



BUILDING PERMIT APPLICATION

Scott County Government Center / 200 4th Avenue West Shakopee, MN 55379-1200
 Office: (952) 496-8160

SITE INFORMATION Township		PID#	Permit#
Site Address:		City	Zip
PROPERTY OWNER INFORMATION			
Name			
Address	City	State	Zip
PROPERTY OWNER WAIVER FORM (ATTACHED)			
A Property Owner Waiver Form must be completed and submitted with the application if the Permit Applicant is also the Property Owner			
PERMIT APPLICANT INFORMATION (must complete Subcontractor Verification Form)			
Applicant Name	Phone #:	License Number	
Address	City	State	Zip
Contact	Email		
PLEASE INDICATE PROJECT TYPE <input type="checkbox"/> Residential or <input type="checkbox"/> Commercial / Industrial			
<input type="checkbox"/> Addition	<input type="checkbox"/> Basement Finish		
<input type="checkbox"/> Deck / Porch	<input type="checkbox"/> Fire Sprinklers / Alarm		
<input type="checkbox"/> Garage / Shed / Pole shed	<input type="checkbox"/> Manufactured Home		
<input type="checkbox"/> New Home Construction	<input type="checkbox"/> Swimming Pool / Hot Tub		
<input type="checkbox"/> Repair / Alteration / Remodel	<input type="checkbox"/> Other (Description)		
<input type="checkbox"/> Expired Permit Reactivation Request – Include letter of explanation. Reactivation fee is equal to the original permit fee up to a maximum reactivation fee of \$250.00			
<input type="checkbox"/> Request for Extension – Include letter of explanation (one time extension) \$15.00			
Cost of Labor & Materials:			
Project Description:			
I hereby certify that the information contained herein is correct and agree to do the proposed work in accordance to provisions of the ordinances of Scott County, the State Mechanical and Building Codes, and rulings of the Building Department. I further agree that any plans and specifications submitted herein shall become part of this permit application.			
Signature of Applicant			Date:
Printed Name of Applicant			
TOWNSHIP: Permits requiring township signature			
Township Signature	Township Printed Name		Date



Property Owner Waiver

The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.

Address or Parcel Number: _____

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers and Roofers, obtain a State License unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State license requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanics lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and / or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractors Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and / or Jurisdictional Ordinance in connection with the work performed on this property.

Printed Name of Property Owner

Signature

Project Address, City, State and Zip code

Date

*Licensed residential building contractors and remodelers are covered by the recovery fund. Licensed residential roofers and manufactured home installers are not covered by the recovery fund but are required to hold a surety bond.

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, please call the Scott County Building Inspections Department, at (952) 496-8160.