



# 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](mailto:permits@medinamn.gov)

[www.medinamn.us](http://www.medinamn.us)

Building permit applications and supporting documentation should be submitted via email to [permits@medinamn.gov](mailto:permits@medinamn.gov). 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: \_\_\_\_\_

- |   |  |   |                                    |
|---|--|---|------------------------------------|
| <input type="checkbox"/> <b>New Construction**</b>                        | <input type="checkbox"/> Finish/Remodel    | <input type="checkbox"/> Mechanical                       | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Sign Permit                                      | <input type="checkbox"/> Septic System     | <input type="checkbox"/> Plumbing                         | <input type="checkbox"/> Re-side   |
| <input type="checkbox"/> Grading Permit                                   | <input type="checkbox"/> <b>Addition**</b> | <input type="checkbox"/> Re-roof: asphalt                 |                                    |
| <input type="checkbox"/> Deck   | <input type="checkbox"/> Other             | <input type="checkbox"/> Re-roof: wood - must also submit |                                    |
| <input type="checkbox"/> Window/Door(s) (new cut-in)                      |  | "Supplement for Wood Roofs Form"                          |                                    |
| <input type="checkbox"/> Window/Door(s) Replacement (within same opening) |  |   |                                    |

Structure Size: Length \_\_\_\_\_ Width \_\_\_\_\_  
Sq. Ft. \_\_\_\_\_ Height \_\_\_\_\_

**\*\*New Construction or Addition permit applications should be dropped off at City Hall and must be accompanied with one full size (to scale) and one 11"x17" size set of drawings.**

Valuation of Work: \$ \_\_\_\_\_

When permit is ready:  
call \_\_\_\_\_  
email \_\_\_\_\_

## Office Use Only

Permit #: \_\_\_\_\_

Receipt Date \_\_\_\_\_

Engineering \_\_\_\_\_

Zoning \_\_\_\_\_

Adjusted Valuation \_\_\_\_\_

# Mechanical \_\_\_\_\_

# Plumbing \_\_\_\_\_

# Fireplace \_\_\_\_\_

Code Analysis \_\_\_\_\_

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 \_\_\_\_\_