



BUILDING PERMIT APPLICATION

City of Medina | Planning and Zoning Department

2052 Co Rd No 24 | Medina, MN 55340

Phone: (763) 473-8852 Email: permits@medinamn.gov

www.medinamn.us

DUE TO COVID-19: All building permit applications and supporting documents should be submitted via email. After review, any further instruction will be communicated via email.

We now accept on-line credit card payments (convenience fee applies).

Site Information

Site Address: _____

Owner Name: _____

Owner Telephone #: _____

Property ID (new construction only): _____

Lot: _____ Block: _____ Subdivision: _____

Contractor Information:

Firm: _____

Contact Person: _____

Telephone #: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

License#: _____ Use: _____

Construction Type: _____ Occupancy: _____

Type of Work / Description of Work:

- New Construction
- Sign Permit
- Grading Permit
- Deck
- Window/Door(s) (new cut-in)
- Finish/Remodel
- Septic System
- Addition
- Other

- Mechanical
- Plumbing
- Window/Door(s) Replacement (within same opening)
- Re-roof: asphalt
- Re-roof: wood - must also submit "Supplement for Wood Roofs Form" [Submit application for above work types to: permits@medinamn.gov](mailto:permits@medinamn.gov)
- Fireplace
- Re-side

Structure Size: Length _____ Width _____
Sq. Ft. _____ Height _____

Permit application for above work types must be accompanied with one full size (to scale) and one 11"x17" size set of drawings.

Submit application to: deb@medinamn.gov

Full size drawings and payments may be dropped off at City Hall.

Valuation of Work: \$ _____

When permit is ready:

call _____

email _____

Office Use Only

Permit #: _____

Receipt Date _____

Engineering _____

Zoning _____

Adjusted Valuation _____

Mechanical _____

Plumbing _____

Fireplace _____

Plan Review _____

Site Visit Fee _____

Other Fee(s) _____

Building Official Approval

Special Conditions or Comments:

Acknowledgment and Signature:

The undersigned hereby requests permission to make the real improvements specified, and declares under penalty of law acknowledgment and acceptance of all information, conditions, and requirements represented on this document. The undersigned affirms to the accuracy of all information submitted along with the application and acknowledges responsibility to pay for plan review costs associated with this application regardless of if the permit is issued.

The undersigned recognizes that this document is merely an application and that no work may be completed until plans have been approved, all permit fees are paid, and the permit has been issued. After the permit has been issued, the undersigned agrees to do all work in strict compliance with all City of Medina ordinances and State of Minnesota building code requirements. The undersigned further agrees to carry out inspections necessary for this permit.

Applicants Signature

Applicants Printed Name

Date