



New Business Checklist

Be sure to follow these steps when looking at opening a new business in Newport.

1. View Section 36-241 of the City Code to determine if your business is a permitted use at the location you're looking at. You'll also want to view Article III of Chapter 36 for performance standards and information on items such as fencing, parking, design, etc.
 - a. If you need a Conditional Use Permit before opening the business, you can view the application and checklist at http://ci.newport.mn.us/homepage_permits_forms_applications.php. You may also want to set up a meeting with the City Administrator and Planner to determine if your business is feasible in the City.
2. If your business is a permitted use or you received a Conditional Use Permit, fill out a Certificate of Occupancy Permit Application. You will need to receive a Certificate of Occupancy before you open your new business. The Certificate of Occupancy Permit Application is attached to this checklist.
3. Apply for any building permits you may need for a new building, remodeling, plumbing, mechanical, electrical, or signs. You can download all of the permit applications at http://ci.newport.mn.us/homepage_permits_forms_applications.php.
4. Apply for a SAC (Sewer Availability Charge) Determination from Met Council. Met Council requires all new buildings, new uses, or remodels to obtain a SAC Determination. If Met Council determines that there are new SAC units, you will be required to pay for those at the time a building permit is issued. The 2017 SAC Rate is \$2,485 per SAC unit. You can apply for a SAC Determination at <http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge/SAC-Forms.aspx#Determination>.
5. Once your business is open, fill out the Business Information Form and return it to the City. The City will use this form to update its contact information and to place your business on the online directory if you wish. The Business Information Form is attached to this checklist.

City of NEWPORT Certificate of Occupancy Permit Application

Newport City Hall ♦ 2060 1st Avenue ♦ Newport ♦ Minnesota ♦ 55055 ♦ Phone 651-459-5677 ♦ Fax 651-459-9883

Application Date: _____ Permit No. _____

Applicant Information

Business Name: _____ Telephone: _____

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

City/State/Zip: _____

Property Owner Information

Name: _____ Telephone: _____

Mailing Address: _____ Telephone: _____

City/State/Zip: _____

Project Information

Address of Building: _____

Use of Building: _____ Occupancy Group: _____

Occupancy Load: _____ Square Footage: _____ Zoning District: _____

Off Street Parking: Spaces Required _____ Spaces on Plan _____ Fire Sprinklers Required: Yes No

Applicant Statement and Acknowledgements

I understand that I am required to comply with City Ordinances, Minnesota State Building Code and all other applicable codes, and that this building permit will expire within 180 days if work is not commenced. I further understand that before the "C of O" is issued the driveway must be completed and the "Certificate of Survey" Requirements must be met. I will also be responsible for any and all Engineering Services specifically required for this project.

Applicant/Agent Printed Name: _____ Signature: _____

Make Check Payable to: CITY OF NEWPORT

Certificate Fee: \$ _____ Payment made: _____ Receipt #: _____



Commercial Plan Review Supplement

Please provide the following information and documentation referencing the 2007 MN State Building Code to accompany the certificate of occupancy permit submitted for review for a new commercial business in Newport.

Project Name/Address: _____

- Completed Building/Zoning Permit Application.
*Separate permits are required for electrical, mechanical, plumbing, fire suppression, fire alarms, and signage work
- Scaled floor plan(s) with all rooms labeled as to use
- Submittal must include summary details below, or separate sheet identifying:
 - Tenant use: _____
 - Tenant occupancy classification: _____
 - Total occupant load: _____
 - Total square footage (all levels): _____
 - Travel distance to exits: _____
 - Original building design (circle one): **Separated** **Non-separated**

Comments: Please note below any details unique to this project

CITY OF NEWPORT

BUSINESS INFORMATION FORM

Newport City Hall ♦ 2060 1st Avenue ♦ Newport ♦ Minnesota ♦ 55055 ♦ Phone 651-459-5677 ♦ Fax 651-459-9883

Business Information

Business Name: _____ Telephone: _____

Applicant's Name: _____ Telephone: _____

Property Address: _____

Applicant's or Business' Email: _____

Business Website: _____

Mailing Address: _____

City/State/Zip: _____

Type of Business: _____

Operating in Newport Since: _____

Number of Employees: _____

Would you like to be included in the online directory on the City's website: _____

Zoning District: _____

Property Owner Information - If different from above

Name: _____ Telephone: _____

Mailing Address: _____

City/State/Zip: _____

Applicant Statement and Acknowledgements

I declare and certify that I have filled out this application to the best of my knowledge.

Applicant/Agent Printed Name: _____ Signature: _____

For Office Use:

Approved Zoning Use: _____

Added to Directory: _____

Received By: _____

Date Approved: _____