



Agency Requests For Code Verification (CSARQ) Application

We have received a request from an agency for building and/or zoning code compliance. In order to process such agency requests this form must be completed and returned with any required information and \$94.00 Compliance Verification fee.

Site Address: _____

Program Name: _____ Contact Name: _____

Contact Phone: _____ Contact Email: _____

Describe Proposed _____

Use of Space: _____

Describe Previous _____

Use of Space: _____

License allows:

(Check all that apply)

- Residential board and care facility
 - Assisted living facility
 - Halfway house
 - Group home
 - Congregate care facility
 - Social rehabilitation facility
 - Alcohol and drug center
 - Child care facility
 - Children 2 1/2 years or younger
 - Adult day care facility
 - 24 hour care
 - Less than 24 hour care
 - Salon or barbershop
 - All occupants are capable of responding to an emergency situation without assistance
 - Some occupants may not be capable of responding to an emergency situation without assistance
 - More than 16 persons served
 - 6-16 persons served
 - 5 or fewer persons served
- Number of people: _____

Check the applicable category below. Submit this form along with the additional information required for the appropriate category.

- No change of use group category, no alterations or expansion of space.**
 - Submit this form and the agency request form.
- No change of use group category. An alteration or expansion of space is proposed.**
 - Submit this form and the agency request form.
- No change of use group category, no alterations or expansion of space.**
 - Prior to completion of the interagency request form, a MN licensed architect must prepare a code summary and plans for the work proposed. A building permit application must be made, plans reviewed and approved, a permit issued, work inspected and a certificate of occupancy issued.
- Change of use group category, no alterations or expansion of space proposed.**

- Prior to completion of the interagency request form, a MN licensed architect must prepare a code summary to be submitted for review. A building permit application must be made for the change of use, the site inspected and a certificate of occupancy issued for the new use.

Change of use group category, alteration and/or expansion proposed.

- Prior to completion of the interagency request form, a MN licensed architect must prepare a code summary and plans for the work proposed. A building permit application must be made, plans reviewed and approved, a permit issued, work inspected and a certificate of occupancy issued.
- New construction.**
 - Prior to completion of the interagency request form, a MN licensed architect must prepare a code summary and plans for the work proposed. A building permit application must be made, plans reviewed and approved, a permit issued, work inspected and a certificate of occupancy issued.

By signing below, I confirm that the information provided herein is complete and accurate.

Signature

Print Name

Date