



City of New Hope  
 Community Development  
 4401 Xylon Avenue North  
 New Hope MN 55428

Phone: 763-531-5127  
 Fax: 763-531-5136  
[www.ci.new-hope.mn.us](http://www.ci.new-hope.mn.us)

## BUILDING PERMIT APPLICATION

Job Address					
Owner		Address (if different than above - include City, State, Zip) Phone Cell			
Contractor		Address (include City, State, Zip)		Phone Fax Cell	
Architect		Address (include City, State, Zip)		Phone	
Engineer		Address (include City, State, Zip)		Phone	
New	Addition	Alteration	Repair	Move	Remove
Deck	Basement finish	Re-side	Re-roof	Shed	Other
Describe work.		START DATE		ESTIMATED COMPLETION DATE	
COMMERCIAL: Describe building use and/or changes in use: Dimensions of building:			Will there be alterations to fire alarms or fire sprinklers?		
Value of work including labor: \$					
Special Conditions				License Search:	\$ 5.00
				*Permit Fee:	
Req'd Inspections:	Footings	Framing	Progress	Insulation	Other
	Poured wall	Drain tile /Waterproofing		Rated walls	
Approved by:	Date approved:	Submit 3 plan sets and FAX # for commercial/industrial work		SAC Charges: Units	
				State Surcharge:	
<p style="text-align: center;"><b>NOTICE</b></p> <p>Separate permits are required for Electrical, Plumbing, Heating, Ventilating or Air Conditioning.</p> <p>This permit becomes null and void if work or construction authorized is not commenced within 180 days or work is suspended or abandoned for a period of 180 days at any time after work is commenced.</p> <p>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. Initial here:</p>				Fees Due Upon Application:	
I am a contractor who is exempt from obtaining a state license <input type="checkbox"/> HOMEOWNER - SEE BACK OF PERMIT APPLICATION				State License #	
				Expiration Date:	
Commercial Contractor Signature:			Date		
Homeowner-Builder Signature:			Date of Application:		
Visa/MasterCard:			Expiration Date: /		
Name (print):			Signature		
Billing Address:					

**BUILDING PERMIT APPLICANT: PROPERTY OWNER**

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 document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at \_\_\_\_\_ is the first residential structure I have built or improved the past twenty-four (24) months. I also 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 Minn. Stat. 514.01. In the event that I do construct or improve another residential structure in the next 24 months, I will not do so until I obtain the required state license, per MN Stat. 326.84, understanding that failure to do so is a misdemeanor under state law.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that 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 Minn. Stat. 326.92, subd. 1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors 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 city ordinance in connections with the work performed on this property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**To determine whether a particular contractor is required to be licensed, or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor and Industry Enforcement Division, at (651-284-5067), or visit their web site at [www.doli.state.mn.us](http://www.doli.state.mn.us)**