



# CASS COUNTY ENVIRONMENTAL SERVICES COMMERCIAL BUILDING AND COMMERCIAL SEWAGE TREATMENT SYSTEM PERMIT APPLICATION

Please download document to your computer and use adobe reader to get full functionality of the PDF

- Pages 1 through 3 must be completed and submitted before this application will be processed.**
- Construction Permits are valid for two (2) years and Subsurface Sewage Treatment System Permits are valid for one (1) year unless combined with an escrow in which case the permit is valid for one (1) year from the date of issuance.
- All corners of the proposed structure(s) are required to be staked with visible flags, ribbon, or lathes prior to any building permit approval. I agree to have flags, ribbons, or lathes in place for inspection by: \_\_\_\_\_  
(DATE)
- It shall be a violation of the Cass County Land Use Ordinance to commence construction before the permit application is signed and approved by an ESD Inspector.
- PERMITS ISSUED FOR ANY CONSTRUCTION OR ADDITION TO A STRUCTURE WITH PRESSURIZED PLUMBING REQUIRE A CERTIFICATE OF COMPLIANCE OR COMPLIANCE INSPECTION.**  
Enter date of Certificate of Compliance: \_\_\_\_\_ Enter date of Compliance Inspection: \_\_\_\_\_  
(if less than 5 years for new system) (if less than 3 years on existing system)
- Construction and Demolition Debris **MUST NOT** be buried or burned. Indicate how and where the material will be disposed of \_\_\_\_\_.
- The applicant or agent hereby makes application for a land use permit agreeing to do all such work in accordance with all Cass County Ordinances. Applicant or agent agrees that application, site plan, and other attachments submitted herewith and which are approved by the ESD Official are true and accurate. Applicant or agent agrees that, in making application for a land use permit, applicant grants permission to Cass County, at reasonable times to enter applicant's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. It is the applicant's sole responsibility to contact any other federal, state, or local agencies to ensure applicant has complied with all relevant Municipal, State, Federal or other applicable laws.
- This permit may be suspended at any time upon violation of any ordinance or if the information provided in this application is found to be misleading or inaccurate.**
- I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

- Application submitted must include the following:
  - Property owner signature on all forms.
  - Property Owner or Contactor's phone number.
  - Lake or Stream name, if applicable.
  - Total Square Footage of proposed structure(s) along with the total height.
  - Property sketch including all setback and dimensions (roads, lake, property lines).  
*All information needs to be submitted in order for application to be processed.*
- When you have completed the application and all accompanying plans, email, mail, or deliver it in person to the Environmental Services Department, Cass County Courthouse, PO Box 3000, Walker, MN 56484.

Fees due must accompany each application. Make check payable to the "Cass County Treasurer".  
Online payment options are available at [http://www.co.cass.mn.us/services/application\\_permit\\_forms/index.php](http://www.co.cass.mn.us/services/application_permit_forms/index.php)

Cass County Environmental Services Department PO Box 3000 Walker, MN 56484  
**Phone:** (218) 547-7241 **Fax:** (218) 547-7429 **Email:** [cass.esd@co.cass.mn.us](mailto:cass.esd@co.cass.mn.us) **Website:** [www.co.cass.mn.us](http://www.co.cass.mn.us)

# Commercial Building and Sewage Treatment System Permit Application

Parcel ID # \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Time Phone # \_\_\_\_\_

Bldg Contractor Name: \_\_\_\_\_

Contractor Phone # \_\_\_\_\_

E-911 Address: \_\_\_\_\_

Township Name: \_\_\_\_\_

Section: \_\_\_\_\_ Twp: \_\_\_\_\_ Range: \_\_\_\_\_

Acres \_\_\_\_\_

Lake/Stream Name \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature                      Date

\_\_\_\_\_  
Applicant Signature                              Date

**E-911 Address**                                      Fee \$ 55.00  
*Indicate driveway location on sketch*

**Commercial Structure or Addition to Commercial Structure**      Fee \$ \_\_\_\_\_  
*fee schedule below*  
Total Square Foot: \_\_\_\_\_ sq. ft.  
Height to Peak: \_\_\_\_\_ ft.                      Resort

**RV Sites or Camping Cabins**                      Fee \$ \_\_\_\_\_  
Number of sites or Camping Cabins: \_\_\_\_\_  
*First Site \$190 --- Additional Sites \$80 each*

**Commercial Sanitary System:**                      Fee \$ \_\_\_\_\_  
*fee schedule below*  
 New Septic System                       Alteration  
Design Flow: \_\_\_\_\_ Gallons Per Day:  
Septic System Installer/License #: \_\_\_\_\_

**Decks**    Fee \$ \_\_\_\_\_  
Number of decks: \_\_\_\_\_  
*First Deck \$80 --- Additional Decks \$40 each*

**Boundary Fences**                                      Fee \$ 85.00  
Height: \_\_\_\_\_                      Setback to Property Line: \_\_\_\_\_

**Advertising Signs**                                      Fee \$100.00  
Class:  A     B  
Height: \_\_\_\_\_                      Setback to Property Line: \_\_\_\_\_

**Communication Tower**                              Fee \$630.00  
Height: \_\_\_\_\_                      CUP Approval Date: \_\_\_\_\_

Commercial Structure or Addition to Commercial Structure

Using footprint of the structure:

<501 Sq Ft -----	\$300
501 - 1500 Sq Ft-----	\$325
1501 - 2500 Sq Ft-----	\$460
>2500 Sq Ft-----	\$545

*Resort Structure or Addition to a structure in a Resort: \$0.25 per sq foot  
Minimum: of \$150.00 - Maximum: \$1500.00*

Commercial Sewage System\*

Alteration-----	\$300
Flow <1000 GPD-----	\$400
1001 - 2500 GPD-----	\$600
2501 - 5000 GPD-----	\$700
5001- 9999 GPD-----	\$900

*\*includes a \$50 surcharge to cover the costs of a final inspection*

**OFFICE USE ONLY**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check # \_\_\_\_\_

Property Zoning: \_\_\_\_\_

Structure Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_

SSTS Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

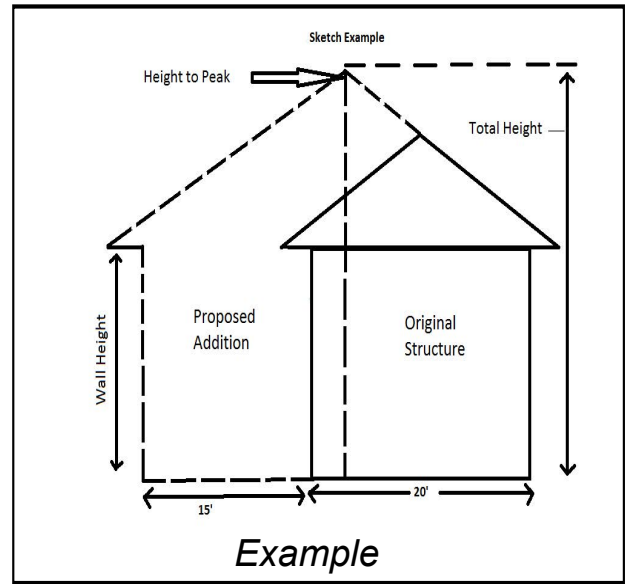
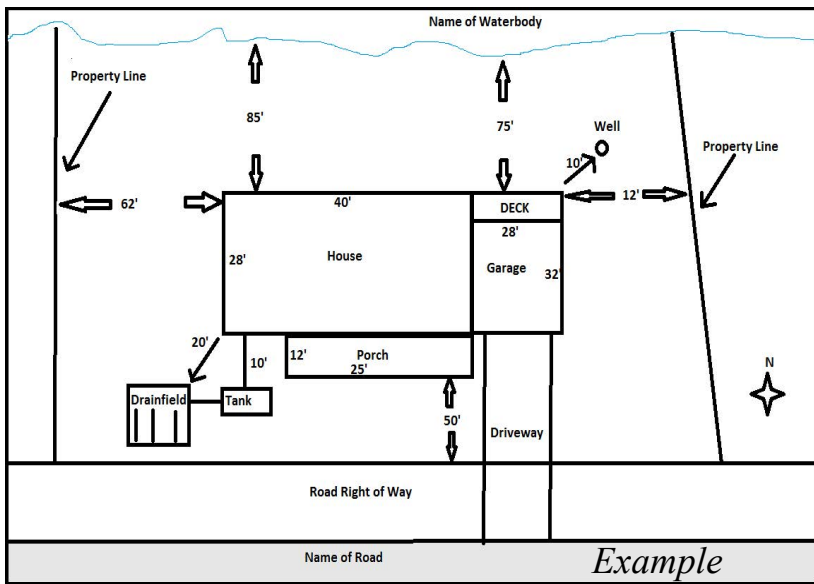
# SITE PLAN



*Click in the sketch area below to import an existing sketch (PDF or JPG format).*

*Sketch must follow examples below*

*All work including earthmoving activities conducted within the Shoreland Impact Zone or the Shoreland Recreational Use Area **requires** a permit. **All** structures existing and proposed must be identified on your site sketch above or attached to your application. Sketches must include **all** dimensions (including height) of the buildings as well as setbacks to property lines, roadways, waterbodies, bluffs, SSTs and other relevant measurements.*



Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

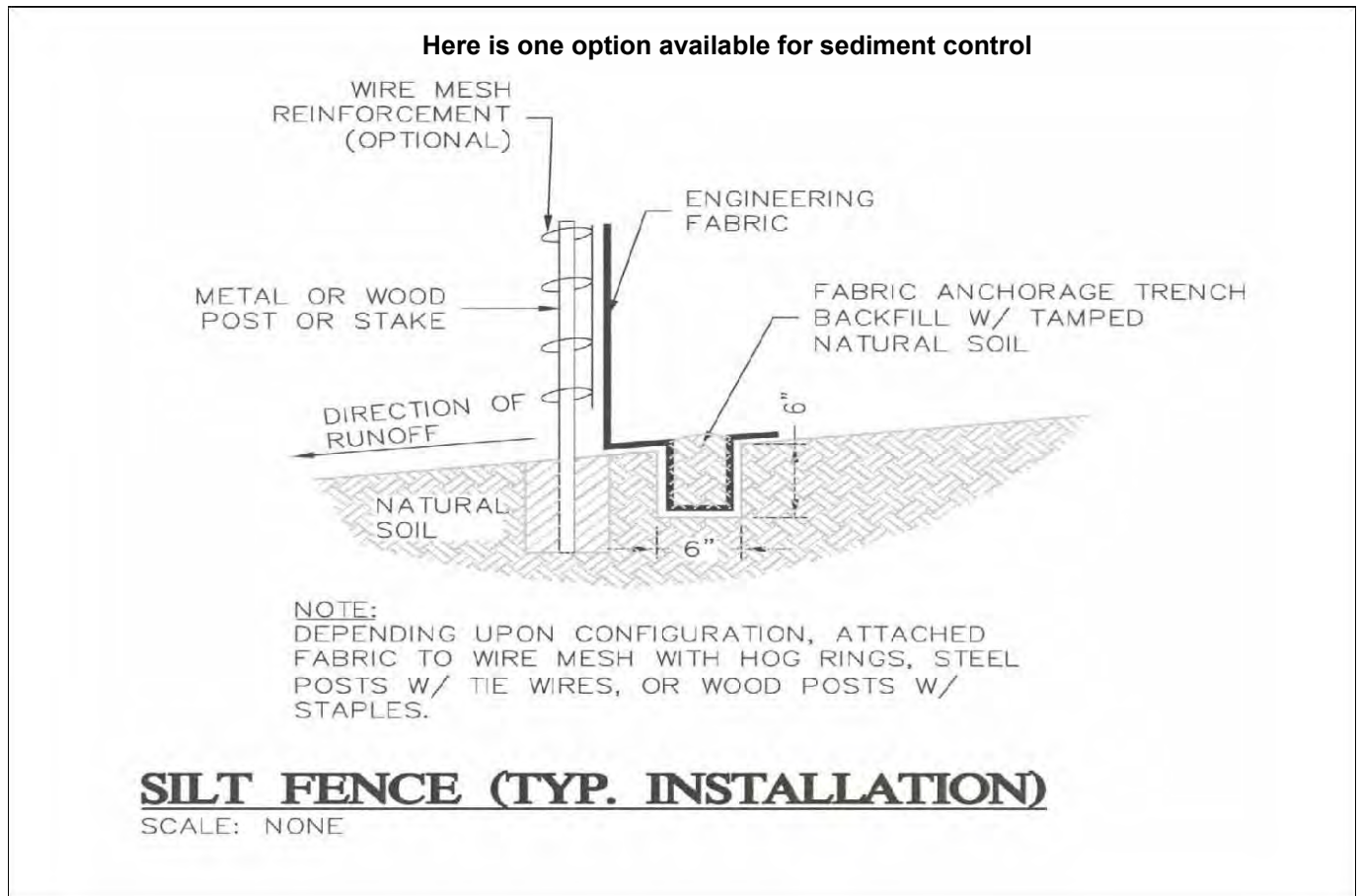
*I hereby swear that the information provided in this sketch is true, accurate, and complete.*

## **ATTENTION PERMIT APPLICANTS**

The Cass County Land Use Ordinance requires that any permit which involves the movement of fill material or excavation have sediment and erosion control measures be in place before construction begins and maintained until after construction is completed. Seeding and mulch must be applied within 14 days of completion of construction.

**Any project which disturbs more than one acre also requires an MPCA Stormwater Permit.**

**Failure to maintain sediment and erosion control measures may result in a cease and desist order on the project, assessment of an administrative fee, and an approved sediment and erosion control plan before work may resume.**



Please contact our office for recommendations on erosion control, sediment control, seeding, and mulch for your project:

Cass County Environmental Services Department PO  
Box 3000  
Walker, MN. 56484  
218-547-7241  
Email: [cass.esd@co.cass.mn.us](mailto:cass.esd@co.cass.mn.us)  
Website: [www.co.cass.mn.us](http://www.co.cass.mn.us)

*Personal (default) email account is required for form submission.  
If you experience technical difficulties please print and mail/drop-off form.*