



**City of Cottage Grove  
BUILDING/ZONING PERMIT APPLICATION**

PERMIT:
FEE:

Construction Site Address:	Legal Description: (Lot, Block, Subdivision)
Year Built:	PIN

Owner's Name _____	Home Phone _____
Address _____	Work Phone _____
_____	Mobile/Email _____
City/State/Zip _____	Fax _____

Contractor _____	Contractor License # _____
Address _____	Work Phone _____
_____	Mobile/Email _____
City/State/Zip _____	Fax _____
	Lead Certification Number _____

**Non-Residential Project** (specify) **Construction Type:** \_\_\_\_\_ **Occupancy Group:** \_\_\_\_\_  
(Submit completed Commercial Plan Review document noting pertinent details for this project)

<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Garage	<input type="checkbox"/> Shed	<input type="checkbox"/> Deck	<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign
<input type="checkbox"/> Porch	<input type="checkbox"/> Siding	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Windows	<input type="checkbox"/> Driveway	<input type="checkbox"/> Interior Finish	
<input type="checkbox"/> Roof	<input type="checkbox"/> Patio	<input type="checkbox"/> Pool	<input type="checkbox"/> Remodel	<input type="checkbox"/> Other (describe) _____		

Length	Width	Height	Square Feet	Construction Value
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**- Attach Project Layout, Site Plan and Complete Construction Details -**

I hereby agree that any work done will be in accordance with all building codes and ordinances adopted by the City.

\_\_\_\_\_ Date

Applicant's Signature

**RELEASE DATA** (office use only)

Planning	Building	Other
Comments		

# City of Cottage Grove

## **BUILDING/ZONING PERMIT APPLICATION**

...Please submit this permit application with detailed project information attached...

### **New Homes...**

- Site plan, floor plans, wall section, elevation and detail prints (two full and two 8 1/2x11 size sets)
- Certificate of Survey with Legal Description and proposed grading elevations
- Energy code compliance worksheet
- Provide, on a separate permit sheet, the name, address, and phone number of sub-contractors for mechanical, plumbing, sewer/water, and grading work
- If not on City Sewer, provide copies of septic design with percolation tests and soil boring data. Obtain septic and well permits from Washington County Public Health Department, 14900 - 61<sup>st</sup> St N, Stillwater, MN 55082. Phone 651/430-6655

### **Additions...**

- Site Plan showing setback distance from adjacent property lines and buildings
- Floor Plans, wall section, elevation and construction details

### **Accessory Buildings** (detached structures such as garages and storage sheds)...

- Site Plan showing setback distance from adjacent property lines and buildings
- Plan(s) showing construction details and project dimensions

### **Decks...**

- Site Plan showing setback distance from adjacent property lines and buildings
- Plan(s) showing construction details and project dimensions
- Completed deck permit supplement sheet

### **Remodeling/Finishing...**

- Interior: Floor Plan showing dimensions, construction details and space use
- Exterior: Scope of work description and site plan, where applicable

### **Mechanical/Plumbing/Sewer work...**

- Attach job plan or separate permit sheet describing work to be done

**Separate permits are required for electrical, plumbing, and mechanical work**  
**All contractors must possess a current state or local license**

### **Fees...**

- Permit fees are calculated according to the City of Cottage Grove fee schedule and pertinent local ordinances.
- Fees are payable to the City of Cottage Grove upon issuance of permit.

**...Processing time constraints may apply to your project...**

No construction is allowed until permit has been issued

**Questions? Please Call 651/458-2877**