



**CITY OF WILLMAR
BUILDING PERMIT APPLICATION**

Date: _____

Property Owner Name: _____

Project Address: _____

Phone Number: _____

Contractor: _____ **Contractor License #:** _____

Phone Number: _____

Plumber: _____

Plumber License #: _____ Phone #: _____

Mechanical Contractor: _____

Phone Number: _____

LEAD Certification: Is this home constructed prior to 1/1/1978? Yes No
(If yes, contractor **must** be lead certified)

Name of person(s) with Lead Certification: _____

Certification Number/Expiration date: _____

Project Description: (Provide size and location of proposed project)

Valuation and/or material list: _____ Proposed starting date: _____

Signature _____

Date _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions 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.

NOTE: Construction must not begin prior to issuance of permit or approval of Building Official.

PLAN SUBMITTAL REQUIREMENTS

The following information is required in order for a building permit to be issued for residential or commercial permits:

1. Fully dimensional site plan, drawn to scale (lot size, building size, and setbacks)
*Must show the location, with setbacks, of existing buildings on the property, and the location, with setbacks, of proposed new structure or addition.
2. Two sets of full building plans with cross sectional view and proposed structural elements (headers, joints, ect.)
3. Two copies of energy calculations (applicable for new homes and commercial)
4. Roof and floor truss diagrams or specification

Garage or **sheds** must include 1, 2 and 4 of the above.

Remodeling projects (additions, ect.) must include all the above.



LEAD Requirements – Effective, August 1, 2011

Beginning April 22, 2010, federal law requires that contractors performing renovation, repair and painting projects that disturb more than six square feet of paint in homes, child care facilities, and schools built before 1978 must be certified and trained to follow specific work practices to prevent lead contamination.

For more information: www.epa.gov/lead

REFUND POLICY – Upon receiving a written request for a building permit refund, the City of Willmar will process the refund as follows; the State Surcharge and plan review fees are not applicable for refund. The building permit fee will be refunded to a maximum of 75%. All refunds will be returned by a check.