

Permit Number: Date Received: Parcel Number:

Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 Ext. 1 or stopping by the city office at 131 Main Street Vergas MN.

Construction Permit Application

To the Vergas Planning Commission of the City of Vergas in the County of Otter Tail, State of Minnesota: Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- Gopher State One Call must be notified 48 hours prior to any digging, call 1-800-252-1166 as required by Minnesota State Law.
- Before the construction permit will be reviewed the following must be completed.
 - ☒ ☐ Identify and describe the work to be covered by the permit for which application is being made.
 - ☐ ☐ Sketch of the proposed project (Site Plan) including current and proposed structures.
 - C] Note the lot size and dimensions and location of proposed project.
 - ☐ ☐ Blueprint or Design Drawings must be submitted for any new construction, addition or remodel.
 - ☐ ☐ All Property Lines staked
 - ☐ ☐ Proposed building site staked.
 - ☐ ☐ If along lakeshore:
 - ☐ Ordinary High-Water Level (OHWL) staked.
 - ☐ Current picture of lakeshore must be provided.
 - ☐ Copy of DNR permit for work in public waters.
 - Wetland Conservation Act Review area marked.

All Electrical work MUST have an electrical permit. That must be obtained separately from a IVIN State Contract Electrical Inspector (218)342-3345 or (218)849-6059. Property Description:

See address
below

Lot _____, Block _____, Addition _____

Property: Width _____ Dimensions in description _____ .feet, Length _____ feet

Must supply City with a \$ 1,000 deposit for tar break up. City will reimburse \$1 ,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: Holly Sandberg

Address of Construction Project: 500 South Pelican Avenue; Vergas, MN 56587

Mailing Address: Same as above PHONE: 218-849-6145

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: Driveway is in need of repairs, current asphalt is starting to crumble and landing of driveway is starting to form small hills. Work to be done includes removing existing asphalt from existing driveway (and hauling away), regrading/smoothing out driveway, and paving 2.5 inches

compacted asphalt on driveway. Current driveway surface area will be maintained – will not be expanding current surface area (approx. 2,800 sf). This work will replace what is there. Contractor hired to do work is Driveway Services.

Will any of the following be included in your project:

2. Proposed use of building: (CIRCLE ONE) ☒ [3 Driveway] Culvert ☐ [3 Grading on parcel] ☒ [3 Tar break-up] Residential Commercial

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

3. VALUATION (not just your cost) of work being completed:

\$ 10,000

Building Contractor:

Name: Driveway Service

License Number: unknown

Phone: 847-4753

Plumber: (must have MN License)

Name:

License Number:

Phone:

Electrician:

Name:

License Number:

Phone:

Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vergas. I am aware that no construction shall begin until the Zoning official has approved the plans and revisions the site plan if necessary and has indicated approval to begin.

I am the (CIRCLE ONE) ☒ OWNER ☐ LESSEE ☐ PURCHASER ☐ AGENT

4. APPLICANT'S

SIGNATURE:

Holly Sandberg

DATE:

5/14/25

Permit expires in one year if project is not complete, please reapply for permit.

By signing this application, you are giving City employees and representatives permission to inspect your property.

CONSTRUCTION APPLICATION SITE PLAN DESIGN

Provided on separate sheet must include the following.

I do hereby say that the facts stated by me in the site application are true to the best of my knowledge and belief. Please be aware that no construction shall begin until the Zoning official has approved the plans and revisions the site plan if necessary and has indicated approval to begin.

Holly Sandberg

5/14/25

Signature of Applicant

Date

Zoning Official

Date

City of Vergas has 60 days to approve or deny a permit. The date begins when all documents have been submitted to the city. Permits are valid for one year.

FOR OFFICE USE ONLY

\$_____Water Hook-up	\$_____Sewer Hook-up
\$_____Permit Fee	\$_____Tar Break Up Deposit
\$_____Total Fees	

Receipt # _____ Date Paid _____,20__

Signature: _____	Date: _____, 20__
(Permitting Authority)	

Date Approved by Planning Commission or Clerk-Treasurer: _____ 20__