



# City of New Brighton

## Building Permit Application

803 Old Hwy 8 NW, New Brighton, MN 55112-2792  
 Office: 651.638.2050 / Email: [permits@newbrightonmn.gov](mailto:permits@newbrightonmn.gov)

**(Do not submit plans via email. Plans will need to be submitted in person or mailed)**

JOB SITE ADDRESS:	DATE:
PROPERTY OWNER:	PHONE #:
CONTRACTOR:	LICENSE #:
ADDRESS:	PHONE #:
LEAD CERTIFIED: <input type="checkbox"/> Yes <input type="checkbox"/> No	LEAD CERT #:
EMAIL:	OCCUPANCY CLASS:

<b>**TOTAL PROJECT VALUATION: \$</b> _____
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Property Use	Specific Description of Work to be Completed*
<input type="checkbox"/> Residential  <input type="checkbox"/> Multi-Family  <input type="checkbox"/> Commercial	<hr/> <hr/> <hr/> <hr/> <hr/>

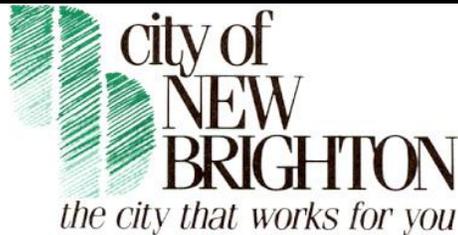
\*A survey or site plan needs to be submitted when the scope of work includes: *deck, accessory building, addition or new construction*. **If you do not have a survey, you are responsible for meeting required setbacks.**

Absent a survey, you will need to submit a site plan showing dimensions of your project and its relationship to existing buildings or structures on the property and the distance to existing property.

Fees	
Permit Fee:            \$ _____	<p><i>Permit will become void 180 day from date of issuance. Permits issued and inspections made by the City are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of New Brighton regulating building construction.</i></p> <p><i>By signing this application you acknowledge that any materials submitted with your permit are subject to the Minnesota Government Data Practices Act and is considered public data in accordance with Minnesota Statutes, section 13.01. Minnesota Statutes, section 13.37 provides for certain types of data to remain nonpublic, including Security Information, Trade Secret Information, and Copyrighted Information. If you believe the materials you are submitting with your permit application contain any nonpublic information you must notify the City at the time of application and provide support for the claim.</i></p> <p><i>If you are applying for a permit and are not a licensed contractor, by signing this application you are specifically asserting that the work you are performing is for your own home and is, therefore, exempt from contractor licensing requirements of Minnesota Statutes, chapter 326B. You further acknowledge that performing work without a license when one is required by law is a crime and is punishable as a misdemeanor. By signing this application you also acknowledge and agree that you alone are responsible for compliance with applicable building codes and city ordinances in connection with the work being performed.</i></p>
Plan Review Fee: \$ _____	
State Surcharge:    \$ _____	
Admin Fee:            \$ <b>15.00</b> _____	
Investigation Fee: \$ _____	
Other Fees:            \$ _____	
<b>TOTAL DUE: \$</b> _____	

<b>**Applicant's Signature:</b> _____	<b>**Date:</b> _____
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Permit # _____	Office Use Only	Approved By: _____	Zoning: _____
		Council Resolution# _____	Park Dedication Fee: Y / N
			Council Approval Date: _____



**CREDIT CARD  
AUTHORIZATION FORM**  
(to be mailed or delivered  
in person - do not email)

Job Site Address: \_\_\_\_\_

Cardholder/Company Name: \_\_\_\_\_

Credit Card Type: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Discover

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3-Digit Code (CSC): \_\_\_\_\_

Amount to Charge: \$ \_\_\_\_\_

I authorize the **City of New Brighton** to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for the purchase in accordance with the issuing banks cardholder agreement.

Cardholder – Print Name, Sign and Date Below:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

**This form will be destroyed immediately following payment processing.**  
**\*\*Be advised that email is not a secure transmission.\*\***