



# CITY OF BIG LAKE WINDOW / DOOR 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](mailto:BuildingPermit@Biglakemn.org)

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

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

## REQUIREMENTS FOR SCHEDULING FINAL INSPECTION:

**Final Inspection**

- **Prior to scheduling Final Inspection, CO & Smoke Alarms must be updated**
- **Minimum 24-hour notice is required when scheduling Final inspection**
- **To schedule Final inspection, call 763-251-2980**