



BUILDING DEPARTMENT
 1584 Hadley Avenue N
 Oakdale, MN 55128
 Phone: 651-739-5150
 Fax: 651-730-2820
 E-Mail: permits@ci.oakdale.mn.us
www.ci.oakdale.mn.us

FOR OFFICE USE ONLY		
PAYMENT RECEIVED IN FORM OF		
<input type="checkbox"/> CHECK (#)	<input type="checkbox"/> CASH	<input type="checkbox"/> CC (#)
		<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Disc.
PERMIT NUMBER:		

DRIVEWAY APPLICATION

JOB INFORMATION
Job Address:
<input type="checkbox"/> Driveway replacement (As is) <input type="checkbox"/> Driveway replacement & expansion (Please submit plans for review)
<input type="checkbox"/> Property lines verified <input type="checkbox"/> Setbacks verified <input type="checkbox"/> Utility/drainage easements verified (expansion only)
Water shut off valve in driveway <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, pipe inspection & cover required. Call Public Works at 651-730-2740 to key the "stop box" before driveway is removed and after the driveway is complete.</i>

APPLICANT INFORMATION
Applicant:
Day Phone: _____ Cell Phone: _____
Address:
City: _____ State: _____ Zip: _____
Check One: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor

SIGNATURE
<i>Issuance of a permit and inspections conducted do not constitute a guarantee of warranty from the City. The applicant hereby agrees to do all work in accordance with the ordinances of the City of Oakdale, State Building Code, and the requirements of the Building Department. The applicant is responsible for any damage that occurs to the City street, curb, blvd. or gutter.</i>
Applicant Signature: _____ Date: _____

FOR CITY USE ONLY	
Permit Fee:	\$
Water Shut Off Valve:	\$
Surcharge	\$
TOTAL	\$

APPROVALS	
Public Works notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Notified:
Bldg Dept.	Eng. Dept.
Planning Dept.	

Please use a separate sheet to draw a sketch of the driveway with property lines, measurements (length and width) and location of water shut off valve, if placement is within the new driveway.



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Driveway Replacement

- Purchase a driveway permit from the Building Inspection Department.
- Call for inspection after the area is prepped & before the new driveway is installed.

Driveway Replacement with a Curb Stop

When a driveway is being replaced and the curb stop (water shut off valve) is located within the driveway, the contractor/homeowner must:

- In addition to the above requirements for driveway replacement.
- Purchase a curb stop driveway cover from Public Works.
- **Before driveway is removed** contact Public Works. They will key the curb stop to make sure that it operates correctly. If the curb stop is bent, Public Works will have a repair made before the new driveway is installed. Once the curb stop is cleared as keyable then it is the **contractor's responsibility** to make sure the curb stop is straight after the completion of the driveway.
- **After the driveway is complete** Public Works needs to be notified by the contractor or the homeowner to key the curb stop. If the curb stop has been damaged during the driveway replacement, **the contractor or the homeowner will be responsible for making the proper repair at their expense.**

Public Works: (651) 730-2740

Building Inspection: (651)-739-5150