



Beltrami County Environmental Services Department

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Beltrami County Building Permit Application

- Certain cities and townships within Beltrami County administer their own zoning programs. Please check out our "**Building and Construction**" web page to be sure that a Building Permit IS required from Beltrami County, and not another branch of local government.
- A Septic Permit application is a separate document and is not a part of this Building Permit application.
- Property location where proposed structure(s) is being built must be deeded in the name of the person that is making application. If you just recently purchased this property, please provide a copy of a **Deed/Purchase Agreement** as an attachment. If you need a copy of a Deed/Purchase Agreement, copies are available from the Beltrami County Recorder's Office for \$1.00 per page.
- If you are applying for someone else, you will need to attach a completed **Authorized Agent** form.
- E911 address and mailing address must be provided.
- A **scale sketch** of the proposed building, other structures on the property, property lines, shoreline, and road right of way must be attached to the application. Please indicate which direction is North on your sketch and include measured distance between each of these features.
- You are required to **stake out the exact location** of all proposed building(s) on your property.
- A current copy of your **Individual Sewage Treatment System Compliance Inspection Report** for the building location must be attached to the application. Your permit is valid contingent on the issuance of a compliant ISTS inspection. Stipulation Agreements signed are legally binding documents. Failure to comply may result in legal action.
- Application **fees** must be received before a permit can be issued. Please contact our office to make payment arrangements after submitting your application.
- Please be sure you have all the required documents ready to upload before you start filling out the application.

We appreciate you becoming a partner with us in preserving and enhancing our environment!

Beltrami County Environmental Services Application for Building Permit

Tax Parcel #: _____ E911 Property Address: _____

Residential () Commercial ()

Township Name

Lake Name/Number/Classification

Current Septic Compliance: Yes () No () Date of Inspection: _____

Owner: _____ Phone: _____

Last, First Middle Initial

Mailing Address: _____ Cell: _____

Email Address:

Building Contractor & License #: _____ Phone: _____

Type of Work: New Building () Alteration () Additional Bedroom () Other () _____

Proposed Use: Home () Garage () Storage () Seasonal () Other () _____

Construction Size: ____ X ____ Square Feet: _____

of Bathrooms in total: ____ # of Bedrooms in total: ____

Agreement: I, the undersigned, hereby make application for work described and located as shown herein. I hereby certify that the information contained herein is correct and agree to do the work in accordance with the provisions of the Ordinances of Beltrami County, MN. I further agree that any plans and specifications submitted herewith shall become part of this application and agree to an onsite inspection visit by Beltrami County without further notice.

Date Signature of Owner

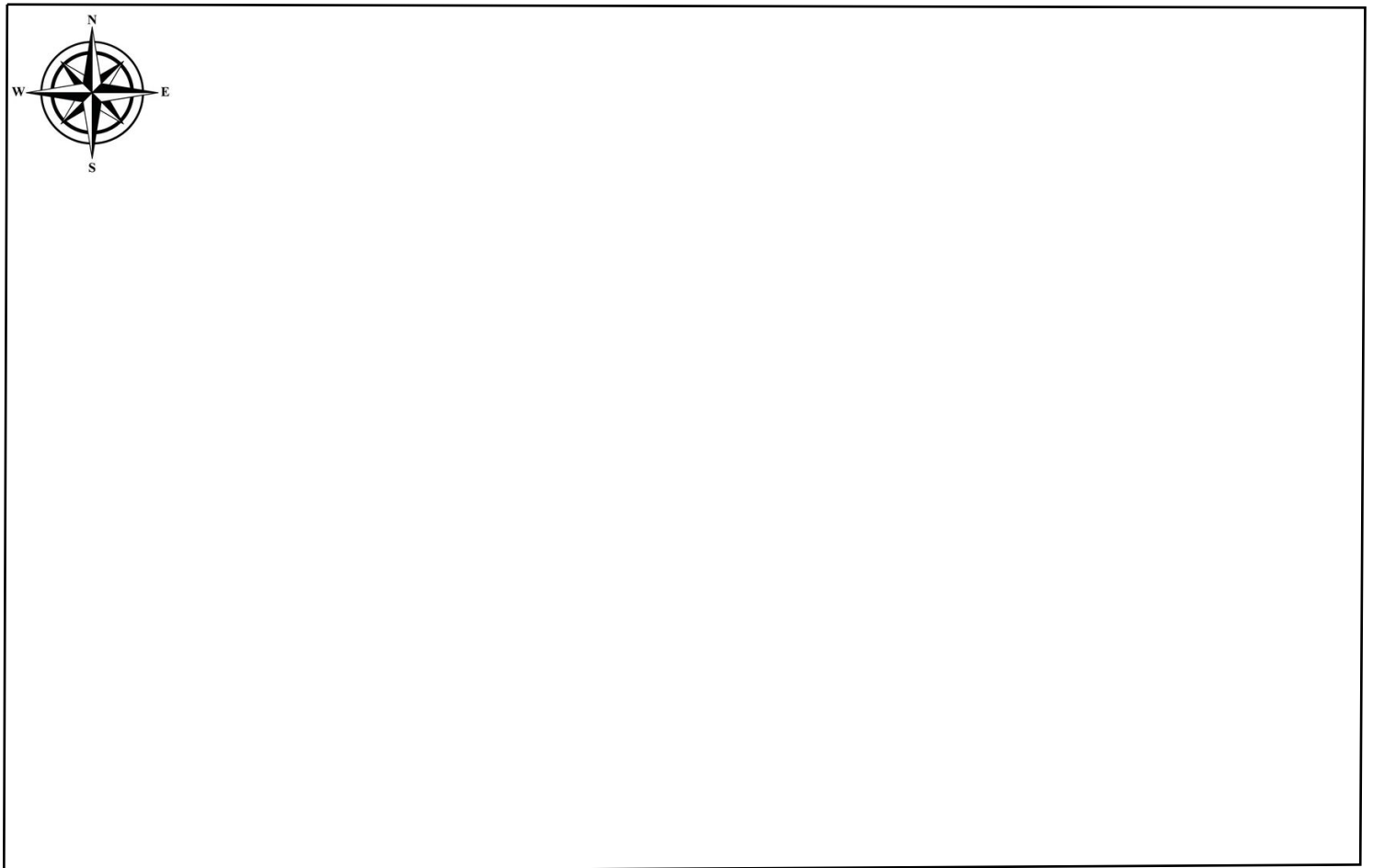
Date Printed Name of Applicant Signature of Applicant

NOTE: Any change in the approved permit, design, or other plans must be reviewed and authorized by ESD prior to installation.

Permit: Permission is hereby granted to the above named applicant to perform the work described in the above statement. This permit is granted upon the express condition that the person to whom it is granted, his/her agent, employees and workers shall conform in all respects to the Ordinances of Beltrami County, MN. This permit may be revoked at any time upon violation of said Ordinances.

Date Environmental Services

Permit Fee: \$ _____ Check Number: _____ (Please make check payable to Beltrami County Treasurer)

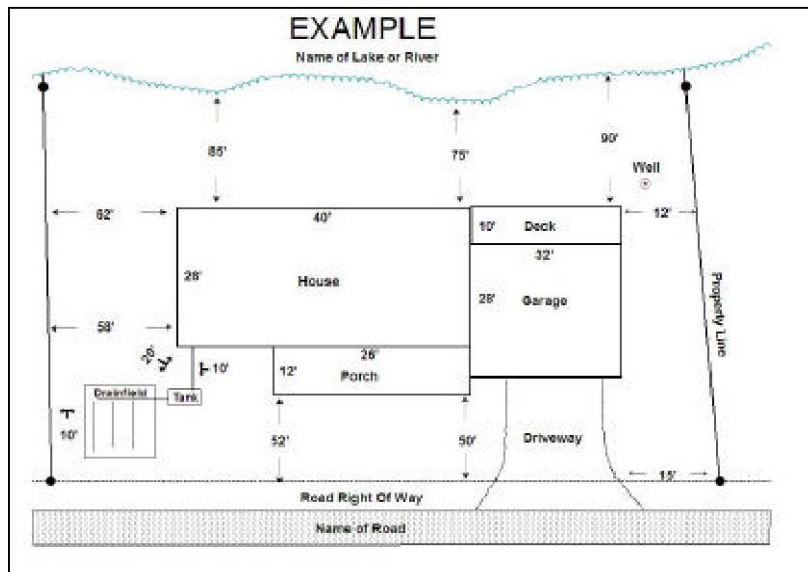


Any work or dirt moving in the Shore Impact Zone Area requires a Shoreland Alteration Permit or a Building Permit

Shore Impact Zone: General Development Lake (GD) 75' from Ordinary High Water Mark

Recreational Development Lake (RD) 100' from Ordinary High Water Mark

Natural Environmental Lake (NE) 150' from Ordinary High Water Mark



You **must** include all buildings, existing and proposed, on your property and label them. You **must** include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

Applicant Signature Date