



**ZONING PERMIT APPLICATION**

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
www.cityvadnaisheights.com

Zoning permits are required to regulate certain building items exempt from the Minnesota Building Code (1300.102 Subp.4A) Applicants are required to complete a zoning permit application, pay the appropriate fees, and call for a final inspection.

Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ State License # \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

Permit requested for the following items:

- Fences not over six feet
- Sign(s), including face replacements and which do not require a building permit
- Private driveway, including extensions or parking areas (replacements are excluded)
- Retaining walls that are more than two feet in height and not over four feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids.

Site Plans Submitted:  Yes  No

*I certify that all work will be done in accordance with the ordinances adopted by the City on the date that the application is approved. I assume full responsibility for the progress and completion of the work authorized by this permit. This permit shall expire and become void if no work has been started or completed on the project/item within 180 days of approval.*

Applicant:  Owner  Contractor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~~For Office Use Only~~ - - - - -

Fee Paid \_\_\_\_\_ Permit Number \_\_\_\_\_ Date Paid \_\_\_\_\_

Planning/Zoning Approval  
Reviewed/Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Engineering Approval (if applicable)  
Reviewed/Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_



## ZONING PERMIT INFORMATION

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
[www.cityvadnaisheights.com](http://www.cityvadnaisheights.com)

---

### ZONING PERMIT INFORMATION

This information sheet is being provided to explain the zoning permit issuance process. This permit is issued for those structures or items not regulated or considered exempt from the Minnesota State Building Code. If you have questions whether a permit is required, please contact the Planning and Community Development Department.

#### Applications

Applications will be processed when all the following materials are provided:

- A completed and signed zoning permit application is filed with the City.
- A site plan illustrating the location of the structure(s) on the property. A certificate of survey (or copy) would be preferred, but is not required. The site plan must clearly identify all property boundaries, locations and sizes of all existing buildings on site, and other major physical features within the property, and include any retaining walls, wetlands or waterways (if applicable).
- A complete set of construction documents, which should include the floor plans, elevations and details of the item to be constructed must also be submitted. A typical cut-sheet or manufacturers drawing/plan of the structure may suffice.

#### Property Boundaries

Property Owners and/or their Contractors are required to locate and identify all property boundaries that are needed to verify setback compliance. If the inspector, when making the final inspection for this work to be done under this permit, is unsure or unable to ascertain the location of property boundaries, the applicant will be notified immediately and instructed to verify this boundary before any permit is given final approval.

#### Fee

Residential Fences, Signs, Driveways, Retaining Walls: \$60.00

#### Licenses

Contractors working in the City of Vadnais Heights must be licensed either by the State of Minnesota in their profession or must obtain a City license before performing work.

#### Variances/Special Uses

If your proposed structure or construction project exceeds those covered under this Zoning Permit, you may need a regular building permit or a special use permit, depending on the specific structure. All variances and/or special use permits must be reviewed and approved by the Planning Commission and City Council prior to the submittal of any building permit application for the project. If you have any questions, please contact the Building Official or City Planning and Development Director.