

Residential Permit Application, Fees and Process

Today you start the process of building a new home in the City of Brainerd. During the permitting process you will come in contact with the following departments and services. This outline of services is intended to guide you through permitting.



Applying For a Building Permit

Building permit applications may be downloaded at www.ci.brainerd.mn.us or you may pick one up at Brainerd City Hall. Complete the permit application and submit the application with all applicable items listed on the "Residential Building Plan Review" cover sheet. When applying for a new home building permit, the application and plans are distributed to the Engineering, Planning, and Building Safety departments for review. *The review time will be approximately two weeks from the time of submittal.*

Engineering:

The Engineering Department provides the excavating or plumbing contractor with water and sewer locations as well as direction for erosion control. The review may detect underground utilities or easements that might become an issue when access is necessary for repair or replacement.

Planning:

The Planning Department reviews a site plan for compliance with the City ordinances for land use. The site plan must be drawn to scale.

Building Safety:

The Department of Building Safety will review the permit application for accurate property information and contractor licensing. The submitted plans are reviewed for compliance with the MSBC. The MSBC regulates the building structure and systems, which include the electrical, plumbing, HVAC, and energy codes. You will be contacted after the permit submittals have been reviewed and processed. The permit fees may be paid by check or cash. Credit or debit cards are not accepted for payment. Please see the example permit fee statement worksheet on the reverse side that outlines the fees associated when building a new home in the City of Brainerd.

Other Contacts:

Brainerd Public Utilities: 218-829-8726

Electrical Permits: Electrical permits must be secured at Brainerd Public Utilities. James Herman, City of Brainerd electrical inspector may be reached at 218-825-3210. Residential plans are not reviewed by the electrical inspector.

Brainerd Fire Department: 218-828-2312

Brainerd Fire Department provides fire protection for the City and surrounding areas. Residential plans are not reviewed by the Fire Department.

Gopher State One Call: 800-252-1166 (48 hour notice requested)

Gopher State One Call must be contacted prior to excavation. Gopher One will locate underground utilities to help eliminate life damage and associated costs for repairs to those underground utilities.

We sincerely want to work to help make building your new home a good experience and hope you enjoy your home. Please call 218-828-2309 if you have questions.

City of Brainerd
501 Laurel Street
Brainerd, MN 56401
218/828-2309 FAX: 218/828-2316

METER NO: _____
 PERMIT NO.: 1100137
 DATE ISSUED: _____

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Address : 1000 Fictitious Avenue
FIN : T011002
Legal Desc : Subdivision SAMPLE ADDITION
 : Lot 001 Block 002 Parcel 03
Permit Type : Building
Property Type : Residential
Construction Type : New Construction
Activity : 101 Single-family Home
Valuation : \$250,000.00
 NOTE: The permit holder is responsible for contacting utility companies prior to construction (i.e. gas, phone, electrical). For Gopher State One Call Locate Services: Dial 411.

Valuation estimates are based on Minnesota Department of Labor and Industry Building Valuation Data, May 2006. The data is provided by the State for consistency for all permit applications.

OWNER

Doe, John And Jane
 1000 Fictitious Ave
 Brainerd, MN 56401

APPLICANT

DOE, JOHN AND JANE
 1000 Fictitious Ave
 Brainerd, MN 56401

RESIDENTIAL BLDG PERMIT FEE	\$1,366.00
PLAN REVIEW FEE, RESI	\$887.90
STATE SURCHARGE, BUILDING	\$125.00
SEWER AVAILABILITY CHARGE	\$1,900.00
WATER AVAILABILITY CHARGE	\$1,400.00
EXCAVATION PERMIT FEE	\$30.00
SEWER PERMIT FEE	\$35.00
PLUMBING PERMIT FEE, NEW	\$105.00
STATE SURCHARGE, PLBG/FLAT	\$5.00
MECHANICAL RES PERMIT FEE-NE	\$70.00
STATE SURCHARGE, MECH/FLAT	\$5.00
PARK DEDICATION FEE	\$500.00
Total	\$6,428.90

AGREEMENT AND SWORN STATEMENT
 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.

 Applicant Signature

 City of Brainerd - Authorized Signature

This permit becomes null and void if work is not commenced within 180 days. Or if work is suspended for a period of 180 days at any time after work is commenced.

SEPARATE PERMITS REQUIRED FOR WORK OTHER THAN DESCRIBED ABOVE.

Building permit fee is determined by applying the valuation of the project (cost of labor and materials) to the Permit Fee Schedule.
 [Brainerd City Code 1015.11 Subdivision 2]

Plan Review Fee is 65% of the Building Permit Fee.
 [Brainerd City Code 1015.11 Subdivision 2]

State Surcharge – Fee mandated by the MN State Law and calculated by applying the project valuation.
 [MN Rules 1300.0160 Subpart 10]

Sewer Availability Charge [Brainerd City Code Section 703]
 Water Availability Charge [Brainerd City Code Section 706]
 SAC and WAC charges apply primarily to new lots.

Excavation Permit Fee – Fee charged for excavations in the public right-of-way.
 [Brainerd City Code 1015.11 Subdivision 2]

Sewer Permit Fee – Fee charged for inspection of the sewer connection.
 [Brainerd City Code 1015.11 Subdivision 2]

Plumbing Permit Fee
 [Brainerd City Code 1015.11 Subdivision 2]

Mechanical Residential Permit Fee
 [Brainerd City Code 1015.11 Subdivision 2]

Park Dedication Fee – Fee for development of new City park facilities. Applies to new lots.
 [Brainerd City Code 1015.11 Subdivision 2]