



City of Rice Application Log

Type of application received:

- _____ Application For Rezoning & Application Fee (Approval/Denial within 60 days)
- _____ Application For Conditional Use & Application Fee
(Approval/Denial within 60 days)
- _____ Application For Variance & Application Fee (Approval/Denial within 60 days)
- _____ Application For Plat & Application Fee (Approval/Denial within 120 days)
- _____ Site Plan Only

Items included with application: _____ Site Plan _____ Plat Map _____ 350' Property Owner Listing

Date application was received: _____ Received By: _____

Application Fee (Amount Received) _____

Signature of Applicant: _____ Date: _____

Date of next Planning Commission Meeting: _____

10-Business Day Date: _____

Date applicant was sent notice that more information was needed: _____

Description of what was missing (attach letter): _____

Date of Council Meeting _____ Date of Public Hearing (if required) _____

60-Day Rule Deadline: _____

If time period is extended, the date that the applicant was notified of extension
(attach letter): _____

Extension deadline: _____

Date application was approved (attach letter): _____

Permit Fee: _____ Date: _____ Check # _____

Date application was denied: _____

Reason for denial (attach letter): _____

Date application was closed: _____



City of Rice
 PO Box 179 205 Main St E
 Rice, MN 56367
 (320) 393-3080 Phone - (320) 393-3180 Fax



Commercial Project Materials Received

Date: _____ Phone Number: _____

Owner: _____ Project Address: _____

Materials Provided

- ___ Commercial Project Procedures
- ___ Section 25 Site Plan
- ___ Building Official Project Worksheet
- ___ Building Permit
- ___ Rice Utility Dept. Project Worksheet
- ___ Application for Site Plan Review
- ___ Electrical Licensing and Inspections Sheet
- ___ MPCA Information
- ___ Knox Box Information and Order Form
- ___ Other: (Specify) _____
- _____

I acknowledge that I have received the above materials.

 Signature Date

Clerks Initials: _____ Date: _____

SECTION 25 SITE PLANS

Subd. 1: SITE PLAN REQUIREMENTS IN RESIDENTIAL DISTRICTS (RR, R-1, R-1A, R-2, R-3, R-5)

Applications for permits to construct a new building, in any residential district, are required to furnish the following:

- A completed Residential Building Permit Checklist including all the materials listed on the checklist.
- A completed Building Permit application form.
- The property owner(s) is/are responsible to know where all easements, (including utilities) and right-of-ways are and clearly identify them on the site plan.
- A Site plan that includes lot size, property markers, location of existing and proposed buildings and/or additions (with dimensions), all lot lines, easements, utilities, right-of-ways, and driveways. Flood plain elevation when required.
- A Certificate of Survey is required on all new home construction (see sample) and structures over 120 sq. feet within 5' of the required setback or easement.
- Two sets of Architect plans that must include floor plan, footings, foundation, wall sections, elevations, slopes, retaining walls, etc.
- A complete Minnesota Energy Code calculation for new home construction.
- A Radon plan for new home construction.

Note: The property owner(s) is/are responsible to know where all easements, including utilities and right-of-ways are and clearly identify them on the site plan.

Subd. 2: SITE PLAN REQUIREMENTS FOR DEVELOPMENT IN ANY COMMERCIAL DISTRICT (B-1, B-2, I-1, I-2, R-D, ADULT USE)

Applications for permits to construct buildings in any Commercial district that increase the "footprint" size are required to furnish the following:

- A completed Commercial Project Materials Checklist including all the materials listed on the checklist.
- A completed Application for a Site Plan Review.
- A completed and approved Building Official Project Worksheet.
- A completed and approved Utility Dept. Project Worksheet.
- Fire Code requirements met.

-One large Civil Engineer plan and (11) eleven 11"x17" plans prepared by a licensed Engineer and drawn to scale. Plans must include property markers, waste disposal, water supply, drainage, ingress/egress, parking, screening, landscaping, distances to surrounding buildings, fire hydrants, neighboring zoning, lot size, proposed building(s)/additions (with dimensions), distance to all lot lines, easements, and right-of-ways. Flood plain elevation when required.

Note: The property owner(s) is/are responsible to know where all easements, including utilities and right-of-ways are and clearly identify them on the site plan.

-The property owner(s) is/are responsible to know where all easements, (including utilities) and right-of-ways are and clearly identify them on the site plan.

-A Certificate of Survey on anything requiring a structural base/footing.

-One large set of architect plans and (11) eleven 11"x17" plans prepared by a licensed Architect and drawn to scale that must include footing/foundation/cross-sections, floor plan, wall sections, truss specifications, elevations/slopes/retaining walls, Radon plan, and proof of compliance with the MN State Energy Code.

-A copy of your current tax value and a copy of the project estimate (Reference Non-Conforming Ordinance) if applicable.

Applicants for permits to construct a building in any Commercial district that has a permanent foundation is required to furnish a site plan to be reviewed and a recommendation made by the Planning Commission prior to getting approval from the governing body and once the applicant received preliminary approval from the Building Official, City Engineer, and Fire Chief.

The City Council may require additional information, corrections, or control deemed necessary for the protection of the public.

The municipality through its governing body hereby adopts all county, state and/or government regulations relative to performance of standards for business or industrial districts as such regulations exist or are enacted or amended in the future.

Certificate of Survey for:

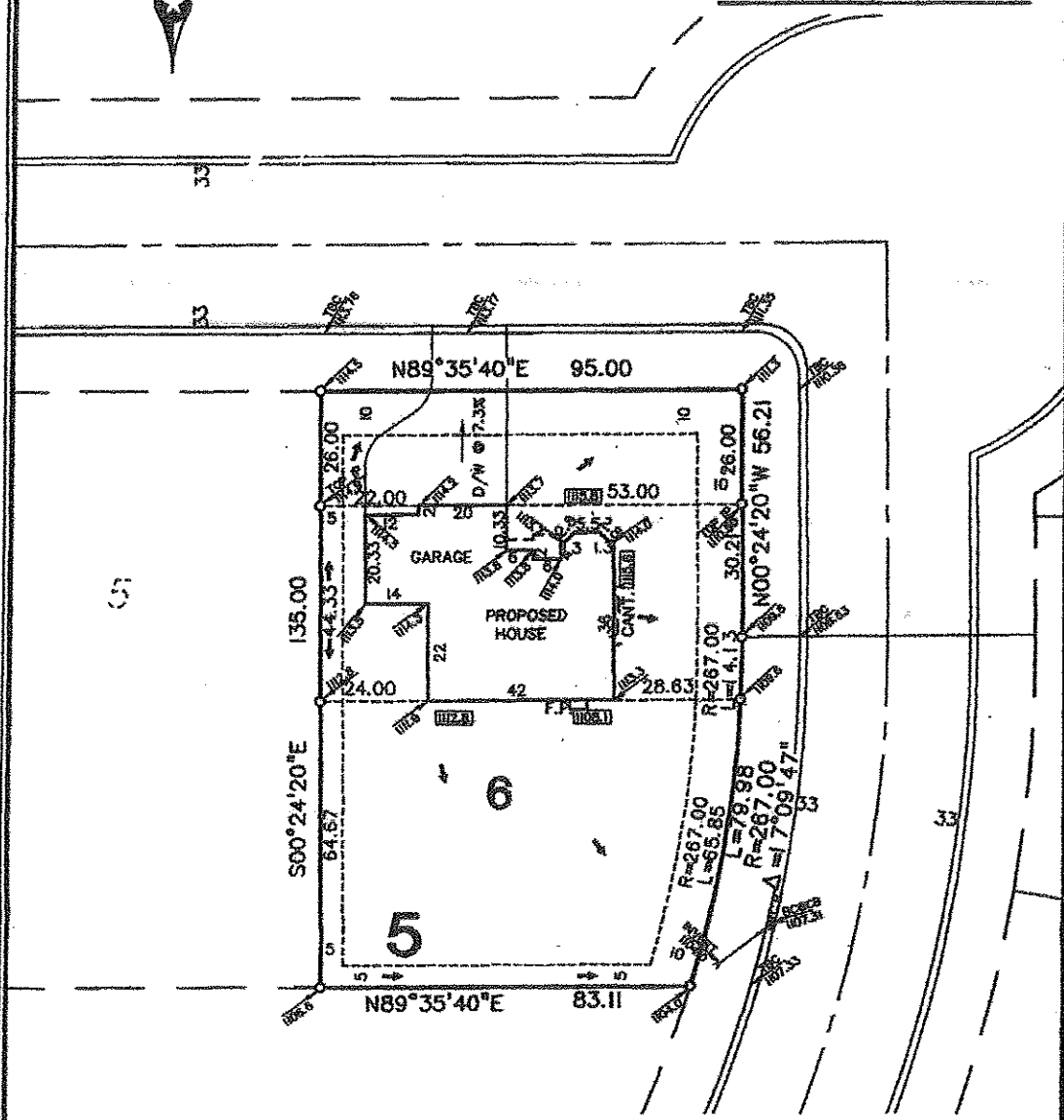
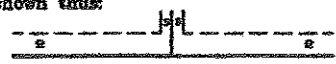
[E] Denotes Existing Elevation
 [P] Denotes Proposed Elevation
 → Denotes Surface Drainage

HOUSE TYPE: SPLIT-ENTRY WALK OUT
 PROPOSED HOUSE ELEVATIONS:
 GARAGE FLOOR ELEVATION = 1116.0
 TOP OF FOUNDATION ELEV = 1116.3
 LOWEST WALKOUT ELEV = 1108.6
 SPLIT WALKOUT ELEVATION = 1113.3

Job # 7888.30-103 Book/Page: 216/51
 Scale: 1"=30' Date: 6/04/02

○ Denotes iron pipe set with a plastic plug stamped HIS 21729.
 ⊙ Denotes iron pipe found.

Drainage and Utility Easements are shown thus:



Sample -

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.

JOHN OLIVER & ASSOCIATES, INC.

Rick M Blom

By: Rick M. Blom, Land Surveyor
 Minnesota Registration No. 21729
 Date: 6/04/02

John Oliver & Associates, Inc.
 Civil Engineering, Land Surveying, Land Planning

530 Dodge Avenue
 Elk River, Minnesota
 763-441-2072 (FAX) 763-441-6865

Offices in: Elk River, Burnsville
 and Brooklyn Center, Minnesota



City of Rice

PO Box 179 205 Main St E Rice, MN 56367
(320) 393-3080 Phone - (320) 393-3180 Fax



Commercial Project Procedures

Step 1. Preparing Your Architect and Engineer Plans: Review the following Ordinances to ensure your plans are properly prepared:

- 1. Section 25 Site Plan Ordinance
- 2. Section 26 Parking & Loading Ordinance
- 3. Chapter XI Water
- 4. Chapter XII Sewer

A total of (4) four large, original, and signed/stamped Civil Engineer and Architect plans will be necessary for Step 2.

Step. 2 Having Your Preliminary Engineer Plans Reviewed: Once your plans are ready, contact Nancy Scott to set-up a time to submit your plans. Four large, original and signed/stamped set of Engineer & Architect plans (including a Certificate of Survey) should be submitted for the following to review:

- ___ Building Official, along with a Building Official Project Worksheet
- ___ Fire Chief
- ___ City Engineer

Once you have received approval from the Building Official, Fire Chief, and Engineer, you can proceed to Step 3.

Step 3. Having Your Plans Approved By The Planning Commission/City Council: Submit an updated large, original and signed/stamped set of Engineer plans and (12) twelve 11"x17" sets along with the following materials to the Planning Commission Secretary:

- ___ E-Mail an electronic file of all the plans to riceclerk@bctelco.net
- ___ Approved Building Official Project Worksheet
- ___ Completed City Engineer Review Report
- ___ Approved Fire Chief Worksheet
- ___ Application For A Site Plan Review

Once all the materials are received a meeting will be scheduled for the Planning Commission. Materials should be received two Wednesdays prior to the meeting which is held on the last Monday of the month.

Date of Planning Commission Meeting: _____
Property Owner must attend the Planning Commission meeting.

Date of Public Hearing: _____ Date of City Council Meeting: _____



Building Official Commercial Project Worksheet



Contractor: _____ Owner/Developer: _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

Contact Person: _____ Contact Person: _____

Architect: _____ Engineer: _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

Project Address: _____

Project Legal Description: _____

Easement? ___ Yes ___ No **Wetland?** ___ Yes ___ No **Variance?** ___ Yes ___ No

NOTE: The property owner(s) is/are responsible to know where all easements, including utilities and right-of-ways, are and clearly identify them on the site plan.

Zoning Classification: _____

Project Description: _____

Occupancy Classification: _____ Type of Construction: _____

Number of Stories: _____ Height: _____ Misc: _____

Fire Suppression System (Sprinklered): ___ Yes ___ No

Allowable Area: _____ Area Increases: _____

Actual Area: _____ Total Sq. Footage: _____

Parking Requirements: _____

Required Setbacks: ___ Front ___ Rear ___ Side ___ Side

Actual Setbacks: ___ Front ___ Rear ___ Side ___ Side

Building Official Preliminary Approval: _____ Date: _____

Notes: _____

Submitting Materials To The Planning Commission Secretary

Prior to a building permit being issued, in any commercial district, the following materials must be submitted to the Planning Commission for a recommendation to the City Council:

- ___ A completed Application for Site Plan Review.
- ___ A completed & approved Building Official Project worksheet.
- ___ A completed Public Works Project Worksheet (completed by City Engineer).
- ___ Fire Codes requirements met (Fire Chief will provide written approval).
- ___ Civil Engineer plans prepared by a licensed Engineer and drawn to scale.
(See Section 25 Site Plans for details).
- ___ Architect plans prepared by a licensed Architect and drawn to scale.
(See Section 25 Site Plans for details).
- ___ A copy of your current tax value and a copy of the project estimate.
(Reference Non-Conforming Ordinance).
- ___ A copy of the Plat (www.co.benton.mn.us/recorder/plats.asp).

The applicant shall submit all the above materials to the Planning Commission Secretary two Wednesdays before a meeting which will be on the last Monday of the month. Once approval is received from the Planning Commission, a recommendation will be made to the Council for approval. In any event, no building permit shall be issued for any construction in a commercial district until authorized by a majority vote of the governing body.

Date materials were received: _____ Received by: _____

Notes: _____

CITY OF RICE

Application Fee: \$ _____

APPLICATION FOR A SITE PLAN REVIEW

Property Address: _____ Current Zoning: _____

APPLICANT INFORMATION:

Name(s): _____

Address, City, State, and Zip Code: _____

Phone Number(s): _____ E-mail Address: _____

PROPERTY OWNER INFORMATION (If Different from Applicant):

Name(s): _____

Address, City, State, and Zip Code: _____

Phone Number(s): _____ E-mail Address: _____

Application Submission Requirements –

Site Plan–

- One original and 12 full-size copies of the site plan (11" x 17"). Refer to Section 25 Site (Plot) Plan for Site (plot) Plan requirements.
- Completed application and receipt of the application fee.

Estimated Start Date _____ Estimated Completion Date _____

Name(s) and Address(es) of Contractor:

Description of proposed work: _____

Applicant Signature(s) _____ Print Name _____ Date _____

Applicant Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

STAFF USE ONLY:

Application Fee Received by _____ Date Received _____



Date Received Plans For Review: _____

City Engineer Project Worksheet

____ New Construction ____ Expansion

Commerical Project Address _____

Zoning Classification _____

Current Hook-Ups:

____ Property is hooked up to City Water.

____ Property is hooked up to City Sewer.

____ Property is not hooked up to City Water.

____ The property is not located adjacent to a public street, alley or right-of-way in which a public hookup is located. Distance to the closest hookup _____.

____ The property is located adjacent to a public street, alley or right-of-way in which a public hookup is located. Distance to the closest hookup _____.

____ Property is not hooked up to City Sewer.

____ The property is not located adjacent to a public street, alley or right-of-way in which a public hookup is located. Distance to the closest hookup _____.

____ The property is located adjacent to a public street, alley or right-of-way in which a public hookup is located. Distance to the closest hookup _____.

Notes/Special Requirements: _____

Once the Rice Utility Dept. has completed this form, the plans will be sent to the City Engineer for review.

City Engineer Signature

Date



Notice concerning ELECTRICAL WIRING and INSPECTIONS

Counties of Benton & Mille Lacs _ Electrical Inspector Tim Emery _ Phone (320) 692-4104
Office Hours 7:00 AM to 8:30 AM Monday through Friday

It is the responsibility of the person filing the *Request for Inspection* to call for all required inspections.

Building Permits do not include electrical wiring. A separate *Request for Inspection* must be filed with the Dept. of Labor & Industry, at or before commencement of any electrical wiring that is required by law to be inspected. An owner who wishes to do his own electrical wiring may obtain a *Request for Inspection* form by sending one dollar (\$1.00) with a request for such form to the MN Dept. of Labor & Industry, Electrical Lic. & Inspection, 443 Lafayette Rd. N., St. Paul, MN 55155-4342

LIMITATIONS ON WIRING BY HOMEOWNERS

Minnesota Statute § 326.01, Subd. 6e. Definition of Owner. An owner is a natural person who physically performs electrical work on premises the person owns and actually occupies as a residence or owns and will occupy as a residence upon completion of construction.

A *Request for Inspection* is an affidavit, filed by the owner, that he is physically going to perform all of the electrical work and that the person owns and occupies his residence or owns and will occupy his residence upon completion of construction. **An owner may not install electrical wiring on property that is rented, leased, or occupied by others.** All wiring in mobile home parks must be performed by licensed electrical contractors. Persons other than the owner performing electrical work under the *Request for Inspection* signed by the owner, and persons who file fraudulent *Request for Inspection* forms, will be prosecuted.

The inspection fee, to be filed with the *Request for Inspection* form, is determined as follows:

Each Service/ Supply to a structure	0-400 amp capacity.....	\$ 25.00
	401-800 amp capacity	50.00
	Above 800 amp capacity	75.00
Each Circuit, Feeder, or Tap	0-200 amp capacity	5.00
	Above 200 amp capacity	10.00
Each bonding inspection of a swimming pool or equipotential plane		20.00
Maximum Fee: Dwelling	0-500 amp service (max. 2 inspections)	80.00
Minimum Fee: Per inspection trip		20.00

For dwelling services exceeding 500 amps the maximum limitation does not apply. When reinspection or additional inspections are necessary to determine that unsafe conditions have been corrected, a reinspection fee of \$20 may be assessed in writing by the inspector. Request for Inspection certificates on installations with inspection fees of \$250 or less are void 12 months from the original filing date. Upon expiration, a new Request for Inspection must be filed on all unfinished work. MN Rules 3800.3780.

All lighting fixtures, electrical equipment and material, devices, and appliances must be Listed and Labeled by a Nationally Recognized Testing Laboratory; for U.L., E.T.L., C.S.A., etc... *MN Rules 3800.3620.*

- NOTE! 1.)** All concrete floor areas used for livestock, are required to contain metal mesh or bars, which must be bonded to the grounding electrode system of the structure and require rough-in inspections before covering.
- 2.)** Re-bar in the footings of any building, must be bonded to the electrical system of that building.
- 3.)** Within 3 ft. of an in-ground pool, the concrete deck must contain metal mesh or bars, which must be bonded, and inspected before covering.

CALL THE ELECTRICAL INSPECTOR BEFORE POURING CONCRETE.

A rough-in inspection must be done before any wiring is covered by insulation, sheetrock, paneling, etc. Where wiring is concealed before inspection, the person responsible for concealing the wiring shall be responsible for all costs resulting from uncovering and replacing the covering material. *MN Rules 3800.3770.*

Underground wiring must be inspected before the trench is back-filled.

All wire splices must be made in electrical boxes. Do not conceal junction boxes in walls, ceilings, or nonaccessible attics and under-floor areas. The volume of boxes must be sufficient for the number of conductors, devices, and cable clamps contained in the box. Nonmetallic boxes are marked with the cubic inch capacity. If a single-gang box is too small, use a 4x4 inch square box. Use a plaster ring to convert this box to the proper size opening for fixtures, switches, and receptacles. The following information may be used to calculate the required volume for boxes:

	<u>With #14 wire</u>	<u>With #12 wire</u>
For each separate insulated wire	2 cu in	2.25 cu in
All ground wires combined	2 cu in	2.25 cu in
For each device (switch or receptacle)	4 cu in	4.50 cu in
All internal cable clamps combined	2 cu in	2.25 cu in
<i>Example:</i> 2-gang switch box with four "14-2 with ground" cables in the box.	8 insulated wires	16 cu in
	All ground wires	2 cu in
	Two switches	8 cu in
	All internal cable clamps	<u>2 cu in</u>
	Total	28 cu in [minimum box size required]

In all boxes there must be a minimum wire length of six inches. The outer cable jacket must extend into the box a minimum of ¼ inch. In device boxes with more than one ground wire in the box, the ground wire must be spliced with a "wire tail" or "pig tail" to be attached to the receptacle or switch grounding terminal screw as only one wire is permitted under a terminal screw. All splices, including ground wires, must be spliced with an approved splice cap or "wire nut". All metal boxes and metal plaster rings must be grounded.

All ground wires and other wires in boxes must be spliced for the rough-in inspection.

NM Cable Installation:

Type NM cable (nonmetallic cable) must be strapped at intervals not exceeding 4½ feet, within 8 inches of nonmetallic boxes, and within 12 inches of metal boxes. To properly strap cables next to boxes it is important to bore holes in framing members at least 10 to 12 inches away from the box. Nonmetallic cable must not be installed closer than 1¼ inches from the face of the framing member to prevent damage from screws and nails. This applies to cables installed through bored holes, cables strapped to the side of a framing member, and to shallow grooves in rigid polystyrene insulation. Cables closer than 1¼ inches must be protected with metal plates or metal sleeves. Where more than three NM cables containing two or more current-carrying conductors [14 or 12 AWG], are bundled together and pass through wood framing that is to be fire- or draft-stopped using thermal insulation or sealing foam, the allowable ampacity of each conductor must be adjusted downward.

Receptacle Placement:

Generally, receptacles in habitable rooms shall be installed so that no point along the floor line in any wall space is more than 6 ft. from an outlet in that space. Generally at kitchen countertops, receptacle outlets shall be installed so that no point along the wall line is more than 24 inches from a receptacle outlet in that space. In bathrooms, a receptacle must be within 3 ft. of the basin.

Outlet boxes must not be used as the sole support of ceiling paddle fans unless the box is approved and labeled for such use. Recessed lighting fixtures installed in insulated ceilings must be labeled as Type IC (insulation contact) and are required by the Energy Code to be air-tight. Light fixtures in bathtub & shower areas must be listed for damp or wet locations, depending on use.

Circuits Required: Minimum 20 amp circuits: two (2) circuits required for kitchen countertop receptacles; one (1) circuit for bathroom receptacles; one (1) circuit for laundry receptacles. Also one, circuit (15-20 amp) dedicated to the central heating unit.

Ground-fault circuit-interrupter (GFCI) protection must be provided for all receptacle outlets; in bathrooms, garages, grade-level portions of accessory buildings, crawl spaces, unfinished basements, at kitchen countertops, outdoors, and receptacles within 6 ft. of any sink. In addition, any 120v, 15-20 amp outlet for a boat hoist must be GFCI protected.

Arc-fault circuit-interrupter [AFCI] protection must be provided for all [120v, 15-20 amp] outlets in bedrooms [including the smoke alarm outlet, and lighting outlets].

WET LOCATION receptacles require covers that provide protection [weatherproof] even with an appliance cord plugged-in.

Fill out the circuit directory, on the electrical panel, to specifically identify each circuit or feeder originating from the panel.

A final electrical inspection is required when all wiring has been completed and all devices, fixtures, appliances, and equipment have been installed, and the electrical system is energized and has been tested.

General Commercial Requirements Reference

This information is provided as a quick reference.

Be sure to review the entire ordinance for specific guidelines.

Section 26 Parking and Loading Requirements

- All parking and loading areas shall provide for proper drainage.
- If lighting is used it shall be directed away from adjacent residential property.
- All high traffic areas shall have a hard surface.
- No entrance to or exit from a parking area shall be more than 24 feet in width and under no circumstances will off street parking areas be designed so that vehicles must back into the street or public way.
- You must meet the required number of parking spaces.

Section 27 Signs

- No person shall erect, repair, alter, relocate, or maintain within the city any sign as defined in the Section 27 ordinance without first obtaining a permit from the designated building official.

Section 6A Non-Conforming Uses/Structures

- If you have a non-conforming structure and you apply for a Building permit, you may be required to correct your non-conformities.
- A non-conforming land use may not be enlarged or increased to occupy a greater area of land.
- A non-conforming use of a building or premises which has been abandoned for a period of more than twelve (12) months must not be returned to the non-conforming use.

Ordinance XI/XII Water/Wastewater Hookup

- If you apply for a Building permit and you have not previously hooked up to City Water/Sewer and City Water/Sewer hookup is available, you will be required to hookup prior to construction.

Wac/Sac Fees:	Water \$2000.00
	Sewer \$3100.00
	Meter \$225.00

**All ordinances can be found in their entirety at
www.cityofrice.com.**

**ANY PROJECT WITHIN THE
CITY OF RICE WHICH DISTURBS
MORE THAN ONE (1) ACRE OF
PROPERTY REQUIRES A NPDES
PERMIT FROM THE MPCA!**

THE CITY OF RICE

(NATIONAL POLLUTION DISCHARGE ELLIMINATION SYSTEM)

(MINNESOTA POLLUTION CONTROL AGENCY)



**Project disturbing
one acre or more?**

**DON'T
Forget**

**Get your
construction stormwater
permit from the MPCA
before construction begins**

**Help protect
Minnesota's
water resources**



Minnesota Pollution Control Agency

www.pca.state.mn.us/water/stormwater/stormwater-c.html
Customer Assistance Center - Voice 651-297-8274 or 800-648-8247
TTY: 651-292-5332 or 800-657-8864