

Building Permit Application

Rev 3/2021

Clay County Planning & Zoning
3510 12th Avenue South, PO Box 280
Moorhead, MN 56561-0280
Tel (218) 299-5005
planning@co.clay.mn.us

Application Fee: \$25 plus \$1 per \$1,000 value

After the Fact Permit is 3X the Application Fee

Owner Name	_____	Parcel # ____ - ____ - ____
Mailing Address	_____	<i>for office use only</i>
City	_____	Permit # _____
State, Zip	_____	Date Submitted _____
Day Phone	_____	60 Days _____
Cell Phone	_____	Fee \$ _____
Email	_____	
Property Address	_____	
Subdivision	_____	Twp _____ Rng _____ Section _____
	<input type="checkbox"/>	Applicant Same as Owner
Applicant Name	_____	
Address 1	_____	
Address 2	_____	
City	_____	
State, Zip	_____	
Email	_____	
Day Phone	_____	

A) GENERAL INFORMATION

LAND USE	Current	Proposed
	<input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential	<input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential
Number of Structures:		
Types of Structures:		
ZONING DISTRICT **		
<input type="checkbox"/> Agricultural General	<input type="checkbox"/> Agricultural Service Center	<input type="checkbox"/> Highway Commercial
<input type="checkbox"/> Limited Highway Commercial	<input type="checkbox"/> Urban Expansion Tier 1	<input type="checkbox"/> Urban Expansion Tier 2
ZONING OVERLAY DISTRICT**		
<input type="checkbox"/> Floodway	<input type="checkbox"/> Flood Fringe	<input type="checkbox"/> General Floodplain
<input type="checkbox"/> Landing Field	<input type="checkbox"/> Resource Protection - Aggregate	<input type="checkbox"/> Resource Protection - Biological
<input type="checkbox"/> Resource Protection – Wellhead	<input type="checkbox"/> Residential District – Shoreland	<input type="checkbox"/> Special Protection - Shoreland
<input type="checkbox"/> Special Protection – Low Development		

** Please see last page for instructions on locating your zoning district, or call our office for assistance

Supplemental Data for Building Permit	
General Contractor: _____	Phone # _____
License #: _____	
Septic Contractor: _____	Phone #: _____
License #: _____	

B) PROJECT INFORMATION

TYPE OF PROJECT		PROPOSED USE	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Single Family	<input type="checkbox"/> Multiple Family
_____ # of Bedrooms	<input type="checkbox"/> Repair	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Public
<input type="checkbox"/> Relocation	<input type="checkbox"/> Roofing	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Bedroom Addition	<input type="checkbox"/> Other (specify):	
Lot Dimensional Data	Current	Minimum Requirements	
a. Area in <input type="checkbox"/> Sq Feet <input type="checkbox"/> Acres			
b. Lot width at building line:			
c. Lot depth:			

Structure Location Data		Proposed	Minimum Requirements
d. Lake/Stream setback:			
e. Road setback:			
f. Side lot setback:			
g. Rear yard setback:			
h. Estimated Structure Elevation:			
i. Minimum access elevation:			
Structure Type		Sewage Disposal	Water Supply
<input type="checkbox"/> Residence	<input type="checkbox"/> Garage	<input type="checkbox"/> Public	<input type="checkbox"/> Public
<input type="checkbox"/> Office	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Drainfield	<input type="checkbox"/> Private Well
<input type="checkbox"/> Deck	<input type="checkbox"/> Storage	<input type="checkbox"/> Holding Tank	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Ag. Building - Intended Use:		<input type="checkbox"/> Alternative System	
<input type="checkbox"/> Other (specify):		<input type="checkbox"/> Not Applicable	
<input type="checkbox"/> Grain Bin Bushel Capacity:			

C) STRUCTURE DATA

Project Dimensions	
a. Length (ft.):	
b. Width (ft.):	
c. Basement Area (sq. ft.):	
d. First Floor Area (sq. ft.):	
e. Second Floor Area (sq. ft.):	
f. Total Area (sq. ft.):	_____ (c + d + e)
Type of Construction	Heating
<input type="checkbox"/> Wood / Frame	<input type="checkbox"/> Oil
<input type="checkbox"/> Masonry	<input type="checkbox"/> Gas
<input type="checkbox"/> Metal	<input type="checkbox"/> Electric
<input type="checkbox"/> Pole Building	<input type="checkbox"/> Wood
<input type="checkbox"/> On-site Prefab	<input type="checkbox"/> Solar
<input type="checkbox"/> Off-site Prefab	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Other (specify):	

Construction Cost* \$	(whole dollars only rounded to nearest thousand)
BUILDING PERMIT FEE: \$25 plus \$1 per \$1000 value of the construction cost (After the fact = 3 x total fee)	
*Construction costs are verified by Assessors Office at time of next property appraisal.	

- Site Drawing Elevation View Plan View
 Topo Survey Lot Profile Lighting Plan
 Plumbing Lot Survey Other (specify):

I hereby certify with my signature that all data on my application forms, plans, and specifications are true and correct to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Township Officer _____ Date _____

_____ APPLICATION IS HEREBY DENIED		
_____ PERMISSION IS HEREBY GRANTED TO: _____		
All in accordance with the application, addendum form, plans, specifications, and all other supporting data, unless specified hereinafter in the GENERAL and/or SPECIAL PROVISIONS.		
BY ORDER OF:		
_____ Signature of Permitting Authority	_____ Title	_____ Date

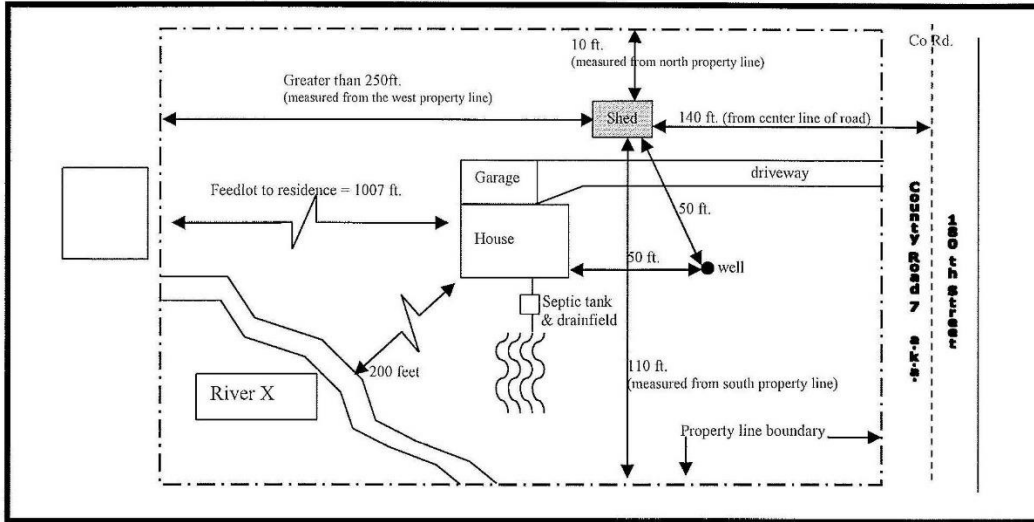
NOTE: THIS PERMIT TERMINATES ON: _____ except as provided for by local ordinance and/or Minnesota Law.

Certificate Issued: _____

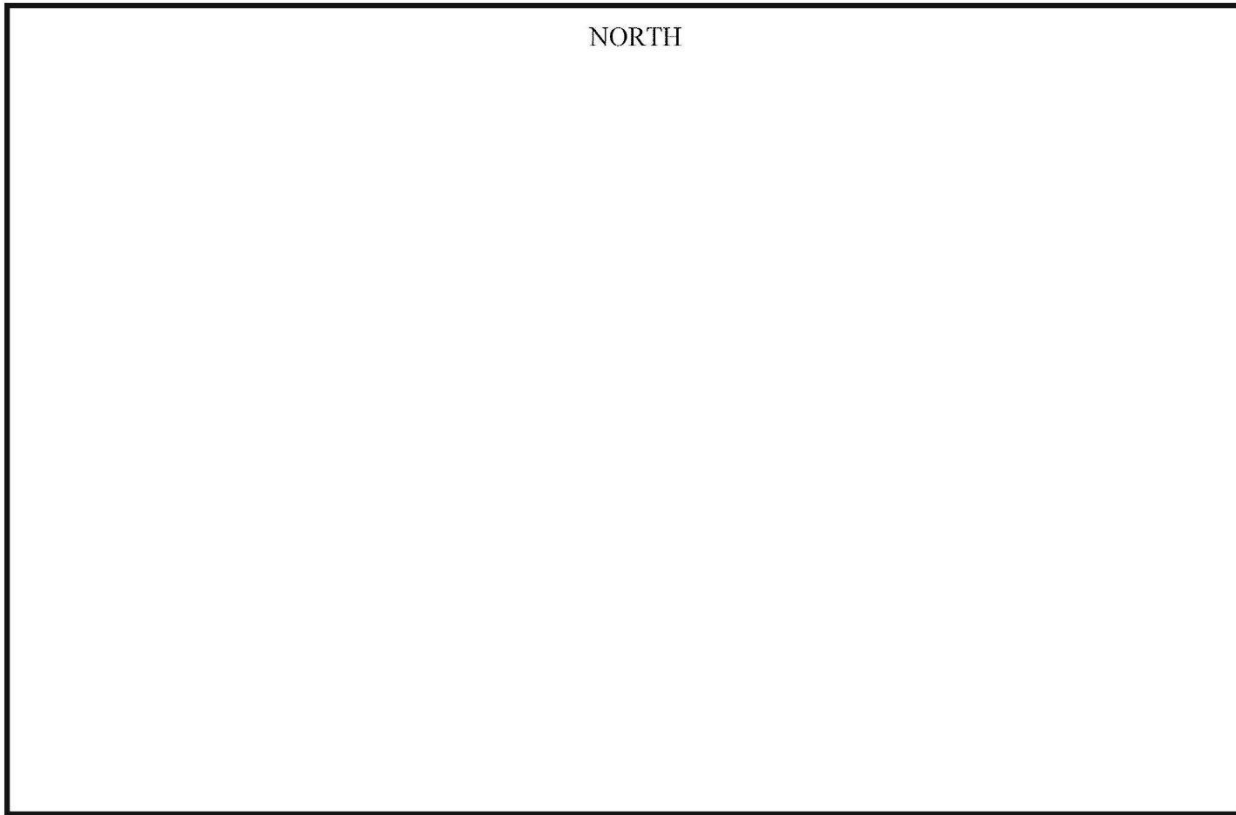
Name: _____

Tax Parcel #: _____

SITE DRAWING EXAMPLE – new construction: **shed**



SITE DRAWING



- Yes No Is this site located within 1,000 feet of a water body such as a **lake** or **wetland**?
- Yes No Is this site located within 300 feet of a **river, stream** or **drainage ditch**?

Applicant's signature _____

Date _____

SHORELAND & FLOOD PLAIN INFORMATION: If your property is in the shoreland from a lake (1000 ft) or river (300 ft), you must complete the following:

Shoreland Management Data

Classification:

Lake/Stream Name: _____

Lake/Stream I.D. Number: _____

- Natural Environment
 Recreational Development
 General Development

SHORELAND MANAGEMENT / FLOOD CONSTRUCTION DATA

Water Level Data (Required only if property is in flood plain)

a. Datum: Sea Level Assumed

b. Highest known water level: _____

c. Highest known ground water level: _____

d. Ordinary highwater level: _____

e. Base Flood (100 year) Elevation: _____

f. Freeboard / required by ordinance: _____

g. Floodway stage increase: _____

h. Regulatory Flood Protection Elev. (RFPE) _____ (e+f+g)

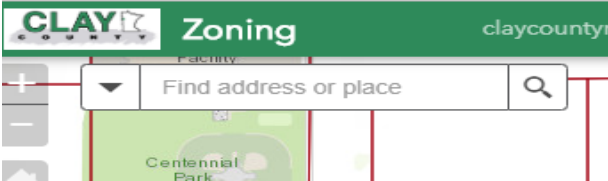
Structure Elevation Requirements	In: N.G.V.D.	
	Proposed	Required
a. Basement (or lowest floor):	_____	_____
b. First Floor (above ground):	_____	_____
c. Max Building Height:	_____	_____
d. Fill Elevation Adjacent to Structure:	_____	_____

-- ZONING DISTRICT IDENTIFICATION --

Access the zoning map at:
<https://map.claycountymn.gov/wab/z/>

Under Mapping Applications, select "Clay County Zoning Map" (this is the second selection under Mapping Applications).

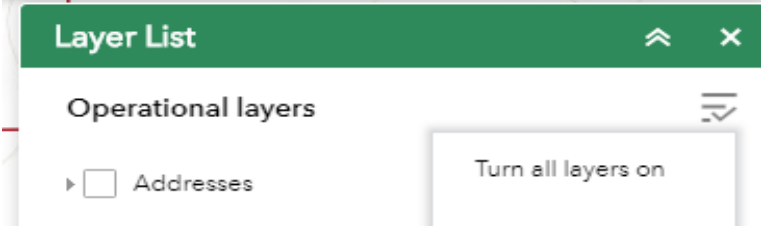
In the search bar in the upper left, put in the parcel number and hit enter.



Once that has populated, you will go to the second icon on the top right that looks like a stack of papers.



Click that icon and at the top you will see Operational Layers. Click the lines across from Operational Layers and select "Turn all layers on". (For this information, you can de-select the Contours option as it adds a lot of information to the map and can make everything difficult to read. The Contours option can assist you if you are looking for elevation information.)



Once you have applied all layers (be patient, this can take up to a couple minutes), then select the first icon at the top right which is the Legend.



You can match the colors of the layers to the legend to determine what the zones are. Some of the colors are close to each other, so disabling one of the options is the best way to determine which zoning is which color.

Note, there may be several layers on one single parcel. To locate and identify all layers on your parcel deselect the zoning of the first color you see. That will then reveal the next layer or zoning district.

If you need assistance with zoning district information, please call our office at 218-299-5005.