

CERTIFICATE OF OCCUPANCY WALK-THROUGH PERMIT APPLICATION

BUILDING INSPECTIONS DEPARTMENT
www.ci.blaine.mn.us



The Certificate of Occupancy Program is an important tool in the City's effort to maintain healthy and safe buildings. This program allows business owners and business tenants the opportunity to learn what is needed to occupy their space in a way that provides a safe work environment and meets the rules and guidelines of the City and the Minnesota State Building & Fire Codes. It is specifically designed to try and avoid business location decisions that end up not working because of code related occupancy or use issues.

- A. This permit is required for all new businesses.
- B. The fee is \$60.00 (applications accepted by mail or in person at the Blaine City Hall).
- C. This application must be fully completed before a permit will be issued.
- D. An inspection will be scheduled for 3-5 business days after permit is issued.
- E. A written response will be sent by email to the applicant after the inspection.

1. Site Address _____ Suite # _____

2. Proposed New Tenant / Business Name: _____

3. Owner of Proposed Business: _____ Email Address: _____

4. Owner of Property: _____ Email Address: _____
Address of Property Owner: _____

5. Primary Contact's Name: _____ Email Address: _____
Phone Number: _____

6. _____ Sending / Sent attached SAC Determination Application to Metropolitan Council (651-602-1005) Yes
No _____ If "No", reason for exemption _____
(This step is required now for any "change of use" prior to a certificate of occupancy and with most remodeling permits.)

Previous Tenant / Business Name and Use: _____

Proposed Description of Business (be specific):

▪ For questions regarding permitted uses in the zoning district please contact the Planning Department at 763-785-6180

Description of any planned remodeling/construction prior to occupying space (be specific): _____

circle

Y N Does the building have fire suppression?
If yes, a "change of use" or work requiring a building permit may require changes to the existing system.*
If no, a "change of use" and work requiring a building permit may require fire suppression.*
"A determination of the requirements will be made during the inspection."

Y N The building has been vacant for the past 12 months or more.
If yes, the building is considered "non-confirming" and a zoning review will be required. Please contact the Planning Department at 763-785-6180.

Y N Will part of the business include indoor and or outdoor storage? If yes, describe in detail below or attach additional information.
Indoor: (commodity, quantity, storage arrangement (shelving, height, etc.) _____
Outdoor: (ex. product, equipment, trucks) _____

▪ Sign permits are required for all new outdoor signs. For details please contact the Planning Dept @ 763-785-7180

ACKNOWLEDGEMENT AND SIGNATURE: *The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing The City of Blaine to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinances of the City of Blaine, The State of Minnesota, and rulings of the Building Department.*

(APPLICANT'S SIGNATURE)

(APPLICANT'S TITLE)



Sewer Availability Charge (SAC) 2016 DETERMINATION APPLICATION

Return to: SACprogram@metc.state.mn.us

If filling form out by hand, you must print clearly. Incomplete or illegible form will be rejected.

CURRENT PROJECT INFORMATION (All fields are required)

Business Name: _____
Type of Business: _____
Estimated Year of Occupancy: _____
Site Address (if address not assigned, need street intersections): _____
Suite Number: _____
City Name: _____
Site Location / Campus (e.g. Mall of America; etc): _____
Parcel Identification Number (PID): _____
Original Building Construction Year: _____
Project Description: _____

PREVIOUS SITE/BUSINESS INFORMATION (All fields are required if there was a different business previously in this suite/building)

Previous Business Name in same space as current project: _____
Previous Type of Business: _____
Estimated Year(s) of Occupancy: _____
Previous Site Address (if different than current project): _____
Previous Suite Number (If different than current project): _____
Has (or will) the Entire Building Be Demolished (Check no or yes)? No or Yes, Year _____

CONTACT INFORMATION (All fields are required)

Contact Name for Questions and Copy of Determination: _____
Company Name: _____
Contact Phone Number (xxx-xxx-xxxx): _____
Contact Email Address: _____



Sewer Availability Charge (SAC) 2016 DETERMINATION APPLICATION INSTRUCTIONS & CHECKLIST

APPLICATION INSTRUCTIONS

1. **Business Name and Type of Business** – Name of the business to be determined for SAC and the type of business (e.g. office, apartment, learning center, retail, clinic, etc.)
2. **Estimated Year of Occupancy** – What year did (or will) this business move into this space?
3. **Site Location/Campus** – The name of the building, such as Mall of America, Centennial Lakes, City Centre, etc.
4. **Parcel Identification Number** – This is a unique number assigned by the County for the specific property where the building is located. If you don't know this information, you will need to contact the County, County Website, City or property owner to obtain it. This helps us identify exactly where the property is located on the map.
5. **Original Construction Year** – When the building was originally built. If you don't know this information, you will need to contact the County, County Website, City or property owner to obtain it.
6. **Project Description** – Be specific in the description of the work that you are doing so that the SAC charges are assessed correctly.
7. **Previous Site/Business** – This section is to help identify potential SAC credits to offset your SAC charges. Enter the previous business name and type of business that the new business will be taking over. If the address is different than the current address (though the same exact location) enter this information. If the suite number is different than the current business (renumbered) enter this here.
8. **Contact Information** - This is the person the SAC Technician will contact if there are any questions. A copy of the determination letter will also be sent to this person.
9. **Save Form and email with the other items from the Submittal Checklist listed below.**

MANDATORY SUBMITTAL CHECKLIST

1. SAC Determination Application (Transmittal-A)
2. Site Plan – if not available, an aerial photo pinpointing the location of the building will be accepted
3. Architectural Floor Plans – must be:
 - a. Same plan sent to City for their review
 - b. Scalable – or with individual dimensions shown on the plan for every room and every space
 - c. All rooms labeled on the plan for the intended use of the space, or room schedule
 - d. Furniture plan (for restaurant, salon, bar, theater, stadium/arena seats) – include indoor and outdoor
 - e. Plumbing fixture layout (for clinic, hospital, parking garage)
4. Additional Transmittal or Affidavit forms – if applicable to the project. Please review Transmittal-B, Affidavit-A, Affidavit-B or Reclaim forms to see if they are applicable to your specific project

ADDITIONAL ITEMS THAT MAY BE REQUESTED FOR REVIEW

1. Building Tenant Layout – plan or drawing showing the location of the current business in overall building
2. Demolition Floor Plans – this helps identify the previous use in order to determine potential credits – Must be:
 - a. Scalable – or with individual dimensions shown on the plan for every room and every space
 - b. All rooms labeled on the plan for the intended use of the space, or room schedule



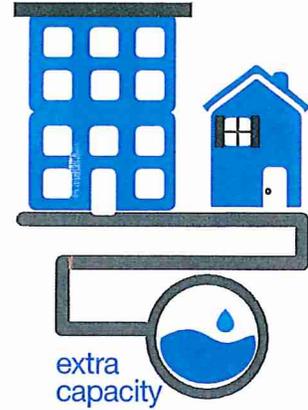
What is SAC?

SAC is an easier way to say “sewer availability charge.”

The Metropolitan Council charges this one-time fee when a residence or business connects to the regional wastewater (sewage) system for the first time or when a business expands in a way that uses substantially more water.

We charge this fee to cities, who pass it on to property or business owners.

Most cities also charge an additional fee for connection to the local sewer system.



Why do I have to pay SAC?

SAC pays for the extra capacity we need to build into the system for future growth. Today there is space in the pipes for your use because others paid the SAC in years past.

How do you determine how much SAC I will pay?

SAC is charged in units.

One single-family home = 1 SAC unit = \$2,485 (2017)



Industrial, commercial, institutional and multifamily residential properties require a “determination” (calculation) of the amount of wastewater capacity needed for the site. They usually pay more than one SAC unit (and sometimes much more).



For example, a restaurant will pay 1 SAC unit for every 10 seats.

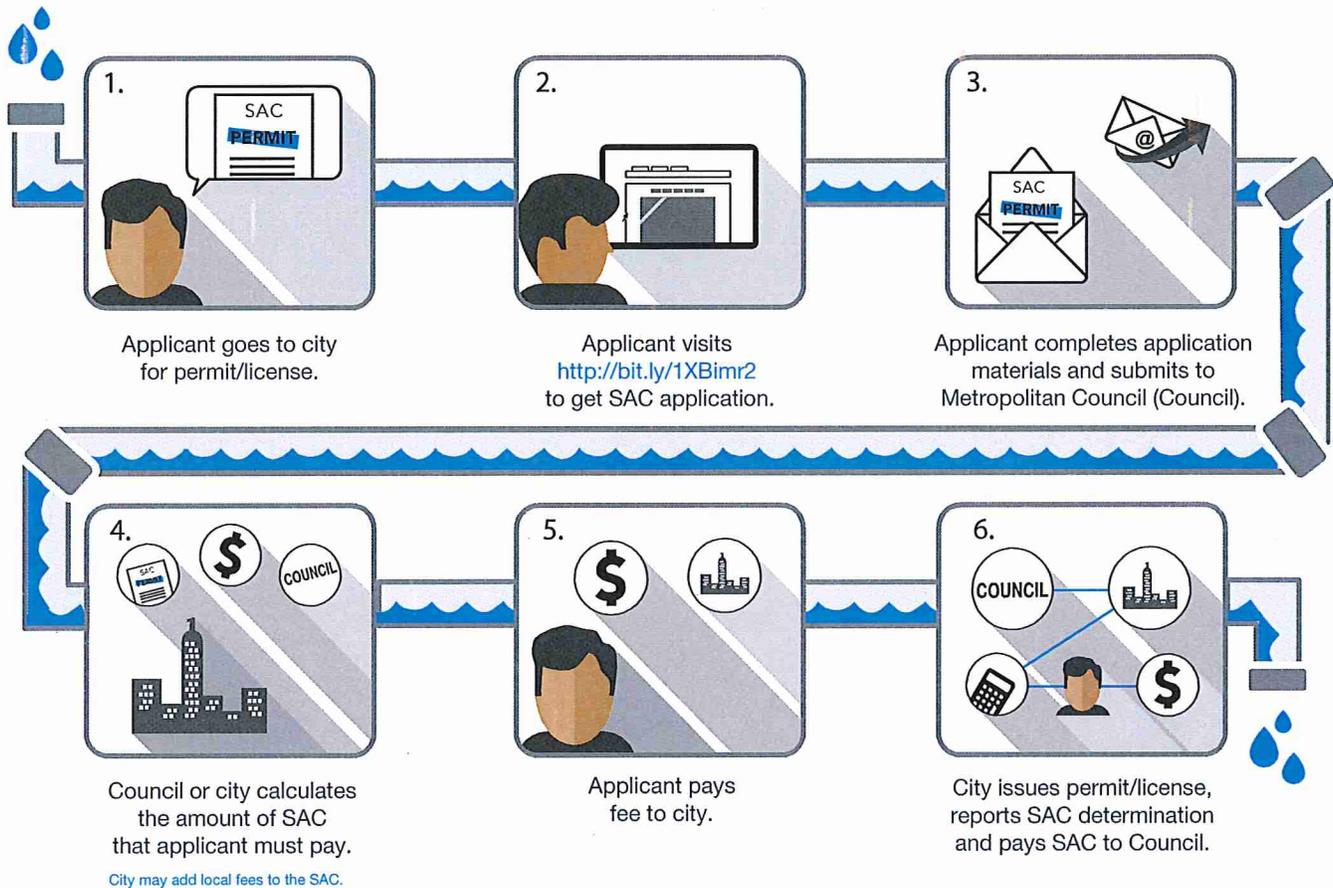
SAC is determined based on the expected flow created by the activities at the location (food preparation, dishwashing, floor cleaning, manufacturing, etc.)



If you are buying or opening a business that is substantially the same use as the previous use on the property, you may pay no SAC. Check with your city about SAC credits that may be available on the property.

Did you KNOW?

How do I apply for a SAC determination?



The Council will contact you within one business day after receiving your application to confirm whether it is complete or not. We can usually complete a determination in two to three weeks once we receive all the necessary forms and documents. Then you pay SAC to your city, usually as part of a permit or business license.

Are payment options available?

- You may be able to get a small business loan to spread out the cost of SAC and other city fees. Check with your local bank or lending agent.
- Your city may also be able to delay the cost of a portion of your SAC. Ask your city if they participate in the SAC Deferral Program.

Questions?

Email SACprogram@metc.state.mn.us or call 651-602-1421 to speak with a SAC representative.