



Commercial or Industrial Project Checklist

Project Name: _____ Date: _____
 Owner's Name: _____ Phone/Email: _____
 Primary Contacts: _____ Phone/Email: _____
 _____ Phone/Email: _____
 _____ Phone/Email: _____

REQUIRED APPLICANT SUBMITTALS	REQUIRED? Y / N	DATE SUBMITTED	DATE APPROVED
Site Plan (3 sets - paper) <ul style="list-style-type: none"> Zoning review (setbacks, signage, landscaping, parking, review of utility easements, cross easements etc.) 			
Grading Plan (3 sets - paper) <ul style="list-style-type: none"> Wetland Conservation Act impacts? 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.) 			
Architectural/Building Plans (3 sets - paper)			
Structural Plans (3 sets - paper)			
Plumbing Plans (3 sets - paper) <ul style="list-style-type: none"> Contractor submits both site and building Plumbing Plans to the State (DLI) and copies to the City (hospitals and schools are reviewed and inspected by DLI). City must receive DLI plumbing plan approval letter. 			
HVAC / Mechanical Plans (3 sets - paper)			
Electrical Plans (3 sets - paper) <ul style="list-style-type: none"> Contractor submits electrical plans to the State (DLI) 			
Soil Testing Information			
Structural Calculations			
Building Envelope Forms (thermal energy calculations)			
Mechanical HVAC Compliance Forms			



Service Water Heating Forms			
Lighting Compliance Forms			
Performance Rating Form			
Sprinkler Design Calculations			
Sprinkler Drawings (3 sets – paper, one set reviewed by Fire Dept.)			
Specifications			
Existing Structure Plans (1 set -paper)			
Special Inspection List (IBC Ch. 17)			
Special Inspection Form Compliance			
Addendums			
Final As-Built Utility Drawings/Plans (e.g. site utilities and building plumbing.)			
Contractor to provide 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
Building Permit			
• Demolition Permit			
• Special Inspection Form			
• Deferred Submittal Form			
City Plumbing Permit			
Mechanical / HVAC Permit			
Electrical (inspected by state DLL)			
• City will verify there is a state approval sticker during Final Inspection to receive Certificate of Occupancy			
City Grading Permit			
• Wetland impacts permit (WCA)			
• MPCA SW Construction Permit			
Utility Application for Water/Sewer Connection			
• 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.			
Excavation Permit (required for all excavations within public R.O.W.)			
R.O.W. Occupation Permit (required if any facilities to be located within ROW, except for Water & Sewer utilities.)			
Building Certificate of Occupancy (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		
City Utility Permits		
• 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.



Community Development Department •
 101 14th Street, Cloquet MN 55720
 Phone: 218-879-2507 • Fax: 218-879-6555

SPECIAL INSPECTION FORM
Special Structural Testing and Inspection Schedule
Program Summary Schedule

Project Name _____ Project No. _____
 Location _____ Permit No. _____ (1)

Technical (2) Section	Article	Description(3)	Type of Inspector (4)	Report Frequency (5)	Assigned Firm (6)

Notes: This schedule shall be filled out and included in the Special Structural Testing and Inspection Program.

- (1) Permit No. to be provided by the Building Official.
- (2) Referenced to the specific technical scope section in the program.
- (3) Use descriptions per IBC Section 17, as adopted by the MN State Bldg. Code.
- (4) Special Inspector – Technical, Special Inspector – Structural.
- (5) Weekly, monthly, per test/inspection, per floor, etc.
- (6) Firm contracted to perform services.

ACKNOWLEDGEMENTS

Each appropriate representative shall sign below:

Owner _____ Firm _____ Date _____
 Contractor _____ Firm _____ Date _____
 Architect _____ Firm _____ Date _____
 SER _____ Firm _____ Date _____
 SI-S _____ Firm _____ Date _____
 SI-T _____ Firm _____ Date _____
 TA _____ Firm _____ Date _____
 F _____ Firm _____ Date _____

If requested by the engineer/architect of record or the Building Official, the individual names of all prospective special inspectors and the work they intend to observe shall be identified.

Legend: SER = Structural Engineer of Record SI-S = Special Inspector, Structural
 SI-T = Special Inspector, Technical TA = Testing Agency
 F = Fabricator

Accepted for the Building Department by: _____ Date _____
 Comments:

Application For New Water/Sewer Service And/Or Taps

City of Cloquet, MN

Application for a water or sewer service installation and for water and or sewer service shall be made to the City Engineer on the following form. By his or her signature, the applicant shall agree to conform with Chapter 11 (Cloquet Utilities Ordinance) and to the rules and regulations that may be established by the City as conditions for the use of these services. No connections shall be made to the City water or sanitary sewer system without first having obtained the following approved permit.

Name of Property Owner: _____

Address/City/State/Zip: _____

Telephone Number: () _____ **FAX** () _____

Application Date: _____

LOCATION OF TAP:

Address: _____

Legal Description of Property: _____

County Parcel ID Number: _____

CONTRACTOR INFORMATION:

Name of Plumber: _____ **Telephone:** _____

Name of Excavator: _____ **Telephone:** _____

Name of General Contractor: _____ **Telephone:** _____

DESCRIPTION OF WORK: _____

New Connections? ___ Yes ___ No

Type of Use? ___ Single Family Residential ___ Multi Family Residential ___ Commercial
 ___ Other (Explain) _____

Size of Water Tap? _____ **Type of Pipe?** _____

Size of Sewer Tap? _____ **Type of Pipe?** _____

Size of Water Meter? _____ **Type of Meter?** _____

In addition to this approved Application For Service, to make connections to any City owned water or sewer utilities will require a Plumbing Permit and Excavation Permit issued by the Building Office. If you have any questions regarding this or any other permit application, please contact the City Engineer's Office at (218) 879-6758.

Application For New Water/Sewer Service Tap

City of Cloquet, MN

The Following To Be Filled In By City

Water Connection Fee:	\$	
Sewer Connection Fee:	\$	
WLSSD CAF Fee:	\$	

Other Materials Furnished By City

_____ Corporation Stop	\$	
_____ Curb Stop		
_____ Curb Box		
_____ Water Meter Type: _____		
_____ Other: _____		

Material Subtotal	\$	
8.875% Sales Tax		
Sewer Tap Charge	\$	
Total Charge -----	\$	

Size and Model of Meter Issued: _____ SN: _____
 Comments: _____

The above charges are due and payable to the City of Cloquet within 30 days after the connection is made. It is expressly understood that this permit is conditioned upon replacement or restoration of the street to its original or to a satisfactory condition. The City shall be given at least two days advanced notice prior to any connections. Authority to act under this permit is not granted until it is approved by the Director of Public Works and received back by the applicant. The applicant shall be responsible for the payment of all fees.

Please be advised that both the Plumber and Excavator must take out the required Plumbing and Excavation Permits through the Building Office at least two days prior to the anticipated connections to the City owned mains.

Applicant's Name or Company: _____

Authorized Signature: _____ Date: _____

Address/City/State/Zip: _____

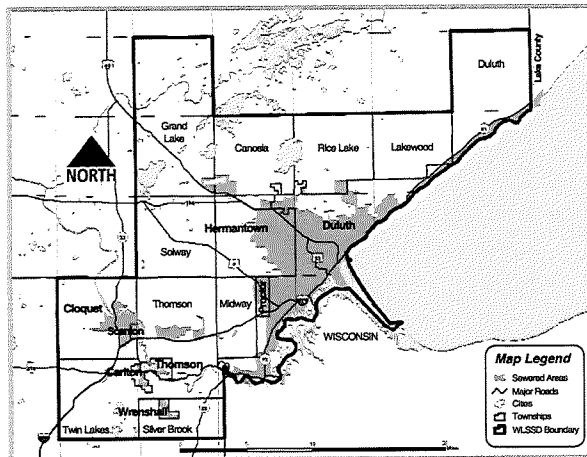
Permit Approved By: _____ Date: _____
(City of Cloquet)

Western Lake Superior Sanitary District

WLSSD was created by the Minnesota Legislature in 1971 to address serious water pollution problems in the lower St. Louis River. WLSSD serves as the wastewater and solid waste authority within its 530 square mile legislative boundary in northeastern Minnesota.

Wastewater is transported from cities and industries to WLSSD's regional treatment plant through a 75-mile network of interceptor sewers. The treatment plant is designed to treat an average daily flow of 48 million gallons of wastewater. Effluent consistently meets strict state and federal regulatory standards for pollutants.

Additionally, WLSSD also operates a Regional Household Hazardous Waste Facility, Materials Recovery Center and Organics Composting Facility as well as a Solid Waste Transfer Station handling about 100,000 tons of solid waste annually.



Questions?

All municipalities within WLSSD's service area have been provided with a copy of the CAF Procedures Manual. To view this document, please contact the city or township office where your permit was issued or visit www.wlssd.com.

Other questions regarding the CAF may be directed to:

Dan Belden
Senior Planner
dan.belden@wlssd.com
(218) 740-4774

Brandon Kohlts
Planner
brandon.kohlts@wlssd.com
(218) 740-4798

CAPACITY AVAILABILITY FEE



Clear Answers for Clean Water™

Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, Minnesota 55806-1894
(218) 722-3336 • www.wlssd.com



Clear Answers for Clean Water™

Printed on recycled content paper.
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Western Lake Superior Sanitary District

What is the CAF?

The Capacity Availability Fee (CAF) is a fee charged by the Western Lake Superior Sanitary District (WLSSD). All new sewer connections and construction projects that will result in expanded use of the sewer system require that a CAF is paid.

The cost of constructing and maintaining the sewer system has been paid by existing sewer system customers since 1978. A new (or expanded) user of the sewer system pays a CAF to contribute to the cost of their proportionate share of existing sewer system capacity. WLSSD uses the fees collected to reduce the annual debt burden for all new and existing customers. The CAF is typically paid at the time a building or plumbing permit is issued for new construction or remodeling.

How is my CAF calculated?

The municipality that issues your permit will calculate the cost of a single family residence CAF. The CAF is calculated based on a standardized formula provided by WLSSD that determines the maximum potential volume of wastewater that could be generated. Each CAF unit is equivalent to 260 gallons of daily wastewater flow.

Single family dwellings will pay one CAF unit. For other buildings, WLSSD staff will assist your municipality to determine the appropriate CAF. This process will take into account average wastewater flows for specific activities that will occur on site (e.g. food preparation, laundry, maintenance).

What if I'm demolishing or replacing an existing building?

WLSSD may provide CAF credits toward a new project, provided that a new building is replacing an existing structure which will be demolished. WLSSD will only charge a CAF for expanded use of the sewer system.

Any CAF credits are valid for only one year following demolition or remodeling that occurs on your property. The property owner and municipality are responsible for documenting the time between demolition and any new construction that occurs.

Some common examples of one CAF unit:

- 1 single family dwelling
- 2 automobile service bays (fast service)
- 3 beds in a nursing home
- 8 seats at a full service restaurant
- 22 seats at a fast food restaurant
- 64 seats at a theatre
- 2,400 sq. ft. of office space
- 3,000 sq. ft. of retail space
- 7,000 sq. ft. of warehouse space

How is the CAF collected?

WLSSD functions as a wholesaler of wastewater services within the region. Therefore, municipalities are responsible for collecting the CAF from individual property owners or developers. The municipality will, in turn, pay WLSSD.

The CAF payment is typically due when a building or plumbing permit is issued. Each municipality retains 4% of this fee for administration costs.

Large industries connecting directly to the WLSSD system will pay the CAF directly to WLSSD.

If your permit is cancelled, you may be eligible to receive a refund for the CAF. The municipality issuing the permit must provide a copy of the voided permit to WLSSD in order to process the refund.

More information is available in the Capacity Availability Fee Procedures Manual at wlssd.com. Click on "Doing Business with Us".

Will my project need to have a CAF determination?

Required	Not Required
<ul style="list-style-type: none">• Construction of a new residence or business.• Remodeling that results in a change in the number of dwelling units.• Remodeling that is done to accommodate a change in use.• Demolition that is followed by construction or development on the same site.• Development resulting in a change in immediate and future sewer use.	<ul style="list-style-type: none">• Deconstruction of a building, with no intent to redevelop.• Additions to a residence that will not affect the number of dwelling units.• Development where a septic system will be used.

Public Works Department
101 14th Street
Cloquet, MN 55720
Telephone (218) 879-6758
FAX (218) 879-6555

**APPLICATION FOR
EXCAVATION PERMIT**
City of Cloquet, MN

City Code – Chapter 9

PERMIT # _____
Permit Fee: \$ _____
Fee Rec'd Date: _____
Insurance Certificate Required
Restoration Surety Bond Required

Address of Work: _____ Date Work to Start: _____

Nearest Cross Street: _____ Completion Date: _____

Description of Work: _____

Contractor: _____ **Contractor's Rep:** _____

Telephone: _____ **Cell Phone:** _____

Address: _____ **City, State, Zip:** _____

Fax: _____

Owner: _____ **Parcel Number:** _____

Address: _____ **City, State, Zip:** _____

Does the work involve repairing or removing a sanitary sewer or water service line? Yes No

Does the work involve a new connection to City sanitary sewer and/or water mains? Yes No

NOTE: New connections also require an Application for Utility Service.

Will any portion of the excavation take place within a City street? Yes No

Length and Width of Pavement Cut: _____ (Feet)

NOTE: All excavations within paved roadways with more than 500 ADT will required a temporary bituminous pavement patch and all disturbed pavements shall be squared up and saw cut prior to final restoration.

The applicant contractor hereby agrees to furnish the required Certificate of Insurance, Restoration Surety Bond, to comply with the General Conditions as stated on the reverse side of this permit, the requirements of Cloquet City Code – Chapter 9, and the following:

Temporary Pavement Type Required: _____

Final Restoration of Permanent Pavement Must Be Completed By: _____

Applicant Contractor: _____ **Owner:** _____

Contractor's Signature: _____ **Owner's Signature:** _____

Permit Issued By: _____ **Date Issued:** _____ **Date Expires:** _____
(City Engineer)

Excavation Permit General Conditions

1. The Contractor and Owner agree to perform all work in accordance with this permit and the requirements of Cloquet City Code – Chapter 9 and shall indemnify and hold harmless the City of Cloquet, its officers and employees from all liability, judgments, costs, expenses, suits, actions or claims growing out of damages, or alleged damages, of any nature to any person or property arising out of performance or non-performance of said work or the existence of facilities and/or appurtenances thereof.
2. In accordance with MN Rules Chapter 7560, prior to any excavation work, the permittee shall contact Gopher State One Call at (800) 252-1166 to have all utilities properly located.
3. The permittee shall proceed with diligence and expedite all excavation work covered by the excavation permit and shall promptly complete the work and restore the street to its original condition, or as near as may be, as soon as practicable and in any event not later than the date specified in the excavation permit therefore.
4. At all times while any work is under construction within the City of Cloquet’s right-of-way, the Contractor shall erect and maintain suitable barricades, traffic control and warning devices in accordance with the current Minnesota Manual on Uniform Traffic Control Devices.
5. Backfilling of any excavations in any street, pursuant to an excavation permit issued under this Chapter, shall be compacted to a degree equivalent to that of the undisturbed ground in which the trench was dug. Backfill shall be placed in uniform layers and shall be tamped by acceptable vibratory, mechanical compactors, as required by the soil materials and sound engineering practices generally recognized in the construction industry. Compaction by backhoe bucket and/or vehicle tires is not considered an acceptable compaction method and under no circumstances will this method be approved as the sole method of compaction.
6. The permittee shall be required to monitor and maintain all temporary pavements in safe and drivable condition until such time that the permanent pavement patch is completed.
7. Permanent restoration of the street shall be made by the permittee in strict accordance with the specifications prescribed by the City to restore the street to its original condition as to both material type and pavement thickness. Prior to the replacement of the permanent pavement restoration, the edges of the pavement opening shall be squared up by saw-cutting or an acceptable means of neat-lining for a minimum of two feet beyond the edges of the excavation in all directions.
8. Each permittee shall provide mapping information required by the City in accordance with Minnesota Rules 7819.4000 and 7819.4100. Within ninety (90) days following completion of any work pursuant to a permit, the permittee shall provide the Director accurate maps and drawings certifying the “as-built” location of all equipment installed, owned and maintained by the permittee. Such maps and drawings shall include the horizontal and vertical location of all facilities and equipment and shall be provided consistent with the City’s mapping standards. Failure to provide maps and drawings pursuant to this subsection shall be grounds for denying the permittee’s future permit applications.
9. If the permittee fails to maintain and restore the right-of-way in the manner and to the condition required by the Director, or fails to satisfactorily and timely complete all restoration required by the Director, the Director at its option may do such work. In that event the permittee shall pay to the city, within thirty (30) days of billing, 100% the cost of restoring the right-of-way plus a 25% administrative fee plus any delay penalties.

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 (ft²): _____ Disturbed Area (ft²): _____
 *Existing Impervious Surface (ft²): _____ Start Date: _____
 *Proposed Impervious Surface (ft²): _____ Completion Date: _____
 Excavation (yd³): _____ Fill (yd³): _____

**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 (ft²): _____

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 ² of Graded Area):	\$	-
Total Fee:	\$	-



Community Development Department
101 – 14th Street • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555
www.cloquetmn.gov

EROSION AND SEDIMENT CONTROL REQUIREMENTS

Congratulations on your project in Cloquet. Before you get started, it is important that you are aware of regulatory requirements relating to erosion and sediment control. This information is provided to help you better understand your obligations. Federal, state, and local regulations require erosion and sediment control at some construction sites in order to protect water quality.

Polluted stormwater runoff is a primary threat to water quality in the U.S. In particular, uncontrolled stormwater runoff from construction sites can carry a lot of dirt (sediment) and other pollutants that are harmful to lakes, streams and wetlands. The good news is that when proper controls are implemented at construction sites, the amount of soils and other pollutants transported offsite by stormwater runoff is significantly reduced.

Effective erosion and sediment controls include a variety of practices, including minimizing the area of disturbance, stabilizing exposed soils in areas not being actively worked, maintaining vegetative buffers, installing perimeter controls around the area of construction, protecting downstream inlets, and stabilizing the construction entrance to prevent tracking onto the road.

Cloquet City Code

- No grading activity shall be performed without first having obtained a Grading Permit.
- All Grading Permit Applications are to be accompanied by an acceptable site plan illustrating all proposed erosion, sediment control and restoration practices.
- Any land disturbing activity, regardless of project size, and requirement for a permit is to be undertaken in a manner designed to prevent erosion and sedimentation.
- Any project disturbing an acre or more, or that is part of common plan of development that disturbs an acre or more (i.e., a subdivision), must also comply with State NPDES permit requirements (see below).

NPDES Permit Requirements

Federal regulations require a national Pollutant Discharge Elimination System (NPDES) stormwater permit for any construction project that disturbs one acre or more, or that is part of a common plan of development that disturbs an acre or more. In Minnesota the NPDES permit program is administered by the Minnesota Pollution Control Agency (MPCA).

If your project will impact an acre or more and is not within a new subdivision you must obtain an NPDES construction stormwater permit prior to commencing construction. Visit the [MPCA website](#) for more information on how to apply for permit coverage. It is your responsibility to obtain and comply with all required permits. You may also be required to submit verification of NPDES permit coverage to the City.

If your building lot is within a new housing development, the developer will have already obtained a NPDES permit from the MPCA. The NPDES permit covers all development activities within the subdivision, including construction on individual lots. As lots within the development are sold, the responsibility for ensuring compliance with the permit shifts from the developer to the new owner and operator (*that's you*). Thus, you

are responsible for complying with all of the terms and conditions of the NPDES permit for all construction activities on your lot. This means you must:

- Ensure that effective erosion and sediment control measures are implemented on your lot throughout the duration of construction until the site is permanently stabilized. You will be subject to enforcement action from the MPCA for failure to comply with permit requirements.
- Submit to the MPCA a complete permit modification form for your lot prior to commencing construction and within seven days of taking ownership/control of the property. This form officially transfers the responsibility for permit compliance from the original owner (developer) to you. The developer should provide you with a copy of the required form. Failure to submit the form to the MPCA will not exempt you from your erosion and sediment control responsibilities.

Wetlands

Many lots within the city of Cloquet contain wetlands. Some wetlands are difficult for untrained persons to recognize. If wetlands are on your property, a professional delineation may be required before your project is approved. Impacts to wetlands are strictly regulated, and you may not fill or otherwise impact any wetlands on your property unless you have obtained the necessary permits to do so. For more information, contact the Zoning Administrator Al Cottingham, at 218-879-2507 (ext. 3).

Compliance and Inspection

It is important that you take this matter seriously. Your project site is subject to inspection throughout the duration of construction by representatives of the City and/or MPCA. Failure to implement erosion and sediment control measures when required to do so, or to impact a wetland without a permit, is a violation of federal, state, and/or local regulations and may result in fines, penalties, and/or a stop work order.

Questions?

In order to keep your project running smoothly it's always best to ask if you are uncertain about what is required at your project site. If you have questions or need assistance, please contact John Anderson, Assistant City Engineer at 218-879-6758.

MECHANICAL PERMIT APPLICATION

CITY OF CLOQUET

OWNER:
PERMIT NUMBER:

(Applicant to Complete Numbered Spaces Only)

JOB ADDRESS				
LEGAL 1. DESCR.	LOT	BLOCK	TRACT	PARCEL CODE NO. 06-
OWNER		MAIL ADDRESS		ZIP PHONE
2 CONTRACTOR		MAIL ADDRESS		PHONE
3 ARCHITECT OR DESIGNER		MAIL ADDRESS		PHONE
4 USE OF BUILDING (DESCRIBE BELOW)				
5 <input type="radio"/> RESIDENTIAL <input type="radio"/> COMMERCIAL <input type="radio"/> INDUSTRIAL <input type="radio"/> PUBLIC <input type="radio"/> OTHER				
6 CLASS OF WORK <input type="radio"/> NEW <input type="radio"/> ADDITION <input type="radio"/> ALTERATION <input type="radio"/> REPAIR				
7 DESCRIBE WORK:				

			PERMIT FEES		
			NO.	Type of Fixture or Item	Fee
SPECIAL CONDITIONS:				FURNACE	\$
				<100,000 BTU/h @ \$15 each	
				>100,000 BTU/h @ \$25 each	
				BOILER	
				<100,000 BTU/h @ \$15 each	
				>100,000 BTU/h @ \$25 each	
				COMPRESSOR	
APPLICATION ACCEPTED BY:				<100,000 BTU/h @ \$15 each	
PLANS CHECKED BY:				>100,000 BTU/h @ \$25 each	
APPROVED FOR ISSUANCE BY:				ABSORPTION UNIT	
<p align="center">NOTICE</p> <p>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 A 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.</p>				<100,000 BTU/h @ \$15 each	
				>100,000 BTU/h @ \$25 each	
				AIR HANDLER	
				<10,000 cfm @ \$15 each	
				>10,000 cfm @ \$25 each	
				HEAT EXCHANGER	
				<10,000 cfm @ \$15 each	
				>10,000 cfm @ \$25 each	
				EVAPORATIVE COOLER/CENTRAL	
				AIR CONDITIONER @ \$15 each	
	INCINERATOR @ \$20 each				
	MISCELLANEOUS @ \$15 each				
(Signature of Contractor)					
(Date)					
(Signature of Owner - If Builder)					
(Date)					
				STATE SURCHARGE	1 00
				BASE PERMIT FEE	\$ 25 00
			(101-32-322-0-2225)	TOTAL FEE	\$

PERMIT VALIDATION

PERMIT NUMBER _____
PERMIT ISSUED _____

APPROVED BY: _____
BUILDING OFFICIAL



COMMUNITY DEVELOPMENT DEPARTMENT

101 – 14th Street • Cloquet MN 55720

Phone: 218-879-2507 • Fax: 218-879-6555

www.cloquetmn.gov

SIGN PERMIT APPLICATION

APPLICANT NAME: _____

ADDRESS: _____

CITY, STATE ZIP CODE: _____

PHONE NUMBER: _____

SITE LOCATION/ADDRESS: _____

DESCRIPTION OF PROPOSAL: _____

APPLICANT SIGNATURE: _____

DATE: _____

OFFICE USE:

PERMIT NUMBER: _____

PERMIT APPROVED: _____

PERMIT FEE: _____

APPROVED BY: _____

(Signature)

ZONING ADMINISTRATOR