

**CITY OF LONG PRAIRIE  
BUILDING/MECHANICAL PERMIT APPLICATION**

**APPLICANT INFORMATION**

Applicant's Name		Street Address	City/State/Zip Code
Day Phone	Cell Phone	Street Address of Property For Which Permit is Requested	
General Contractor		Contractor's License Number	

**PROJECT INFORMATION**

Residential		Commercial	
Type of Construction	Type of Mechanical Project	Type of Construction	Type of Mechanical Project
<input type="checkbox"/> Door(s)	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Door(s)	<input type="checkbox"/> Air Conditioner
<input type="checkbox"/> Siding	<input type="checkbox"/> Furnace	<input type="checkbox"/> Siding	<input type="checkbox"/> Furnace
<input type="checkbox"/> Window(s)	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Window(s)	<input type="checkbox"/> Water Heater
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other (specify) _____
_____	_____	_____	_____

Give a detailed description of what the proposed structure will be used for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting and ending construction dates - starting \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ ending \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**TOTAL PROJECT COST**      \$ \_\_\_\_\_

I hereby certify with my signature that all data on my application forms, plans and specifications are true and correct to the best of my knowledge. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. I have identified all property boundaries, easements, flood zones and /or wetlands existing on the property on my site plan and application.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**ADMINISTRATIVE DATA SUMMARY  
(For Office Use Only)**

Itemization of fees:			
General Application	_____	Approved: _____	_____/_____/_____
Plan Review	_____	Planning & Zoning	Date
State Surcharge (.0005)	_____		
Other	_____		
Total Fee =	_____	Approved: _____	_____/_____/_____
		Building Inspector	Date

## PROPERTY DISCLAIMER

The undersigned is the owner of record and/or agent for the owner of record of the property located within the City of Long Prairie, Todd County, Minnesota, whose address is: \_\_\_\_\_; that as part of the process of obtaining a building/zoning permit, the undersigned certifies that all of the information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, easements and/or wetlands existing on the subject property and has identified them on his/her site plan and application.

The undersigned further agrees the City of Long Prairie, and its administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Long Prairie, and its employees harmless from all liability arising from the granting of this permit.

\_\_\_\_\_  
Signature of Property Owner/Agent of Record

\_\_\_\_\_  
Date

## RESIDENTIAL CONSTRUCTION ONLY

### LICENSED CONTRACTOR DISCLAIMER

I understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at \_\_\_\_\_, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting; remodeling, and/or roofing activity is a misdemeanor under Minn. State. 326.92, subd. 1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the state building code and/or city ordinance in connection with the work performed on this property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date