



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 \$93.00 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
- 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