



1245 W Hwy 96 * Arden Hills MN 55112
 Phone 651.792.7800 * Fax 651.634.5137
 Email: CD@cityofardenhills.org

Permit # _____

Zoning PERMIT APPLICATION

(Plan Required)

Licensing Requirements:
 All contractors must provide a copy of their current state license or obtain a current city license.

Date Submitted: _____
 Date Applicant Notified: _____

Property Information

| | | | |
|-------------------|-------|--|------|
| Property Address: | | Bldg./Suite/Location (commercial projects only): | |
| Owner Name: | | Owner Phone Number: Owner Email: | |
| Mailing Address: | City: | State: | Zip: |

Applicant/Contractor Information

Applicant Type: Primary Owner Contractor; License # _____ Verified

| | | | |
|----------------------------------|------------------------------|------------------------|------|
| Company Name (contractors only): | | Company Email Address: | |
| Mailing Address: | City: | State: | Zip: |
| Contact Name: | Contact Office Phone Number: | Contact Cell Number: | |

| Property Use | Construction Type | Type of Work |
|--|--|---|
| <input type="checkbox"/> Commercial <input type="checkbox"/> Public <input type="checkbox"/> Single family | <input type="checkbox"/> Chicken Coop <input type="checkbox"/> Commercial Parking Lot <input type="checkbox"/> Decks – Under 30” & not attached to main structure <input type="checkbox"/> Driveway <input type="checkbox"/> Fence <input type="checkbox"/> Shed – 120 – 200 sq. ft <input type="checkbox"/> Temporary Structure | <input type="checkbox"/> New <input type="checkbox"/> Expanded <input type="checkbox"/> Other* (complete Describe Work section) |

Project Details

Describe Work:

| | | |
|---|---------------------------|--|
| Driveway Square Footage/Fence Lineal Feet (round up): | Expected Completion Date: | Project Value: (including labor and materials) \$ |
|---|---------------------------|--|

| | | |
|--|-------------|---|
| <p>IMPORTANT NOTICE: Applicant must attach a site plan for all applications. There is a 10 working day turnaround for all permits requiring plan review. Call for a final inspection upon completion of the work described. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. By signing this application, you hereby certify that you have read and examined this application and know the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Applicant takes full responsibility for all work performed. Applicant is responsible for all plan check fees if permit is cancelled or withdrawn.</p> | Fees | Permit Fee – \$65 for Decks, Driveways, Fence, Shed \$ |
| | | Permit Fee – \$100 for Commercial Parking Lot Resurfacing \$ |
| | | Temporary Structures Green House / Tents \$55 \$ |
| | | TOTAL PERMIT FEE ► \$ |
| | | Applicant Signature _____ Date _____ |

For Office Use Only – Planner Review

| | |
|---|--|
| <input type="checkbox"/> Approval & Special Conditions: | |
| <input type="checkbox"/> Date of Approval | |
| <input type="checkbox"/> Denial & Reason for Denial: | |
| <input type="checkbox"/> Reviewer Signature | |

Tents, Canopies and Other Membrane Structures

2403.6 Construction documents. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

2403.7 Inspections. The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period. By the permittee, owner or agent to determine that the installation is maintained in accordance with this chapter.

2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

2403.8.5 Fire break. An unobstructed fire break passageway or fire road not less than 12 feet (3658mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, canopies and membrane structures unless otherwise approved by the fire code official.

2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.12 Means of egress. Means of egress for temporary tents, canopies and membrane structures shall be in accordance with Section 2403.12.1 through 2403.12.8.

2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves as occupant load of 50 or more.

2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.