



CITY OF PROCTOR

100 Pionk Drive
Proctor, MN 55810

EMAIL: cityhall@proctormn.gov
PHONE: 218-624-3641

BUILDING PERMIT APPLICATION

TWO SETS OF PLANS ARE REQUIRED AND A CERTIFIED LOT SURVEY MAYBE REQUIRED.

SITE INFORMATION

Address _____ Parcel ID _____

Applicant is: Contractor Owner Zone _____

Type of Structure Residential Commercial

Project Valuation/ Labor & Materials \$ _____

CONTRACTOR INFORMATION

Company Name _____ License Number _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone _____

OWNER/ APPLICANT INFORMATION

Name _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone _____

TYPE OF WORK

Building Permit

Zoning Permit

New Construction*

Accessory Building*

Addition*

Re-Roof

Deck*

Porch*

Demolition

Garage*

Windows/ Doors

*site plan needed

Please provide a brief Description of work being performed:

PLEASE SIGN ON REVERSE SIDE

For Office Use Only: Permit Number _____

Paid Cash _____ Check # _____ Receipt # _____

Date Received _____ Received by _____

Approved By _____ Date Received _____

Permit Fee	\$ _____
State Surcharge	\$ _____
Plan Review Fee	\$ _____
Total Fee	\$ _____

I hereby apply for a building permit and acknowledge that the information on this permit is complete and accurate; that the work will be performed in accordance with the conditions of the permit, the approved plans and specifications, and the applicable laws of the City of Proctor, and the Minnesota State Building Code; to allow access to said property of Proctor Building Officials and Planning and Zoning Commissions. It is the applicants/ property owner's responsibility to build on their own property and to call for required inspections.

Applicant Signature _____ **Date** _____

Building Official Signature _____ **Date approved** _____

Homeowner Waiver

I understand the State of Minnesota requires that all Residential 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 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 mechanic's 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 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 Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

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

Homeowner Signature _____ **Date** _____

To determine if a Contractor is licensed, exempt, or to check their status, Visit the Minnesota Department of Labor & Industry website at www.dli.mn.gov or call 651-284-5005.