compliance Forms</b>			
<b>Existing Structure Plans</b> (1 set -paper)			
<b>Special Inspection List</b> (IBC Ch. 17)			
<b>Special Inspection Form Compliance</b>			
<b>Addendums</b>			
<b>Final As-Built Utility Drawings/Plans</b> (e.g. site utilities and building plumbing.)			
<b>Contractor to provide</b> U.L. system number for fire blocking for prior approval; engineer truss details (IBC Sec 2303.4.14); ASI's & RFP's if requested			



CITY PERMIT STATUS	REQUIRED? Y / N	DATE SUBMITTED	DATE APPROVED
<b>Building Permit</b>			
• Demolition Permit			
• Special Inspection Form			
• Deferred Submittal Form			
<b>City Plumbing Permit</b>			
<b>Mechanical / HVAC Permit</b>			
<b>Electrical</b> (inspected by state DLI)			
• City will verify there is a state approval sticker during Final Inspection to receive Certificate of Occupancy			
<b>City Grading Permit</b>			
• Wetland impacts permit (WCA)			
• MPCA SW Construction Permit			
<b>Utility Application for Water/Sewer Connection</b>			
• Western Lake Superior Sanitary District (WLSSD) Capacity Availability Fee (CAF) application and determination. (Requires submittal of building and plumbing plans to WLSSD by City from the applicant.)			
• City Engineering sewer connection fee determination and approval.			
• City Engineering water connection fee determination and approval.			
<b>Excavation Permit</b> (required for all excavations within public R.O.W.)			
<b>R.O.W. Occupation Permit</b> (required if any facilities to be located within ROW, except for Water & Sewer utilities.)			
<b>Building Certificate of Occupancy</b> (final building inspection, City will inspect for exterior address posting – minimum individual number size 4")			



Permit Fees	Amount	Paid Yes/No
Building Permit		
• Demolition Permit		
• Plumbing Permit		
• Grading Permit		
• Mechanical / HVAC		
<b>City Utility Permits</b>		
• WLSSD CAF		
• City Sewer Connection Fee		
• City Water Connection Fee		
• City Water Meter Fee		
• Other		

**Authorization for Construction by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Comments**

**City of Cloquet**  
**Official Notice of Building Department**  
**Inspection Service Procedures**

This handout is intended to inform permit holders of required inspections and also gain compliance with the requirements of the Minnesota State Building Code.

Inspectors from this department will be available for conference, or to receive phone calls, between the hours of 8:00 A.M. and 9:00 A.M., Monday through Friday, or as available throughout the remainder of the day. Inspections will normally be performed between the hours of 9:00 A.M. and 4:30 P.M. by appointment. Requests for inspections received between the hours of 8:00 A.M. and 9:00 A.M. can sometimes result in the inspection being scheduled for the same day after 10:00 A.M. It is preferred, however, that requests be submitted at least 24 hours before the inspection is needed. Any request received after 10:00 A.M. may have to be scheduled for the following day, depending upon the level of activity. No inspections will be scheduled between the hours of 8:00 A.M. and 9:00 A.M.

No inspection will be made unless an appropriate permit for such work has previously been obtained. Work requiring inspection should be complete at the time of the inspection. A re-inspection fee of \$45.00 may be charged if the work is not ready at the time of inspection. This fee would not apply for re-inspection required as a result of needed corrections.

Your cooperation in observing these procedures will eliminate the necessity of recalls, and will enable this department to provide better service. The telephone number to use when calling for inspections is 879-2507.

Matt Munter  
Building Official / Code Enforcement

**Required Inspections**

- \_\_\_\_\_ Footings or Slab Forms (before concrete is poured)
- \_\_\_\_\_ Framing
- \_\_\_\_\_ Plumbing (before concrete is poured or wallboard is applied)
- \_\_\_\_\_ Insulation/Vapor Retarder (before wallboard is applied)
- \_\_\_\_\_ Roof Underlayment (before shingles are applied)
- \_\_\_\_\_ Wallboard (before taping)
- \_\_\_\_\_ Other (special inspections, as required by Code) \_\_\_\_\_
- \_\_\_\_\_ Final (when the job is complete)

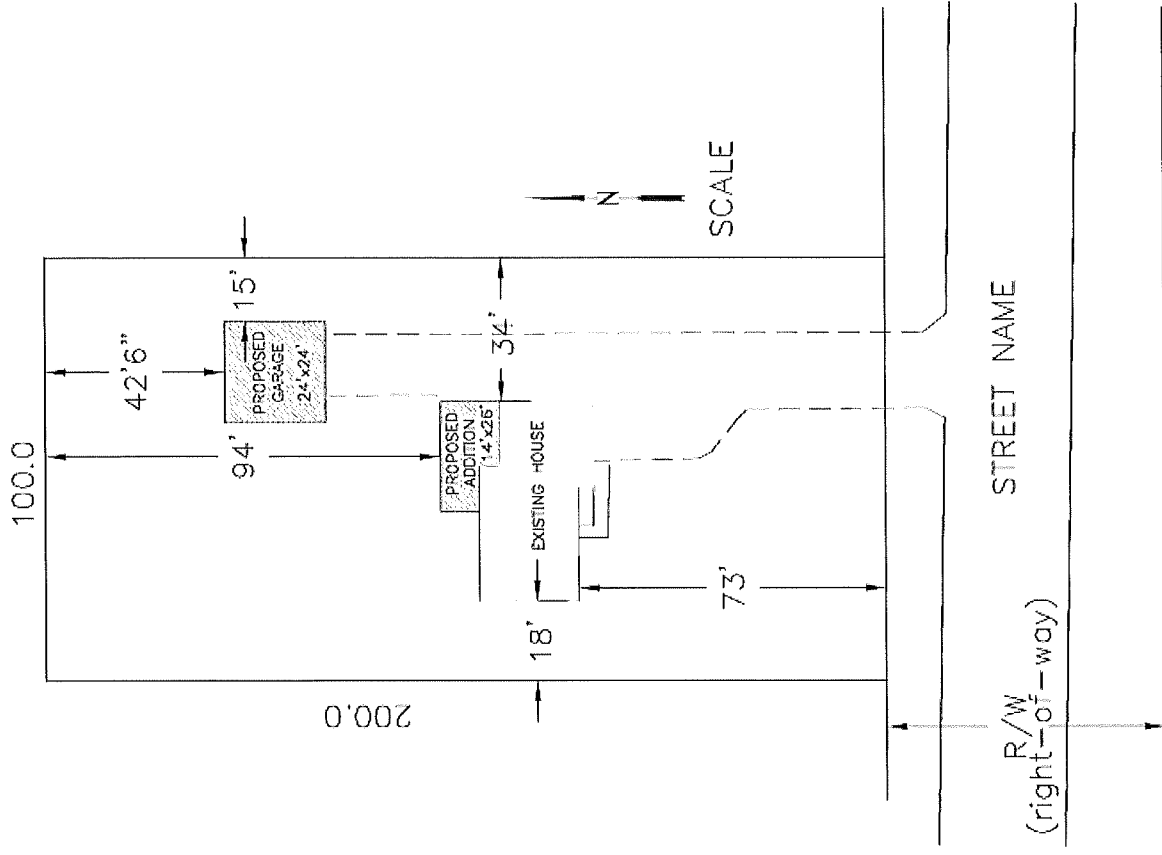
A CERTIFICATE OF OCCUPANCY (if applicable) WILL ONLY BE ISSUED IF THE REQUIRED INSPECTIONS LISTED ABOVE HAVE BEEN PERFORMED AND THE INSPECTION RECORD CARD SIGNED BY THE APPROPRIATE AUTHORITY.

## SITE PLAN REQUIREMENTS FOR BUILDING PERMITS

All applications for Building Permits that involve construction of a new building or structure, and/or an addition to an existing building or structure, **must be accompanied by a site plan**. The site plan shall contain as a minimum, the following information:

1. Be drawn to a convenient scale, with a north arrow designating direction.
2. Legal Description.
3. All yards clearly labeled (front, side, rear).
4. All platted and recorded easements.
5. Distances between buildings and between all buildings and property lines shall be clearly indicated.
6. Dimensions of the property clearly indicated, dimensions of the proposed driveway indicated.
7. Streets and street name(s) clearly indicated and labeled, house number to be indicated on the home.
8. Use of each building clearly labeled (i.e. house, garage, shed, etc.), commercial permits indicate construction type and occupancy type of each building.
9. All proposed buildings, A future garage location must be indicated if a proposed residential building does not include garage construction.
10. Generalized drainage and landscaping on the property, including contours and/or spot elevations. Building and lot elevations should be provided at each corner of the structure.
11. Location of stakes established by the surveyor along each side lot line a distance of 25 feet (residential) or 65 feet (farm residential) from the front lot corner. In some cases (i.e. urban core) a new survey may be required to establish property lines.
12. Any major natural features, such as water bodies, steep slopes, wetlands, large trees, rock outcroppings, etc. shall be clearly labeled, with distances to buildings and property lines indicated.
13. When design of a structure is required to be by a licensed professional, the site/grading plan shall be designed and signed by a civil engineer.
14. The architectural site plan shall show the parking, curb cuts, signs, and required accessibility path, etc. if not shown on the civil drawings, including above information.

Providing this information will assist the City Staff in the timely review of permit applications, and will hopefully eliminate confusion regarding compliance with City Codes and Ordinances. There will be no exceptions to this site plan requirement.





**City of Cloquet**  
Grading Permit Application



**Owner Information**

Company/Owner Name: \_\_\_\_\_  
 Contact Person/Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Contractor Information**

Company Name: \_\_\_\_\_  
 Contact Person/Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Information**

Property Address: \_\_\_\_\_  
 Parcel I.D. #(s): \_\_\_\_\_  
 SWU Account No: \_\_\_\_\_ Property Zoning: \_\_\_\_\_

**Work Description** (Describe in detail the proposed building type, and scope of work.)

Total Property Area (ft<sup>2</sup>): \_\_\_\_\_ Disturbed Area (ft<sup>2</sup>): \_\_\_\_\_  
 \*Existing Impervious Surface (ft<sup>2</sup>): \_\_\_\_\_ Start Date: \_\_\_\_\_  
 \*Proposed Impervious Surface (ft<sup>2</sup>): \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 Excavation (yd<sup>3</sup>): \_\_\_\_\_ Fill (yd<sup>3</sup>): \_\_\_\_\_

*\*Note: City Ordinance defines impervious surface as those surfaces on a property that prevent or impede the infiltration of stormwater into the soil at the same rate as natural or pre-developed conditions. Common impervious areas may include, but are not limited to, rooftops, sidewalks, walkways, patio areas, driveways, parking lots, storage areas, compacted gravel or soil surfaces, and any other surface that prevents or impedes the natural infiltration of stormwater runoff.*

**Wetlands and Public Waters**

Receiving Water: \_\_\_\_\_  
 Are Wetlands present on the property?  Yes  No  N/A  
 Will work take place in any wetland, stream, river, or other water body?  Yes  No  N/A  
 Impacted Area (ft<sup>2</sup>): \_\_\_\_\_

**Proposed Erosion Control Measures** (Check all that apply.)

- Silt Fence       Inlet Protection       Ditch Checks  
 Rock Const. Entrance       Straw Bales       Bio-rolls       Rock Logs  
 Mulch/Straw       Temporary Seeding       None/Rapid Stabilization  
 Other: \_\_\_\_\_

**City of Cloquet**  
Grading Permit Application



**Landscaping/Restoration Methods for Disturbed Areas (Check all that apply.)**

Sod       Seed & Mulch       Pavement       Class 5

Other: \_\_\_\_\_

**Authorized Signature**

*By signing below applicants certify that the attached information and site plan are a true and correct representation of actual site conditions found on said property and hereby agree to follow all applicable terms and conditions found in Cloquet City Code, International Building Code Appendix J and the General Stormwater Permit for Construction Activity as Issued by the Minnesota Pollution Control Agency. Any person, firm, or corporation failing to comply with or violating any of these regulations, may be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. In addition, all land use and building permits may be suspended until the applicant has corrected the violation.*

*If circumstances exist such that noncompliance with this permit poses an immediate danger to the public health, safety and welfare, as determined by the City, the City may take emergency preventative action to correct the deficiency or hire a contractor to correct the deficiency. The issuance of a permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site for the purpose of correcting deficiencies and performing inspections. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of such assessment costs related to cleanup or corrective actions taken by the City.*

\_\_\_\_\_  
Owner/Principal

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Permit Approval (For Office Use Only)**

\_\_\_\_\_  
Engineering Department

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Does this Application trigger WCA?       Yes     No     N/A

**Comments/Requirements:**

Grading Permit Base Fee: \$ 25.00

Supplemental Fee (\$1.00 per 1,000ft<sup>2</sup> of Graded Area): \$ -

**Total Fee:** \$ -



## CITY OF CLOQUET MECHANICAL PERMIT APPLICATION

JOB ADDRESS:

Parcel ID # (PIN):

Owner Name & Address:

Owner Phone / Email:

Contractor Name & Address:

Contractor Phone / Email:

Use of Building:

Describe Work:

Special Conditions:

	Number	Type of fixture or item	Price ea.	Total
		Furnace <100,000 BTU/h	\$ 15	\$ 0
		Furnace >100,000 BTU/h	\$ 25	\$ 0
		Boiler <100,000 BTU/h	\$ 15	\$ 0
		Boiler >100,000 BTU/h	\$ 25	\$ 0
		Compressor <100,000 BTU/h	\$ 15	\$ 0
		Compressor >100,000 BTU/h	\$ 25	\$ 0
		Airhandler <10,000 cfm	\$ 15	\$ 0
		Airhandler >10,000 cfm	\$ 25	\$ 0
		Heat Exchanger <10,000 cfm	\$ 15	\$ 0
		Heat Exchanger >10,000 cfm	\$ 25	\$ 0
		Air Conditioner	\$ 15	\$ 0
		Incinerator	\$ 20	\$ 0
		New Gas Lines	\$ 15	\$ 0
		Misc	\$ 15	\$ 0

**NOTICE**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF THIS PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Contractor:

	State Surcharge		\$ 1.00
	Base Fee		\$ 25.00
	<b>Total Fee</b>		<b>\$ 26.00</b>

Signature of Owner - If Builder:

PERMIT #

Approved by:  
Date:



**CITY OF CLOQUET PLUMBING PERMIT APPLICATION**

JOB ADDRESS: \_\_\_\_\_ Parcel ID # (PIN): \_\_\_\_\_

Owner Name & Address: \_\_\_\_\_

Owner Phone / Email: \_\_\_\_\_

Contractor Name & Address: \_\_\_\_\_

Contractor Phone / Email: \_\_\_\_\_

Use of Building: \_\_\_\_\_

Describe Work: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

	Number	Type of fixture or item	\$ 10 per Item
	0	TOILET	\$ 0.00
	0	BATHTUB	\$ 0.00
	0	BATHROOM SINK	\$ 0.00
	0	SHOWER	\$ 0.00
	0	KITCHEN SINK & DISPOSAL	\$ 0.00
	0	DISHWASHER	\$ 0.00
	0	LAUNDRY TUB	\$ 0.00
	0	CLOTHES WASHER	\$ 0.00
	0	WATER HEATER	\$ 0.00
	0	URINAL	\$ 0.00
	0	DRINKING FOUNTAIN	\$ 0.00
	0	FLOOR SINK OR DRAIN	\$ 0.00
	0	SLOP SINK	\$ 0.00
	0	GAS SYSTEMS: # OF OUTLETS	\$ 0.00
	0	WATER PIPING & TREATING EQUIP.	\$ 0.00
	0	WASTE INTERCEPTOR	\$ 0.00
	0	VACUUM BREAKERS	\$ 0.00
	0	GREASE TRAPS	\$ 0.00
	0	MISC:	\$ 0.00

**NOTICE**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF THIS PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Contractor: \_\_\_\_\_

Signature of Owner - If Builder: \_\_\_\_\_

Sub total	\$ 0.00
State Surchage	\$ 1.00
Base Fee	\$ 25.00
<b>Total Fee</b>	<b>\$ 26.00</b>

PERMIT # \_\_\_\_\_

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_