

PERMIT INFORMATION

Zoning Permits are required for all projects over a value of \$1,000.00. If the property owner is doing the project, their labor is valued equal to the cost of materials. If material costs exceed \$500.00 then a Zoning Permit is required.

Zoning Only Permits are required for storage sheds less than 200 sq. ft. (10x20)

Zoning & Building Permits are required for re-shingling of a roof, re-siding a building, building a new building or adding an addition to an existing structure.

BASIC ZONING REQUIREMENTS

The area of Construction must include eaves and or roof overhang.

<u>Setback Requirements</u>	<u>R-1</u>	<u>R-2</u>
Front Yard	25 ft.	35 ft.
Side Yards	10 ft.	10 ft.
Rear Yard	30 ft.	35 ft.
Corner lots	25-25 ft.	35-35 ft.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ZONING/BUILDING PERMIT

1. Name of the person applying for the permit. 2. Phone Numbers of applicant.
3. Current mailing address of the person applying for the permit. E-mail address is optional.
4. Street address of the property where the construction will be occurring. If possible, include the legal description.
5. Size of the lot, in square feet, of the property where the construction will be occurring.
6. Indicate the current zoning of the property involved. This information can be found by looking at a current zoning map of the City of Rushford. **State the estimated cost of your project.**
7. Check all that apply. **Flat fee projects** are issued immediately at the City Clerk’s Office, do not require plan review and require only one inspection. A minimal fee charged for these types of projects is \$30.00 plus the \$5.00 State Surcharge Fee and plus the administrative zoning permit fee.
8. Outside dimensions of the proposed construction and square footage.
9. Name, phone and State License # of the General Contractor. If the property owner is acting as his/her own general contractor and doing the work himself or hiring out some or all of the work , then enter **SELF** and attach a signed **PROPERTY OWNER STATEMENT FORM**. Also list name, phone and State License # of Plumbing and Mechanical Contractors.
10. Planned starting date and estimated completion date.
11. The attached graph form may be used. If the project is too large or a more detailed drawing is requested, the applicant may substitute his or her own form. The applicant will determine the scale of the sketch. (The sample uses ¼ inch = 5 feet.) The **corner pins** of the property must be established by the property owner and marked. Any **easements** for utilities or water drainage must be identified along with all utility lines entering the property. All **dimensions** of the property lines, and distances from the proposed construction to the property lines must be **included**. **REMINDER, the distance from the property line to the edge of the over hang of the roof is the measurement to use, not the distance from the property line to the wall of the proposed construction.** Identify **NORTH** in the circle. Two (2) complete sets of plans, which include rafter certifications and energy calculations, must also be submitted along with the application. An **EROSION CONTROL PLAN** form must also be completed if applicable to your project, and attached to this application form.
12. Setbacks from the property lines of the proposed construction or additions.
13. If this project will require new utility services, attach an application for each new service. **Any work conducted in the City’s right-of-way must be coordinated with Public Works Department (507)864-2664.**
14. Signature of the person applying for the permit along with the date.

WHEN COMPLETED, the application is filed at the City Clerk’s Office, pending review of the zoning requirements. The application is then forwarded to the Building Inspector for review which may take from 5 to 7 working days. The applicant will be contacted by City Hall staff to pick up the permit and instructions and pay the appropriate fee. **Flat fee projects will be issued and paid for immediately at the City Clerk’s Office.**

PLAN CHECK FEE: A Plan Check Fee will be assessed for all applications filed even if the project is not started. **AFTER THE FACT PERMITS:** Persons obtaining a building permit AFTER they have completed a project, will be charge double the fee for the building permit portion of their permit.

REACTIVATION FEE: Permits will be considered expired if there is no activity, no inspections or no final inspection after one year, unless there is a legitimate hardship or reason for the delay. **A fee of \$25.00 will be charged to reactivate an expired permit.**

BUILDING INSPECTIONS: As work is being completed, it is the responsibility of the property owner to contact CMS (Construction Management Services) at 1-800-940-2547 for any and all required inspections. **Three (3) working days notice is required to schedule onsite inspections.**