



Window & Door Installation Permit Application

City of Brainerd

501 Laurel Street ♦ Brainerd, MN 56401 ♦ 218.828.2309 ♦ 218.828.2316 (fax)

www.ci.brainerd.mn.us

SITE ADDRESS			NO. OF WINDOW AND DOOR UNITS		PROJECT VALUATION
OWNER'S NAME			CONTRACTOR'S BUSINESS NAME		
OWNER'S ADDRESS			CONTRACTOR'S BUSINESS ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
OWNER'S PHONE NUMBER	OWNER'S EMAIL		BUSINESS PHONE	BUSINESS FAX	
DATE OF STRUCTURE (year built)			STATE LICENSE NO.		CITY LICENSE NO.
CONTRACTORS MUST HAVE A STATE RESIDENTIAL BUILDING OR REMODELER'S LICENSE FOR WORK ON RESIDENTIAL BUILDINGS OR A CITY CONTRACTOR'S LICENSE FOR COMMERCIAL WORK.			LEAD RENOVATOR CERTIFICATION NO. (see last page for RRP Rule)		
			CONTRACTOR'S EMAIL ADDRESS		

TYPE OF WINDOW AND/OR DOOR INSTALLATION

<input type="checkbox"/> Overhead Door Installation (replacement door only)	<input type="checkbox"/> New Window/Door & Frame on/in Existing Opening	<input type="checkbox"/> New Window/Door in New Framed Opening	<input type="checkbox"/> Basement Emergency Escape & Rescue Opening
1. Replacement door or new Installation? If new, provide header size and location of the door on the floor plan provided on the back. 2. Provide Manufacturer's Installation Instructions (or MII) 3. Provide wind load specification.	1. Provide floor plan on reverse side. 2. Provide MII window/door. 3. Provide housewrap MII.	1. Provide floor plan on reverse side. 2. Provide MII window/door. 3. Provide housewrap MII. 4. Provide pan flashing when MII is not available. 5. Provide header sizing and tributary loading.	1. Provide window sizes. 2. Provide floor plan on reverse side. 3. Provide MII window/door. 4. Provide housewrap MII. 5. Provide pan flashing when MII is not available. 6. Provide header sizing and tributary loading. 7. Provide opening height above floor. 8. Provide window well dimensions, width _____, length _____, depth _____. Ladder is required when more than 44" in depth. (see information sheet for details).
Smoke Alarms – See Minnesota Building Code Section R314 for specific code requirements. Interconnection and hardwiring of smoke alarms in existing areas shall not be required to be hard-wired where the alterations or repair do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which could provide access for hard wiring without the removal of interior finishes. Carbon Monoxide Alarms – MSBC R315, all single family homes shall be equipped with an approved carbon monoxide alarm meeting U/L specifications.		Note: Application submittal must be reviewed by the Plans Examiner for projects in this category as well as basement emergency escape & rescue opening. → Allow 1-3 days for plan review.	

Certification

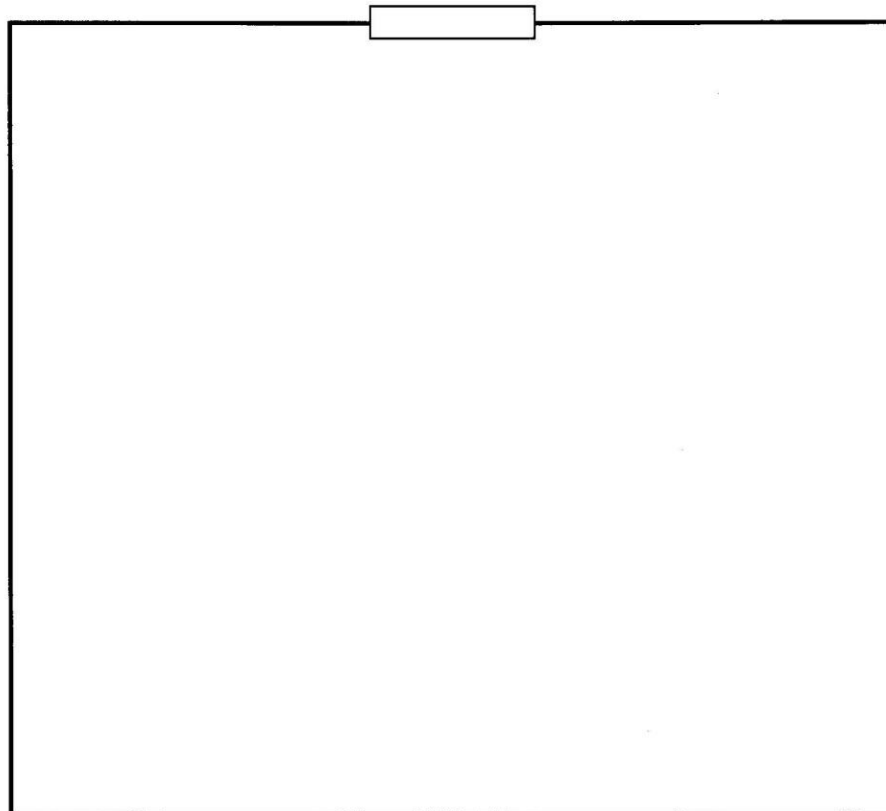
Permits are required for Electrical, Building, Heating, Ventilating and Air Conditioning. This permit becomes null and void if the work authorized is not commenced within 180 days of the date of issuance, or if the work is abandoned or suspended for a period of 180 days. All provisions of laws and Ordinances 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 Federal, State or Local law regulating construction or the performance of construction activities. This permit may be revoked at any time for due cause.

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

APPLICANT'S SIGNATURE	DATE
-----------------------	------

Floor Plan / Sketch

- Provide a NORTH arrow or a street front location and number.
- Draw a box or line (See below) at the location of the replaced windows and doors.
- Label the rooms or areas where the windows or doors are located.
- Safety glazing is required when located in the following locations: within a 24" arc of any door when in a closed position; when in a tub enclosure and less than 60 inches above the walking surface; when within 36 inches of a stair or stair enclosure; or as required in Minnesota State Building Code Section R308 (Residential) or 1305.2406 (Commercial)





Property Owner Waiver

Minnesota State Contractor Licensing Requirements

The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor on building projects.

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 waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale, and this is the first residential structure that I have built or improved in the past 24 months.

I 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 Minnesota State Statute 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. 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 Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I have also been informed and acknowledge that by listing myself as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or City Ordinances in connection with the work performed on the property.

Signature of Property Owner

Date

Project Address

Please return this signed waiver with the Building Permit Application.

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, please call the Minnesota Department of Labor & Industry, Construction Codes and Licensing Division at (651) 284-5005 or toll-free at 1-800-657-3944.

EPA Renovation, Repair, and Painting Program

The RRP Rule affects contractors, property managers, and others who disturb lead-based paint during renovation. The RRP Rule requires that firms paid to perform renovation, repair, demolition, or painting work in pre-1978 housing and child-occupied facilities have their firm certified by EPA. Additionally, the Minnesota Legislature passed a law that is intended to work in conjunction with Federal lead law(s). Essentially, the law requires local municipal building departments to be part of this Federal mandate by requiring each municipal building department to verify contractor compliance with Federal mandated lead certification requirements at the time of permitting. Local building departments are not responsible for any additional type of enforcement of the law; but simply to verify firm certification compliance.