

PROCESS FOR LAND USE/BUILDING PERMITS

1. Pick up application for Land Use/Building Permit at City office or download and print from the City Website (<http://www.arlingtonmn.com/planningzoning/index.php> select appropriate application from right sidebar).
2. Complete at the City office or take home and return to City office.
3. Upon return of application to City the following items are required:
 - a. Completed application, signed & dated
 - b. Contact information
 - c. A full written description of proposed construction (including dimensions, size, setbacks, materials, construction type)
 - d. Site plan drawing with dimensions
 - e. Attach two (2) copies of building plans/blueprints for Building Official
4. Upon receipt of a completed application and any attachments the following steps are taken:
 - a. The Zoning Official reviews the site plan and/or application for conformance with zoning requirements. This shall normally take up to three business days following receipt of a complete application, although large projects (institutional construction, commercial construction/expansion, new residential construction, etc.) could take up to 10 business days for review. If additional information is needed the Applicant must provide said information prior to land use review occurring. If the proposed project does not conform with the zoning ordinance, the Applicant must alter the plans to conform, or the Planning Commission and City Council must act on the application.
 - b. Following approval by the Zoning Official, the application is forwarded to the Building Official. This shall normally take up to three business days following receipt of a complete application, although large projects (institutional construction, commercial construction/expansion, new residential construction, etc.) could take up to 10 business days for review. If additional information is needed the Applicant must provide said information prior to building permit being issued. If the proposed project does not conform to the applicable code, the Applicant must alter the plans to conform.
 - c. When the permit is issued and paid for, the Building Official will alert the Applicant to the need for inspection(s). The Applicant shall be responsible for contacting the Building Official to set-up the required inspection(s).
 - d. Upon final inspection the Building Official will close out the application.
5. If the project for which a permit is issued is not initiated within 180 days the permit shall be void unless the Applicant applies for an extension. Permit holders have 180 days from permit authorization to have called for an initial inspection, if more than one inspection is required permit holders have up to 180 days from the previous inspection to call for future inspection(s).
6. If a project for which a building permit is issued is not initiated within six months of the date the permit is issued, the permit shall expire and the Applicant shall apply for another permit and pay another fee. Fees shall not be refunded for projects which do not commence.
7. Work commencing prior to permit issuance shall result in a doubling of the permit fee.
8. Applicants disputing the permit fee shall be referred to the City Council.