



CITY OF BIG LAKE ROOF PERMIT APPLICATION (Residential Projects Only)

CITY OF BIG LAKE

Building Department, 160 Lake Street North, Big Lake, MN 55309
 Direct: 763-251-2980 / Fax: 763-263-0133
 E-Mail: BuildingPermit@Biglakemn.org

Date Received by City _____

PROPERTY ADDRESS									
PROPERTY OWNER NAME AND ADDRESS	PROPERTY OWNER PHONE NUMBER								
APPLICANT NAME	APPLICANT PHONE NUMBER								
APPLICANT ADDRESS (Street, City, Zip Code)	APPLICANT E-MAIL								
CONTRACTOR NAME	CONTRACTOR PHONE NUMBER								
CONTRACTOR ADDRESS (Street, City, Zip Code)	CONTRACTOR E-MAIL								
CONTRACTOR'S STATE LICENSE NUMBER/BOND (REQUIRED)	EXPIRATION DATE OF LICENSE/BOND								
BRIEF PROJECT DESCRIPTION	COMPLETED VALUE OF PROJECT (Include labor and materials)								
<table style="margin-left: auto; margin-right: auto;"> <tr> <td>Permit Fee</td> <td style="text-align: right;"><u>100.00</u></td> </tr> <tr> <td>License Check Fee</td> <td style="text-align: right;"><u>5.00</u></td> </tr> <tr> <td>Surcharge</td> <td style="text-align: right;"><u>1.00</u></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><u>106.00</u></td> </tr> </table>	Permit Fee	<u>100.00</u>	License Check Fee	<u>5.00</u>	Surcharge	<u>1.00</u>	TOTAL	<u>106.00</u>	<i>Accepted forms of payment: Cash, Check (payable to: City of Big Lake) Credit Card (Visa / MasterCard / Discover)</i>
Permit Fee	<u>100.00</u>								
License Check Fee	<u>5.00</u>								
Surcharge	<u>1.00</u>								
TOTAL	<u>106.00</u>								
Signature of Applicant (Owner or Contractor) _____									
Date _____									

REQUIREMENTS FOR SUBMITTAL OF ICE/WATER PHOTOS & FINAL PHOTOS:
Ice & Water Photos (including (1) picture showing house #) are to be submitted by e-mailing to Building Official at: MKaehler@biglakemn.org
Final Photos (including (1) picture showing house #) are to be submitted by e-mailing to Building Official at: MKaehler@biglakemn.org
-- Presence of adequate attic ventilation, all flashings including kick outs and valleys, nailing and general appearance.

Photos (Ice & Water and Final) to be e-mailed to: MKaehler@biglakemn.org