

# City of Eveleth

413 Pierce Street, Eveleth, MN 55734

## Zoning Applications and Permits

### Zoning Permits are required for the following:

- New construction of any structure or building type (included but not limited to houses, additions, expansions, accessory buildings, detached garages, storage buildings, sheds, etc.)
- Fence installation
- Deck construction
- Structure and/or building repairs – roof replacement, window replacement, exterior remodeling
- Demolition of structures

**Note:** Permits are not required for construction of non-structural retaining walls, hard surface flatwork replacement (concrete, asphalt, pavers, etc.), painting of structures, landscaping, or interior work. Property owners are encouraged to confirm the location of lot boundaries before starting any property improvements – the City does not provide licensed surveying services.

### Zoning application and permit process:

1. Complete zoning application and associated site diagram (sample attached), and return application to City Hall - attention Anthony Jeffries, Contract Zoning Administrator. **There is no fee for a Zoning Permit.**
2. The Zoning Administrator will review the application for completeness and compliance with City Code and the Zoning Ordinance. If the Zoning Administrator has questions regarding the application, the applicant and/or property owner will be contacted. The normal review process includes at least one site visit by the Zoning Administrator to confirm existing site conditions/uses, number and locations of structures, etc.
3. If the Zoning Administrator deems the application complete and in compliance with all applicable City Code and Zoning Ordinance requirements, a Zoning Permit will be issued to the titled owner of the property.
4. Before starting construction of any external improvements, the project physical location **MUST** be marked, and the Zoning Administrator contacted at **744-7505** for a visual inspection. The normal turnaround time from a request for a visual inspection to an approval to proceed is 5-7 working days. This approval will be provided to the applicant verbally and noted in the Zoning Administrator's file. Failure to obtain this approval may result in the project being determined noncompliant and any issued permit rescinded or revoked.
5. The Zoning Administrator may visit the property periodically to monitor the progress of the permitted project.

### PLEASE NOTE:

All work for which a Zoning Permit is issued must be substantially completed within 180 days of issuance of the Zoning Permit. Contact the Zoning Administrator if circumstances prevent substantial completion of the work.

Minnesota State Building Code: At this time, the City of Eveleth has not yet adopted the State Building Code. When a Zoning Permit is issued, it is done so with the directive that the applicant is responsible for securing all permits that may be required by the State of Minnesota (e.g., electrical, plumbing, mechanical, etc.), and that all work will be performed in compliance and accordance with the provisions of the Minnesota State Building Code.

**The property owner is required to call Gopher State One Call at least 48 hours prior to ANY excavation (1-800-252-1166) - allow sufficient time in the work schedule for this important step in the construction process.**

***PLEASE PLAN AHEAD SO CONSTRUCTION SCHEDULES MAY BE MET***

**CITY OF EVELETH**

**APPLICATION FOR NEW CONSTRUCTION OR ADDITIONS, ALTERATIONS, REPAIRS OR ANY OTHER IMPROVEMENTS TO BRICK, FRAME OR OTHER BUILDINGS OR STRUCTURES**

Date: \_\_\_\_\_ *Currently, no fee is charged for a permit* Permit No. \_\_\_\_\_

In consideration of the issue and delivery to me by the City of Eveleth of a permit to do the work indicated below, I agree to do said proposed work in strict accordance with all City Ordinances and Department Rules relating to such work. Minnesota law requires that building and roofing contractors whose gross annual receipts exceed \$15,000 must be licensed. If not licensed, roofers must possess a certificate of exemption. Disposal of building and remodeling materials is the responsibility of the owner. Such materials are not garbage and must be disposed of at an appropriate demolition landfill.

Circle one please

Name..... (Owner, Agent or Builder)

Address.....Telephone#.....

Contractor/Builder Name.....Address.....

Contractor License No.....; or certificate of exemption.....

Location of Structure where work will be done

STREET NUMBER:

LEGAL DESCRIPTION – LOT, BLOCK AND ADDITION

What is the present building used for?.....

What will the new/altered building or structure be used for?.....

Give definite particulars as to the work proposed and materials to be used:.....

.....

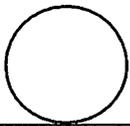
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**If addition, give dimensions:** Width.....ft, Length.....ft, Height.....ft  
Foundation or basement wall: .....inches Material(s).....  
Construction materials: Exterior Walls.....Floors.....Interior.....  
How will addition be heated?.....

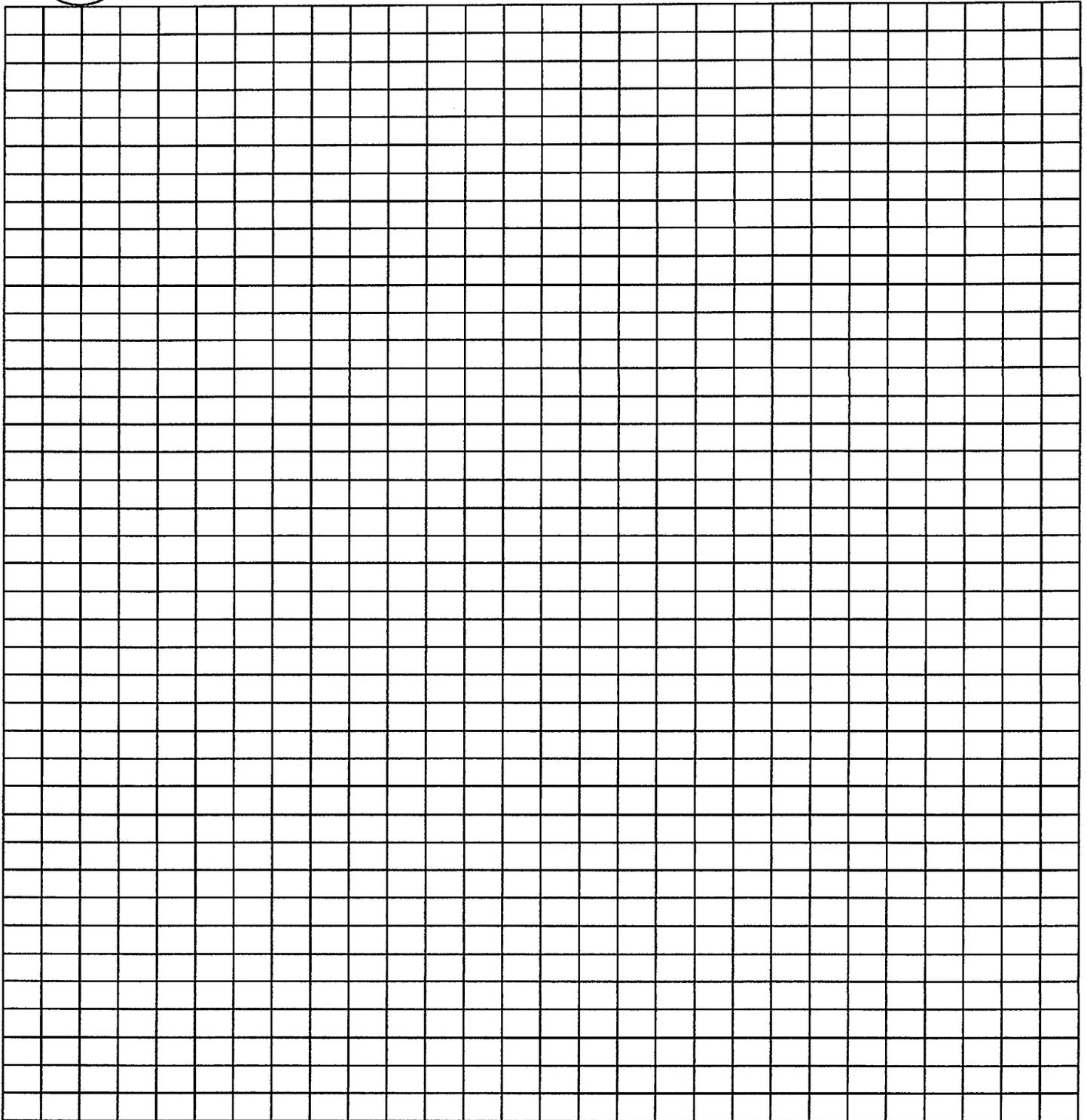
What is the estimated value of the project?.....

**NOTE: If appropriate, a diagram of the project must accompany (either on reverse side or on an attached sheet of paper) including a building floor plan, and a plot plan with building locations.**

**APPROVED:**.....**DATE:**.....  
(Planning and Zoning Administrator)



**Indicate North in this circle**



**Site Plan to Scale – Show dimensions of lot and all existing and proposed structures, distances from front, side, and rear lot line setbacks to all existing and proposed structures. Show alley and street names abutting lot and easements.**

**I/We certify that the proposed construction will conform to the dimension and uses shown and that no changes will be made without first obtaining approval.**

**Signature.....Date.....**