



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

1. **Pages 1 through 3 must be completed and submitted before this application will be processed.**
2. 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.
3. 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)
4. 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.
5. **ALL PERMITS APPLIED FOR IN CASS COUNTY 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)
6. Construction and Demolition Debris **MUST NOT** be buried or burned. Indicate how and where the material will be disposed of _____.
7. 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.
8. **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.**
9. 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

10. Application submitted must include the following:

- 1). Property owner signature.
- 2). Property Owner or Contactor's phone number.
- 3). Total Square Footage of proposed structure(s) along with the total height.
- 4). All setback lines (roads, lake, property lines).
- 5). Lake or Stream name.

All information needs to be submitted in order for application to be processed.

11. When you have completed the application and all accompanying plans, etc., mail or deliver it in person to the **Environmental Services Department, Cass County Courthouse, PO Box 3000, Walker, MN 56484.** A fee must accompany each application. Make check payable to the "Cass County Treasurer".

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: _____

Township Name: _____

Section: _____ Twp: _____ Range _____

Acres _____

Lake/Stream Name _____ Class _____

Property Owner Signature Date

Applicant Signature Date

| | | |
|--------------------------|--------------|--------------|
| <input type="checkbox"/> | 911 Address: | Fee \$ _____ |
|--------------------------|--------------|--------------|

| | | |
|---------------------------|--|--------------|
| <input type="checkbox"/> | Commercial Structure or Addition to Commercial Structure | Fee \$ _____ |
| Total Square Foot: _____ | | |
| Height to Peak: _____ ft. | | |

| | | |
|---|----------------------------|--------------|
| <input type="checkbox"/> | RV Sites or Camping Cabins | Fee \$ _____ |
| Number of sites or Camping Cabins _____ | | |

| | | |
|--------------------------|-------|--------------|
| <input type="checkbox"/> | Decks | Fee \$ _____ |
| Number of decks _____ | | |

| | | |
|--|-----------------------------|-----------------------|
| <input type="checkbox"/> | Commercial Sanitary System: | Fee \$ _____ |
| <input type="checkbox"/> New Septic System <input type="checkbox"/> Alteration | | |
| Design Flow _____ | | Gallons Per Day _____ |
| Septic System Installer/License # _____ | | |

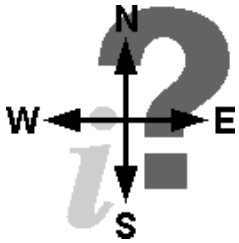
| | | |
|---|-----------------|--------------|
| <input type="checkbox"/> | Boundary Fences | Fee \$ _____ |
| Height _____ Setback to Property Line _____ | | |

| | | |
|---|-------------------|--------------------------------|
| <input type="checkbox"/> | Advertising Signs | Fee \$ _____ |
| <input type="checkbox"/> A <input type="checkbox"/> B | | |
| Class _____ | | Setback to Property Line _____ |
| Height _____ | | |

| OFFICE USE ONLY | |
|---------------------------|---------------|
| Received by _____ | Date _____ |
| Total Fees Paid: _____ | |
| Receipt #: _____ | Check # _____ |
| Property Zoning: _____ | |
| Structure Approval: _____ | |
| Date Approved: _____ | |
| SSTS Approval: _____ | |
| Date Approved: _____ | |
| Date Mailed: _____ | |

| <u>Comments</u> |
|---|
| _____ _____ _____ _____ _____ |

Site Plan



You **must** include all buildings, existing and proposed, on the property and label them. You **must** include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. Any wells and all components of the septic systems must be also located on the sketch.

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

Applicant Signature and Date: _____

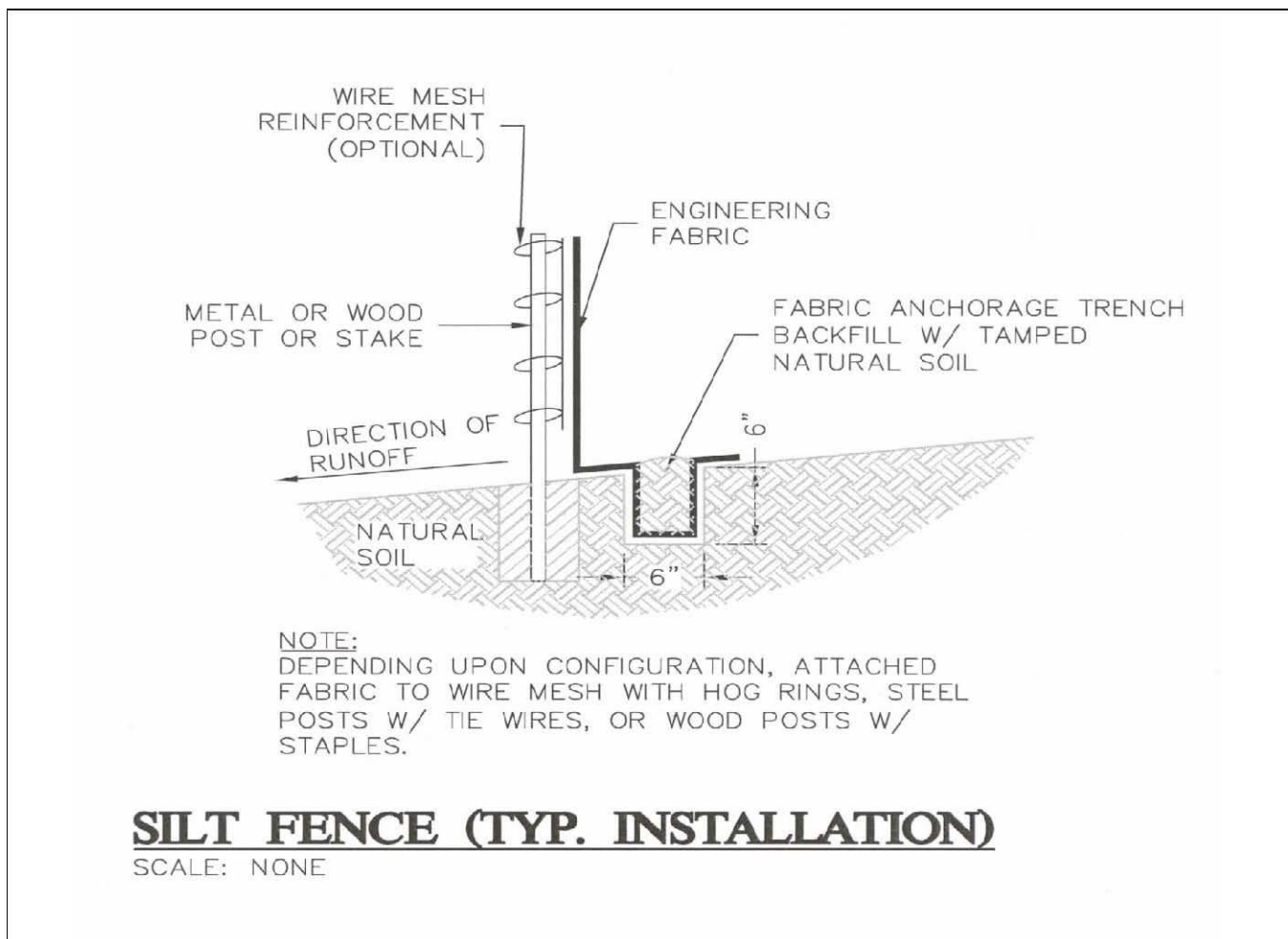
ATTENTION PERMIT APPLICANTS

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.

Here is one option available for sediment control



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

Website: www.co.cass.mn.us