



PROPERTY IDENTIFICATION NUMBER (PIN) *PIN is found on your Property Tax Statement*

[illegible]**APPLICANT**

*Applicant Name	I am a... <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Other	*Daytime #	Date
*Applicant Address <i>Where to send permit.</i>		*City	*State
			*ZIP

Applicant Email

Contact Person <i>If applicable.</i>	Contact Person #
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Mailing Address <i>If different than above.</i>	City	State	ZIP
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Email Address *Where to email permit. Providing an email address will expedite the time in which a permit is received by an applicant.*

SITE INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is there a site address for this property? (If no, the application will be forwarded to 911/Communications to assign one.)
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If yes above, please list site address:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this leased property? If yes, leased from: <input type="checkbox"/> MN Power <input type="checkbox"/> MN DNR <input type="checkbox"/> US Forest Service <input type="checkbox"/> St Louis County <input type="checkbox"/> Other
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Do you have written authorization from the leased property owner? If yes, you must attach written authorization form.
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*How is the property accessed? ☐ Public Road ☐ Private Road ☐ Easement ☐ Water ☐ Other

PROJECT INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project on a parcel less than 2.5 acres?
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project within 300 feet of a stream/river or 1,000 feet of a lake?
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project adding a bedroom? Include home, garage, & accessory dwelling.
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#	*Total # of bedrooms on property after project completion. Include home, garage, & accessory dwelling.
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Does this project include plumbing or pressurized water in proposed structure? If yes, please explain:
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is the property connected to a municipal or sanitary district system?
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If you answered "Yes" to any of the project information questions above, it is required that you submit a copy of a septic permit to construct or certificate of compliance approval or municipal/sanitary district approval when applying for a land use permit.

AGREEMENT

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. ***Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.*** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

* Indicates required field. Incomplete applications will be returned.



Home Business Permit

WORKSHEET St. Louis County, Minnesota

About: Land Use Permits are required for most building construction activities. They are also required for a variety of other uses. For more information, check out our website at: www.stlouiscountymn.gov/land-use

WHAT ARE YOU APPLYING FOR *Check all that apply to the project.* **PLEASE MAKE CHECKS TO: ST. LOUIS COUNTY AUDITOR**

#1 New Buildings Less than/equal to 1,200 square feet-\$150 Greater than 1,200 square feet-\$300

☐ Dwelling-Home, Mobile Home, Hunting Shack, or Cabin. (Includes attached deck, if applicable.)

☐ Replacement of Existing Dwelling-Home, Mobile Home, Hunting Shack, or Cabin.
Will the old dwelling be removed from the property? ☐ Yes ☐ No

If yes, an affidavit must be filled out stating when the old dwelling will be removed.

If this dwelling is a mobile home, there is a special mobile home affidavit to be filled out.

☐ Accessory Dwelling-Guest cottage or bunkhouse. Must follow administrative standards.

☐ Accessory Structure- Garage, Pole Building, shed, sauna, screenhouse or gazebo that either meets lake or river setback or not located in a shoreland area.

☐ Water-oriented Accessory Structure-Boathouse, Sauna, Screenhouse/gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.

☐ Commercial Structure
☐ Other Principal Structure

#2 Other Construction/Change in Use-\$75

☐ Addition(s) to Dwelling
Is the dwelling location on a lake or river? ☐ Yes ☐ No
If Yes above, does the structure meet the required shoreline setback? ☐ Yes ☐ No If No, structure does not meet the shoreline setback, a performance standard permit or variance may be required. See box #4 or #7.

☐ Addition(s) to Accessory Structure
☐ New Deck Only or Deck Replacement
☐ Combination Addition(s) & Deck on the same structure
☐ Moving a Structure
☐ Sign
☐ Structure Alteration or Component Replacement
☐ Change in Use (i.e. converting an old cabin to storage)
What will the new use of the structure be?
Explain the current and proposed use.
Current: _____ Proposed: _____

Other-\$50

☐ Permit extension beyond 2 years

#3 Subdivisions/Parcel Reviews Additional Worksheets Required

☐ Plat-Minor Subdivision-\$600
☐ Conventional Plat-Less than or equal to 3 lots-\$600
☐ Conventional Plat-Greater than 3 Lots-\$1,200
☐ Conservation Plat-\$1,200
☐ Lot Line Adjustment-\$75
☐ Parcel Review-\$75
☐ Performance Standard Subdivision-\$350

#4 Performance Standard-\$350 Additional Worksheets Required

☐ Borrow/Gravel Pit
☐ Home Business
☐ Land Alteration
☐ Nonconforming Structure Replacement
☐ Addition to a structure that does not meet shoreline setback
☐ Other

#5 Site Evaluation Site Visit/Evaluation-\$150

#6 Wetland Reviews Additional Worksheets Required

☐ No Loss/Exemption/Replacement Plan-\$150
☐ Wetland Delineation Review-\$350
☐ Wetland Banking Plan Review-\$1,050

#7 Public Hearings Additional Worksheets Required

☐ Administrative Appeal-\$1,050
☐ Environmental Assessment-\$1,050
☐ Conditional Use Permit-\$600
☐ Conditional Use Permit Rehearing-\$200
☐ Interim Use Permit-\$600
☐ Interim Use Permit Rehearing-\$200
☐ General Purpose Borrow Pit-\$600
☐ Variance-\$600
☐ Variance Rehearing-\$200
☐ Multiple Hearing (Variance/conditional use)-\$900

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

<input type="checkbox"/> New Structure(s)	*Structure Type (Same as box #1 or 2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
<input type="checkbox"/> Structure Additions	*Structure Type (Same as box #2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet

* Indicates required field. Incomplete applications will be returned.

CONTACT: Planning and Community Development Department

Technical Assistance
Toll Free: 1-800-450-9777
Land Use Information
www.stlouiscountymn.gov/land-use

Duluth
Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

Virginia
Elizabeth Prebich Building
201 South 3rd Avenue West
Virginia, MN 55792
(218) 749-7103

Office Use Only
Receipt # _____
Receipt Date _____
Payment Amount _____
Paid By _____

Site Sketch Form

The sketch is to graphically illustrate your proposed project(s)

Draw and Label on Sketch (in feet)

- ☐ ***All** Structures on the Property and Dimensions
- ☐ ***All** Driveways, Access Roads, and Wetlands
- ☐ ***All** Proposed Structures and Dimensions

- ☐ ***Distance** of Proposed Structures to Shoreline (Closest Point)
- ☐ ***Distance** of Proposed Structures to Septic System and Tank
- ☐ ***Distance** of Proposed Structures to Property Lines
- ☐ ***Distance** of Proposed Structures to Road Centerline and Right-of Ways

You may submit your own site sketch **IF it has the required information indicated above.**

***Applicant Name:**

***Site Address:**

***PIN:**



Sanitary Authority Use Only

Sanitary Review: (To be determined by appropriate sanitary authority.)

Will the proposal, as shown above, negatively impact the SSTS/sanitary line or replacement area? ☐ Yes ☐ No

Sign off:

Signature _____

Title _____



Home Business Permit

WORKSHEET St. Louis County, Minnesota

About: A home business permit is required for a business conducted on owner's home property and consistent with rural residential lifestyle and compatible with a neighborhood such as a greenhouse or gift shop.

County Land Explorer: http://gis.stlouiscountymn.gov/planningflexviewers/County_Explorer/

Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

ABOUT THE BUSINESS

TYPE OF BUSINESS

Describe the proposed use for a home business:

HOURS OF OPERATION

(Proposed)

Monday through Friday

Saturday

Sunday

Comments

Start:

End :

Start:

End :

Start:

End :

☐ Yes ☐ No

Is the principal use of the land or buildings for the sale, lease, rental or trade of products, goods and services?

☐ Yes ☐ No

Is the business conducted on a different property on which the owner's home is situated?

☐ Yes ☐ No

Does the business have more than 5 employees who are not residents of the property?

REQUIRED ATTACHMENTS

1. Approval from the local road authority providing access to the parcel.

2. Signatures of the majority of the property owners within one quarter mile of the parcel.

3. Local fire department approval if there will be any hazardous chemicals/materials stored on site.

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

☐ No New Structures

☐ New Structure(s)

Structure Type

Foundation Type
(Basement, Slab, Pier, etc)

Maximum Length
(Exterior Footprint Only)

Maximum Width
(Exterior Footprint Only)

Maximum Sq. ft
(Exterior footprint only)

Maximum Height
(Ground Level to Roof Peak)

Feet

Feet

Sq. ft.

Feet

Feet

Feet

Sq. ft.

Feet

Feet

Feet

Sq. ft.

Feet

☐ Structure Additions

Structure Type

Foundation Type
(Basement, Slab, Pier, etc)

Maximum Length
(Exterior Footprint Only)

Maximum Width
(Exterior Footprint Only)

Maximum Sq. ft
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Maximum Height
(Ground Level to Roof Peak)

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