

City of Proctor

.100.Pionk Drive . Proctor, MN 55810 . (218) 624-3641

Residential Primary Building Construction

To aid in the drawing of your site plan, please remember these size, height, setback and separation requirements. Setbacks are from the property lines.

Return Permit Application Plus Complete Specification And Site Plan Sheets To City (If Any Are Missing, No Permit Can Be Issued).

Main Building (all zones)

Front: 35 feet (58 feet from center of road)
Rear: 25 feet (39 feet from center of alley)
Sides: R-1-a: 8 feet
R-1-b - R-3: 6 feet

Accessory Buildings (garages, sheds, etc.)

Size: Maximum of 1,200 square feet
Height: 18 feet from finished grade to top of ridge
Front: 35 feet (58 feet from center of road) if no alley
60 feet (93 feet from center of road) with alley
Sides: 2 feet 6 inches (to face of eaves)
Rear: 13 feet to center of alley
To Main building: 10 feet..
To any other accessory building: 5 feet

The sample site plan is a representation of what your plan should look like. The blank grid sheet is for your site plan. Show all dimensions and setbacks indicated. ~~Please~~ indicate the scale of your drawing, 1" = feet.

If you are unsure of what zone your project is in or you have a corner lot, please contact City Hall for additional information.

Please note, the City will require Two set of prints for said structure including construction details, floor plans and two side elevations prior to issuance of a permit. This form is a summary of City ordinances and not meant to be all inclusive as July 1, 1998. For specific detail, please review specific City ordinances.

City of Proctor
 100 Plank Drive • Proctor, MN 55810 • (218) 674-9641

Permit Application Checklist

Applicant Name: _____

Address: _____

Project Type: _____

Building Permits are needed when:

A building or structure is erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished.

Building Permits are not needed when:

Movable cases, counters, partitions not over 5 feet, fences not over 6 feet, retaining walls not over 4 feet, painting, papering, similar finish work, window awnings, pre-fab above ground swimming pools less than or equal to 5,000 gallons.

Check Off

- _____ Water Hook-Up
- _____ Sewer Hook-Up
- _____ Septic - Approved
- _____ Storm Hook-Up

Permits Needed:

- _____ Building
- _____ Plumbing
- _____ Electrical
- _____ Excavation

zoning: _____ Zone

- _____ Permitted Use
- _____ Conditional Use Required
- _____ Rezone
- _____ Variance Needed

Use of Property

- _____ Parcel Complete
- _____ Wetland Delineation Complete
- _____ Floodplain
- _____ P and Z Permit Approval

Drawings

- _____ Site Plan
- _____ Roof and Floor Plans
- _____ Elevations
- _____ Building Section(s)

Plan Check Fee

- _____ Required
- _____ Not Required

CITY OF PROCTOR

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| | | |
|---|----------------|-------------|
| LOCATION OF BUILDING | Street Address | Parcel Code |
| | Subdivision | |
| | Block # | Lot # |

| | | |
|--|--|--------------------------------------|
| For Office Use Only | TYPE OF IMPROVEMENTS | DIMENSIONS |
| Ground Water Management Wetlands YES NO | <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Site-Built Home <input type="checkbox"/> Residential Addition <input type="checkbox"/> Residential Remodeling <input type="checkbox"/> Residential Garage or Storage <input type="checkbox"/> Commercial Building <input type="checkbox"/> Commercial Addition <input type="checkbox"/> Commercial Remodeling <input type="checkbox"/> Demolition <input type="checkbox"/> Sign | Lot Dimensions: ____ X ____ |
| Drawings YES NO | | Lot Area: ____ |
| Sanitary Check-Off YES NO | | Structure Size: ____ Sq. ft. |
| Plan Review YES NO | | Yards of Fill: ____ Cu. yds. |
| INSPECTIONS | | VALUE OF PROJECT (Omit cents) |
| Footing Date | | Contractor's Price |
| Foundation Date | | Square foot value estimate |
| Framing Date | | Plumbing |
| Mechanical Date | | Heating/Air Conditioning |
| Insulation/Vapor Date | | Other |
| Final Date | Total | |
| | TYPE OF SEWER | |
| | <input type="checkbox"/> On-Site sewer disposal <input type="checkbox"/> Public | |
| | TYPE OF WATER | |
| | <input type="checkbox"/> Well <input type="checkbox"/> Public | |
| Size | | |
| Describe Project | | |
| | | |
| Owner | Address | Telephone |
| Architect | Address | Telephone |
| Contractor | Address | Telephone |
| Contractor License # | | |
| Applicant's Signature | | Permit Fee: |
| Approved By | | Plan Check Fee: |
| Date | Receipt No. | Permit No. |
| | | State Surcharge: |
| | | TOTAL |

The owner of this building and the undersigned agree to all applicable laws of PROCTOR, MN and to allow access to said property by Proctor Building officials and Planning and Zoning Commissions. It is the applicants/property owners responsibility to build on their own property and call for required inspections.