



CASS COUNTY ENVIRONMENTAL SERVICES RESIDENTIAL BUILDING AND INDIVIDUAL SEWAGE TREATMENT SYSTEM PERMIT APPLICATION

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- Pages 1 through 3 must be completed and submitted before this application will be processed.**
- Construction Permits are valid for two (2) years and Individual Sewage Treatment System Permits are valid for one (1) year (whether there is an escrow or not) 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

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 **Website:** www.co.cass.mn.us

Residential Building and Individual Sewage Treatment System Permit Application (Use Black or Blue Ink Only)

Parcel ID # _____

Applicant Name: _____

Property Owner: _____

Mailing Address: _____

City, State, Zip: _____

Day Time Phone # _____

Bldg Contractor Name/License # _____

Contractor Phone # _____

SSTS Installer/License # _____

Property Address: _____

TWP: _____ RNG: _____ SEC: _____

Twp Name: _____ Acres: _____

Impervious Surface in Square Feet: _____

Lake/Stream Name: _____ Class: _____

Applicant Signature **Date**

Property Owner Signature **Date**

OFFICE USE ONLY

Received by _____ Date _____

Total Fees Paid: _____

Receipt #: _____ Check #: _____

Zoning: _____

Structure Approval: _____

Date: _____

SSTS Approval: _____

Date: _____

Date Mailed: _____

Comments: _____

E-911 Address: Fee \$ 55
Indicate driveway location on sketch

Residential Structure: Fee \$ _____
New Home, Attached Garage, Deck:
(Decks not included in sq ftg.)
(Fees \$0.25 per sq ft / min. \$100.00)
 Total Square Foot: _____ x .25 = \$ _____
 Height to Peak: _____ ft.
 Mobile Home: Yes / No RV: Yes / No
 Total # of Bedrooms _____

Addition to Residential Structures: Fee \$ _____
(Fees \$0.35 per sq ft / min. \$85.00)
 Total Square Foot: _____ x .35 = \$ _____
 Height to Peak: _____
 Bedroom Addition: Yes / No Total # of Bedrooms: _____

Accessory Structures: Fee \$ _____

(Fees \$0.20 per sq ft / min. \$85.00, max. \$500.00)

 Total Square Foot _____ x .20 = \$ _____
 Height to Peak: _____
 Building Type: Garage Pole Bldg Gazebo
 Other: _____

Change of Use: Fee \$ 50
 Residential to Accessory/Accessory to Residential

Sanitary System: Fee \$ _____
 Septic System **\$300** Drainfield Only **\$200**
 Tank Only **\$200** Privy (Outhouse) **\$150**
 Winter Agreement Flow GPD: _____
 Community Sewage System
see fee schedule for amount

Decks: Fee \$ 85

Boundary Fences Fee \$ 85

 Height: _____ Setback to Public Water: _____

Approved permit may differ from the original application

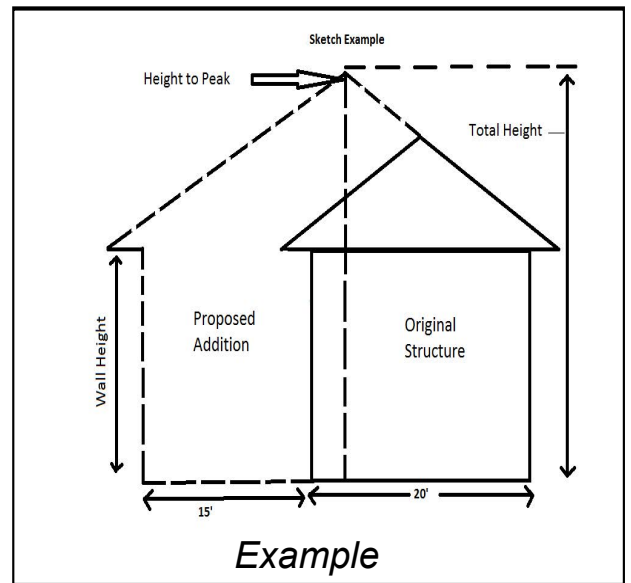
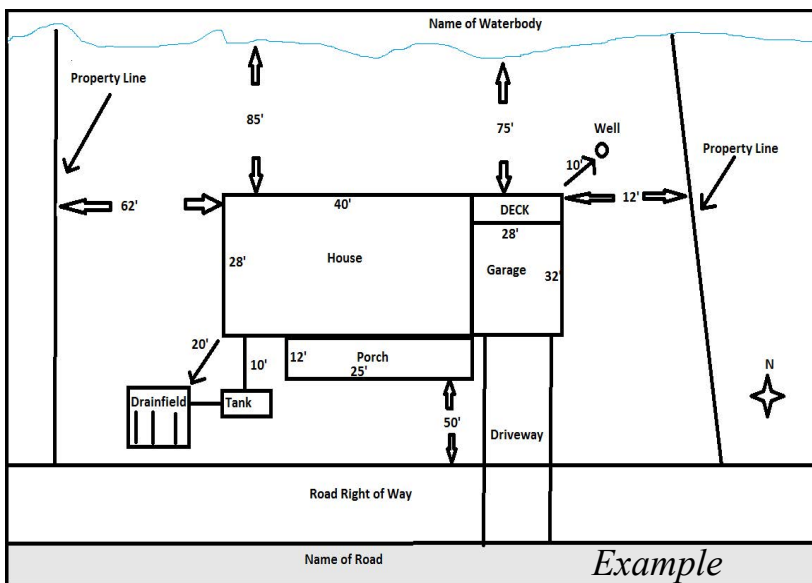
SITE PLAN



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

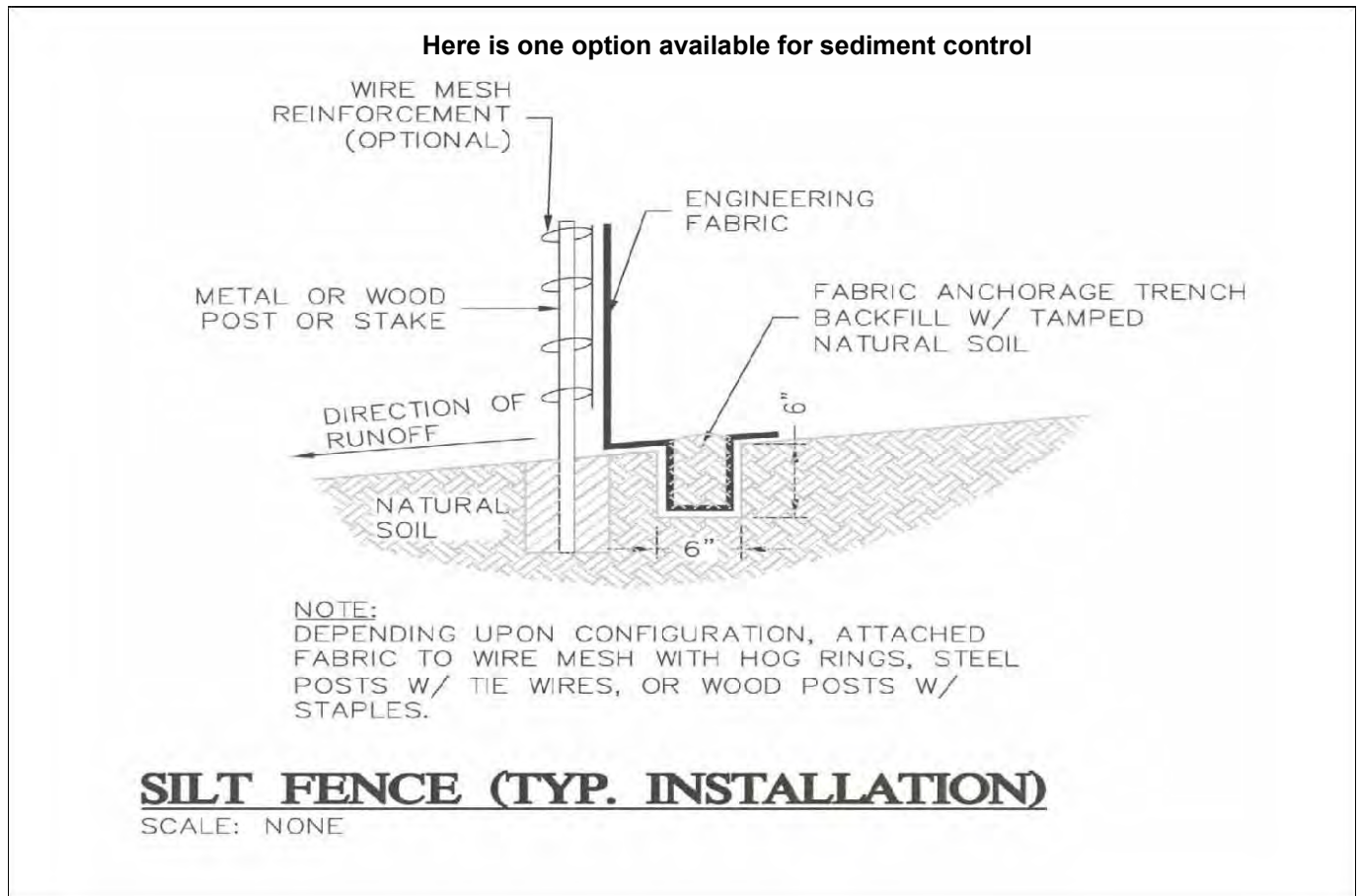
I hereby swear that the information provided in this sketch is true, accurate, and complete.

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
Website: 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.*