



City of Shorewood

5755 Country Club Road
Shorewood, MN 55331
952.960.7900; FAX: 952.474.0128

BUILDING PERMIT APPLICATION CHECKLIST

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED
Applicant will be notified when permit is approved with the total fee amount.

NEW CONSTRUCTION AND ADDITIONS

check off	city use only
<input type="checkbox"/> Official Building Application Form	<input type="checkbox"/>
<input type="checkbox"/> Two Sets of construction drawings showing:	<input type="checkbox"/>
· foundation plan	
· floor plans (all floors)	
· elevations (all sides)	
· cross section (preferably through stairway)	
· typical wall section	
<input type="checkbox"/> Two copies of a Certificate of Survey showing:	<input type="checkbox"/>
· property boundaries	
· easements	
· building setbacks	
· lowest floor elevations	
· driveway location	
· mechanical equipment	
· utilities location	
· street elevations	
· grading plan with drainage arrows	
· wetland delineation and wetland buffer (buffer to be staked)	
<input type="checkbox"/> One set of existing and proposed impervious surface calculations.	<input type="checkbox"/>
<input type="checkbox"/> List of subcontractors	<input type="checkbox"/>
<input type="checkbox"/> One set of energy calculations	<input type="checkbox"/>
<input type="checkbox"/> Tree inventory and tree protection plan (see Shorewood Tree Preservation and Replacement Policy at www.ci.shorewood.mn.us under Living in Shorewood: Planning and Development)	<input type="checkbox"/>
<input type="checkbox"/> Stormwater Management Plan may be required showing:	<input type="checkbox"/>
· drainage calculations	
· drainage map	

REMODEL

<input type="checkbox"/> Official Building Application Form	<input type="checkbox"/>
<input type="checkbox"/> Two sets of construction drawings	<input type="checkbox"/>
<input type="checkbox"/> One set of existing and proposed (impervious surface) calculations.	<input type="checkbox"/>
<input type="checkbox"/> One set of energy calculations, if applicable	<input type="checkbox"/>

Any uncompleted site work at time of issuance of a C.O. requires an escrow deposit and agreement signed by the applicant/property owner and the city. The escrow deposit will be 1.5 times the cost to complete all outstanding work.

Electrical permits and inspections are handled through State Board of Electricity, 612.642.0800. Electrical permit forms are available at city hall or online at www.electricity.state.mn.us.

Please call the city at 952.960.7900 to schedule an appointment for building, sewer, water or other inspections at least 24-hours in advance.

Please print and sign and date completed form. Completed forms may be mailed to the city, dropped off in-person, or scanned and emailed to cityhall@ci.shorewood.mn.us.



CITY OF SHOREWOOD

5755 COUNTRY CLUB ROAD • SHOREWOOD, MINNESOTA 55331 • 952.960.7900

PLANNING AND PROTECTIVE INSPECTIONS

BUILDING PERMIT APPLICATION

PROPERTY

(Please Print or Type)

Address: _____

P.I.N.: _____

OWNER

Name: _____ Day Telephone No.: _____

Address: _____
(Street) (City/State) (Zip code)

Email Address: _____ Fax No.: _____

CONTRACTOR

Name: _____ Day Telephone No.: _____

Address: _____
(Street) (City/State) (Zip code)

Email Address: _____ State Lic. No.: _____

Building use: Residential Non-residential

Original construction before 1978? Yes No Unknown Lead certificate # _____

The undersigned hereby agrees in case such permit is granted that all work shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all applicable ordinances.

Signature of Applicant: _____ Date: _____

To pay online for permits \$400 and less, please call city hall with payment confirmation number, 952.960.7900.

- New construction
- Addition
- Remodel
- Re-roof
- Finish basement
- Garage
- Porch
- Deck
- Demolition of: _____
- Other: _____

Estimated Value: _____

For office use only

Zoning District:
Signed: _____

For office use only	
Permit fee	_____
Plan Check Fee	_____
State Surcharge	_____
MCES S.A.C.	_____
Sewer Permit	_____
Water Permit	_____
Water Connection	_____
Escrow	_____
_____	_____
_____	_____
Total:	_____
Receipt No.	_____
Date:	_____