

Home or Garage Addition Permit Application

1. Fill out Residential Building Permit Application entirely.
2. Specify work to be completed.
3. Specify square footage to be worked with.
4. Estimate the valuation of work including labor cost.
5. Submit two (2) sets of plans drawn to scale (preferably 1/8" or 1/4").
Include foundation plan, floor plan (s), elevations and wall sections.
6. Submit certificate of survey showing the location of the proposed structure and all existing structures. Show dimensions to property lines from all structures for porch, garage and addition.
7. Submit Energy Calculations for all Additions that exceed 25% of the size of the existing house.
8. Submit a (NRMP) Natural Resources Permit.

Note: Total garage floor area may not exceed the floor area of the footprint of the house.



7100 147th Street West
Apple Valley, MN 55124-9016

Telephone (952) 953-2588
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www.cityofapplevalley.org

Attention: Owners and contractors submitting permit applications for decks, porches or additions to Townhouses.

Additional documentation may be required if your proposed improvement will cross the property line onto Common Elements.

Q: What are “Common Elements”?

A: Common Elements are parts of the townhouse development owned by the association. Let us explain more:

At the time property is subdivided, the property lines are drawn by a surveyor. This document is known as a “plat” and defines the boundaries of each parcel of land, often including one or more parcels that the developer intends to convey to the townhouse association as Common Elements for use by all townhouse owners for recreation or open space.

The side lot lines of townhouses often are drawn as zero setback lot lines, so the townhouses can be constructed right up to but not crossing the lot boundary line. Parcels of land for townhouses may include additional land on either end or an open side of the structure, providing space to construct things such as a deck, stairway, patio or porch. Typically a Certificate of Survey is issued for each parcel showing the lot boundary lines.

When a structure is proposed to be built that crosses a lot boundary line and encroaches onto the Common Elements, generally an easement must be granted. Your association’s Declaration and Bylaws may outline the specific legal requirements for your development and what must take place to grant you this easement.

Q: Who decided that this rule would be in place?

A: The developer likely made the original Declaration and Bylaws. They may or may not have been amended by your association’s board and members since then.

Q: What if the association will not grant me an easement to build my project?

A: A building permit cannot be issued to you for construction on property that you do not own or have a legal right to encroach upon.

Q: What happens if I build over the property line without obtaining an easement from my association?

A: This encroachment would be illegal. An association could require its removal and it opens the door to a multitude of other legal issues for the property owner and association.

Q: What is the process going forward?

A: The requirements for approving an encroachment into the Common Elements vary from association to association, depending on the governing documents and the statute(s) that apply to that particular association. In some associations, a Resolution by the Board of Directors is sufficient to create an easement, but in other cases the approval of a certain percentage of townhouse owners (association members) is required.

You will be asked to provide to the City, with your permit application, copies (not originals) of your association’s Declaration and Bylaws and documentation showing that you have obtained any necessary easement(s) from your association. The inspections department will most often have these reviewed by the city’s attorney to determine if all of the requirements have been satisfied to grant you an easement to encroach upon the common elements. Additional time may be required for you to obtain the necessary easement from the association before the permit can be issued.



City of Apple Valley Residential Building Permit Application

7100 147th Street W, Apple Valley MN 55124

952-953-2588

ALL INFORMATION IS REQUIRED

Site address _____

Property Owner _____ Phone _____

Address (if different from site address) _____

Contractor _____ Phone _____

Email Address _____

Address _____ City _____

State _____ Zip _____ Contact Name _____ Phone _____

State of MN contractor license # _____ License Verification _____

(Office Use Only)

WORK DESCRIPTION: (Specify Square Footage and Specific Work to be Completed)

\$ _____ **Valuation of Work (Labor and Materials)**

A building permit is issued on the condition that all work shall be done in accordance with the Apple Valley City Code. Required inspections must be scheduled and approved for each project.

Applicant is: _____ Property Owner _____ Contractor _____ Other _____

Signature of Applicant _____

Date _____

FOR CITY OF APPLE VALLEY USE ONLY!

Building permit \$ _____ Surcharge \$ _____ Total \$ _____

Date paid _____ Check# _____ Permit # _____

Reviewed By: _____ Separate Permits Required _____ Electrical _____ Plumbing _____ Mechanical _____ Fire Sprinkler _____

Inspections Required

- | | | |
|--|--|--|
| <input type="checkbox"/> Footing | <input type="checkbox"/> Framing/60 minutes | <input type="checkbox"/> Wrap |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Framing/30 minutes | <input type="checkbox"/> Ice and Water |
| <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Insulation/Energy | <input type="checkbox"/> Retaining Wall (<input type="checkbox"/> Footing <input type="checkbox"/> Backfill <input type="checkbox"/> Final) |
| <input type="checkbox"/> Poured Wall | <input type="checkbox"/> Fire Rated Assemblies | <input type="checkbox"/> Concrete Slab/Under Floor (example Radon) |
| <input type="checkbox"/> Final | <input type="checkbox"/> Lath | <input type="checkbox"/> Siding (<input type="checkbox"/> Stone <input type="checkbox"/> Stucco <input type="checkbox"/> Brick) |

_____ Sprinkled _____ Non-Sprinkled