



New Residential Dwelling Building Permit Application

City of Minnetrista

7701 County Road 110 W, Minnetrista MN 55364 Phone 952-446-1660

www.cityofminnetrista.com

Applicable Code: 2020 MN Residential Code

Permit # MB _____

(Please Print Clearly)

Job Site Address: _____

Legal Description: Lot _____ Block _____ Addition _____

PID#: _____

PROPERTY OWNER

Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____

CONTRACTOR

Company Name: _____ Office Phone #: _____

License #: _____ Exp. Date: _____ Contact Person: _____

Email Address: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

PERMIT TYPE

<input type="checkbox"/> New	Scope of Work to Include:	
<input type="checkbox"/> Single Family	<input type="checkbox"/> Finished Basement	
<input type="checkbox"/> Two Family	<input type="checkbox"/> Deck	
<input type="checkbox"/> Town House	<input type="checkbox"/> Porch	
<input type="checkbox"/> Demo	<input type="checkbox"/> Other	
	(Please Describe)	
Water System	<input type="checkbox"/> City Water	<input type="checkbox"/> Private Well
Sewer System	<input type="checkbox"/> City Sewer	<input type="checkbox"/> Septic System

Estimated Value of Work Performed \$ _____

Per MN State Building Code 1300.0160, Subp. 3 – Building Permit Valuations.: The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include the total value of the construction work, including materials and labor for which the permit is being issued. Building permit valuation shall be set by the Building Official.

Fees and plan review are based on the current Minnetrista Fee Schedule Ordinance.

Cancellation fee is 20% of Building Permit fee plus fees incurred prior to cancellation.

****Work exempt from permit see MSBC 1300.0120, Subp 4****

Permit becomes void if the work does not begin within 180 days or is suspended at any time for over 180 days.

Permits issued and inspections made by the City are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The undersigned acknowledges that this application had been read, that the above is correct, and agrees to comply with all the ordinances and laws of the City of Minnetrista.

Periodic and/or final inspection of this work is required by the Minnesota State Building Code. It is the responsibility of the applicant/permit holder to call to schedule an inspection.

Minnetrista Building Department at 952-446-1660 (24 Hour Notice) from 8:00 am. - 4:30 pm.

I hereby apply for a building permit and acknowledge that the information above is complete and accurate. I understand that this is not a permit and work is not to start without a permit. I understand that the permit will expire and become null and void if the work does not begin within 180 days or is suspended at any time for 180 days. I acknowledge that I am responsible to call for all required inspections and insuring that all work will be done in compliance with the ordinances of the City of Minnetrista and the laws of the State of Minnesota.

(Please Print Clearly)

Print Applicant's Name _____

Applicant's Signature _____ Date _____

Applicant is: Owner _____ Contractor _____ Other _____

****Plans that do not have the proper information provided may delay the plan review process or may be returned to the applicant****

*****Revised plans must be submitted whenever changes in the original plan occur****

For Office use only

ZONING APPROVAL BY: _____ **DATE:** _____

BUILDING APPROVAL BY: _____ **DATE:** _____

Paid: _____ **Date:** _____ **Receipt No.** _____ **By:** _____



MECHANICAL CONTRACTOR APPLICATION

Applicable Code – 2020 MN Mechanical & Fuel Gas Code

7701 County Road 110 W Minnetrista, MN 55364
City Hall Main Number (952) 446-1660 Fax
(952) 446-1311

STATE BOND NUMBER

MH.

SITE ADDRESS:

OWNER

EMAIL:

MECHANICAL CONTRACTOR Name / Address / City / State / Zip / Daytime Telephone

ESTIMATED VALUE

\$

TYPE OF WORK: Residential Commercial

New

Replacement

Other

WARM AIR

UNDERGROUND DUCT SYSTEM: Yes () No ()

Gravity _____

Forced _____

Input B.T.U. _____

Output B.T.U. _____

AIR CONDITIONING SYSTEM

Tons _____

CFM _____

Ductwork _____

VENTILATION / AIR EXCHANGE

Exhaust Only

No. of Fans _____ Size _____ Type _____

C.F.M. Del _____ Static Pressure _____

Air Exchange Unit

Type-Mixing Box _____

Heat Recovery Ventilation _____

Recovery Efficiency _____ Net Air Flows _____

Where Ventilation is Used/Located _____

WET HEAT

Baseboard _____ In-Floor _____

Steam _____ Hot Water _____

Gross Sq. Ft. _____ Input B.T.U. _____

GAS FITTINGS

Water Heater

Furnace

Stove

Dryer

Unit Heater

Fireplace

Grill

FIREPLACE

No. of Fireplaces _____

Fuel Type _____

Mechanical Comments:

Mechanical Permit Fee: \$ _____

Gas Fitting Permit Fee: \$ _____

State Surcharge: \$ _____

\$ _____

\$ _____

Total MECHANICAL Permit: \$

Applicant Signature: _____ Date: _____

ALL PERMITS BECOME VOID IF WORK IS NOT COMMENCED WITHIN 180 DAYS OR IF WORK IS ABANONED FOR 180 DAYS



PLUMBING PERMIT APPLICATION

Applicable Code – 2020 MN Plumbing Code

7701 County Road 110 W Minnetrista, MN 55364
City Hall Main Number (952) 446-1660 Fax (952) 446-1311

Plumber Lic #.

MP-

SITE ADDRESS:

OWNER:

EMAIL:

PLUMBING CONTRACTOR: (Name / Address / City / State / Zip / Daytime Telephone)

ESTIMATED VALUE:

\$

TYPE OF WORK: ☐ New ☐ Addition ☐ Alteration/Remodel

SCOPE OF WORK:

LIST THE # OF EACH FIXTURE

Kitchen Sink & Disposal

Water Closet (Toilet)

Vacuum Breakers

Dishwasher

Lavatory (Wash Basin)

Piping/Treating Equipment

Ice Maker Line

Bathtub

Sump

Water Softener

Shower

Floor Sink or Drain

Water Heater

Clothes Washer

Lawn Irrigation

☐ Gas ☐ Electric

Rough-In Future Fixture

Other

Applicant Signature: _____

Date: _____

OFFICE USE ONLY

Water Meter

Water Connection

Sewer Connection

SAC

Groundwater to Storm Sewer Connection

Other:

Fixtures @ \$5.00 each*: \$ _____

State Surcharge: \$ _____

Water Meter: \$ _____

Water Connection: \$ _____

Sewer Connection: \$ _____

SAC: \$ _____

Other _____: \$ _____

Total PLUMBING Permit: \$ _____

*Minimum Fee \$75. + surcharge if applicable

ALL PERMITS BECOME VOID IF WORK IS NOT COMMENCED WITHIN 180 DAYS OR IF WORK IS ABANDONED FOR 180 DAYS

Revised 2022.04.20

New Home Permit Application Checklist

<input type="checkbox"/>	2 Copies of Legal Survey Required
<input type="checkbox"/>	Building Plans (2 sets) including all Elevations
<input type="checkbox"/>	Plumbing and Mechanical Applications
<input type="checkbox"/>	Data Practice Forms
<input type="checkbox"/>	2 Copies of an erosion control plan for the site, per the watershed district's requirements. The plan must be initiated before the building permit is issued and scheduled before excavation. Provide silt-screen fencing, re-seeding and landscaping and other control methods as appropriate. A copy of the Watershed District Permit is also required.
	<input type="checkbox"/> Typical cross sections for each wall/floor type – From base of footing to roof peak.
	<input type="checkbox"/> Floor plans – Provide for each floor indicating use of each room. Identify basement finishing.
	<input type="checkbox"/> Footing layout/foundation plans – Include all details (anchor bolt spacing, reinforcement, etc.)
	<input type="checkbox"/> Energy Code – Identify on plan prescriptive methods used (table format acceptable). Illustrate compliance with radon reduction requirements.
	<input type="checkbox"/> Emergency escape and rescue opening specifications (including window wells)
	<input type="checkbox"/> Locations of all required safety glazing
	<input type="checkbox"/> Any notes/details necessary to show compliance with any other requirements of the MN Residential Code – Stair geometry, guardrails, smoke alarms, foundation waterproofing, fireplaces, decks, porches.
	<input type="checkbox"/> Optional Features - If plans include optional features, features to be used must be identified and those that are not used must be crossed off.
	<input type="checkbox"/> Reference Documents - If plans reference a document other than the IRC, a copy of that document or pertinent portions must be included with the plans.
	<input type="checkbox"/> Reverse plans – Reverse plans will not be accepted. Plans must match the submitted survey.
	<input type="checkbox"/> Septic System Design – Must be approved by Hennepin County before permit issuance.
	<input type="checkbox"/> Culvert Determination / Inspection requires \$60.00 Fee.
	<input type="checkbox"/> Watershed District permit may be required.
	<input type="checkbox"/> *WARNING: The City of Minnetrista has permanent weight restrictions on many city roads. Please check with city staff prior to construction.
<input type="checkbox"/>	Special Structural Submittals
	<input type="checkbox"/> Engineering on any structural component not provided prescriptive requirements in the MN Residential Code (structural composite lumber, structural glue-laminated members, I-joists, steel columns or beams)
	<input type="checkbox"/> Tall Walls – Supporting engineering must be provided when tall walls are used that fall outside the prescriptive requirements of the code.
	<input type="checkbox"/> Braced Walls - All braced wall lines, both interior and exterior, must be clearly identified on the drawings and all pertinent information including but not limited to construction details, bracing method, location and length of braced wall segments, foundation requirements, attachment schedule, and braced wall segment attachment at top and bottom of segment must be clearly identified.
	<input type="checkbox"/> Identify load paths through the building for all point loads and how loads are transferred through the building.

NEW CONSTRUCTION SITE CHECK LIST
ALL ITEMS MUST BE CHECKED AND NOTED PRIOR TO EXCAVATION
TO BE COMPLETED BY BUILDING INSPECTOR ON SITE.

DATE: _____ PROJECT: _____

ADDRESS: _____

1. ☐ Address posted on site:

2. ☐ Locate and show property stakes and building pad stakes:

3. ☐ Setback requirements:

Front: _____ Lakeshore: _____ Rear: _____ Side: _____ Other (wetland): _____

4. ☐ Grading/Drainage swales established away from neighbors structures:

5. ☐ Erosion control fencing established:

6. ☐ Verify elevation of sanitary sewer services to low floor elevations:

7. ☐ Water shut-off/service marked with contractors stake:

8. ☐ Note condition of curb/gutter/sidewalk abutting property to be built:

9. ☐ Curbs/sidewalks properly abridged for construction traffic:

10. ☐ Conditions of storm sewer gate abutting the property (if applicable):

11. ☐ Conditions of streetlight fixtures or any other utility fixtures abutting the property (if applicable):

12. ☐ Drainage field or mound system area of lot roped off (if applicable):

13. ☐ Culvert inspection (if applicable): _____

14. ☐ Tree preservation areas protected with tree save fencing (if applicable):

15. ☐ Permit visible on site.

Initials of City Official:

Initials of Site Contractor :

Checklist Complete



Ventilation, Makeup and Combustion Air Calculations Submittal Form For New Dwellings

Site address		Date	
Contractor		Completed By	

Section A

Ventilation Quantity Equation R403.5.2			
Square feet (Conditioned area including basement – finished or unfinished)		Total required ventilation	
Number of bedrooms		Continuous ventilation	

Directions - Determine the total and continuous ventilation rate by either using Table R403.5.2 or equation R403.5.2. The table and equation are below.

Table R403.5.2						
Total and Continuous Ventilation Rates (in cfm)						
	Number of Bedrooms					
	1	2	3	4	5	6
Conditioned space (in sq. ft.)	Total/continuous	Total/continuous	Total/continuous	Total/continuous	Total/continuous	Total/continuous
1000-1500	60/40	75/40	90/45	105/53	120/60	135/68
1501-2000	70/40	85/43	100/50	115/58	130/65	145/73
2001-2500	80/40	95/48	110/55	125/63	140/70	155/78
2501-3000	90/45	105/53	120/60	135/68	150/75	165/83
3001-3500	100/50	115/58	130/65	145/73	160/80	175/88
3501-4000	110/55	125/63	140/70	155/78	170/85	185/93
4001-4500	120/60	135/68	150/75	165/83	180/90	195/98
4501-5000	130/65	145/73	160/80	175/88	190/95	205/103
5001-5500	140/70	155/78	170/85	185/93	200/100	215/108
5501-6000	150/75	165/83	180/90	195/98	210/105	225/113

Equation R403.5.2

$(0.02 \times \text{square feet of conditioned space}) + [15 \times (\text{number of bedrooms} + 1)] = \text{Total ventilation rate (cfm)}$

Total ventilation – The mechanical ventilation system shall provide sufficient outdoor air to equal the total ventilation rate average, for each one-hour period according to the above table or equation. For heat recovery ventilators (HRV) and energy recovery ventilators (ERV) the average hourly ventilation capacity must be determined in consideration of any reduction of exhaust or outdoor air intake, or both, for defrost or other equipment cycling.

Continuous ventilation - A minimum of 50 percent of the total ventilation rate, but not less than 40 cfm, shall be provided, on a continuous rate average for each one-hour period. The portion of the mechanical ventilation system intended to be continuous may have automatic cycling controls providing the average flow rate for each hour is met.

Section B

Ventilation Method

(Choose either balanced or exhaust)

<input type="checkbox"/> Balanced, HRV (Heat Recovery Ventilator) or ERV (Energy Recovery Ventilator) – cfm of unit in low must not exceed continuous ventilation rating by more than 100%.		<input type="checkbox"/> Exhaust only (Continuous fan rating in cfm)	
Low cfm:		High cfm:	Continuous fan rating in cfm (capacity must not exceed continuous ventilation rating by more than 100%)

Directions - Choose the method of ventilation, balanced or exhaust only. Balanced ventilation systems are typically HRV or ERV's. Enter the low and high cfm amounts. Low cfm air flow must be equal to or greater than the required continuous ventilation rate and less than 100% greater than the continuous rate. (For instance, if the low cfm is 40 cfm, the ventilation fan must not exceed 80 cfm.) Automatic controls may allow the use of a larger fan that is operated a percentage of each hour.

Section C

Ventilation Fan

Description	Location	Continuous	Intermittent

Directions - The ventilation fan schedule should describe what the fan is for, the location, cfm, and whether it is used for continuous or intermittent ventilation. The fan that is chose for continuous ventilation must be equal to or greater than the low cfm air rating and less than 100% greater than the continuous rate. (For instance, if the low cfm is 40 cfm, the continuous ventilation fan must not exceed 80 cfm.) Automatic controls may allow the use of a larger fan that is operated a percentage of each hour.

Section D

Ventilation Controls

Directions - Describe operation and control of the continuous and intermittent ventilation. There should be adequate detail for plan reviewers and inspectors to verify design and installation compliance. Related trades also need adequate detail for placement of controls and proper operation of the building ventilation. If exhaust fans are used for building ventilation, describe the operation and location of any controls, indicators and legends. If an ERV or HRV is to be installed, describe how it will be installed. If it will be connected and interfaced with the air handling equipment, please describe such connections as detailed in the manufactures' installation instructions. If the installation instructions require or recommend the equipment to be interlocked with the air handling equipment for proper operation, such interconnection shall be made and described.

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Section E

Make-up air- See Table 501.4.1

<input type="checkbox"/>	Passive
<input type="checkbox"/>	Powered
<input type="checkbox"/>	Interlocked with exhaust device
<input type="checkbox"/>	Other, describe:

Location of duct or system ventilation make-up air: Determined from make-up air opening table

Cfm	Size and type (round, rectangular, flex or rigid)
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Directions - In order to determine the makeup air, Table 501.4.1 must be filled out (see below). For most new installations, column A will be appropriate, however, if atmospherically vented appliances or solid fuel appliances are installed, use the appropriate column.

Table 501.4.1 PROCEDURE TO DETERMINE MAKEUP AIR QUANTITY FOR EXHAUST EQUIPMENT IN DWELLINGS (Additional combustion air will be required for combustion appliances, see KAIR method for calculations)				
	One or multiple power vent or direct vent appliances or no combustion appliances Column A	One or multiple fan-assisted appliances and power vent or direct vent appliances Column B	One atmospherically vent gas or oil appliance or one solid fuel appliance Column C	Multiple atmospherically vented gas or oil appliances or solid fuel appliances Column D
1. a) pressure factor (cfm/sf)	0.15	0.09	0.06	0.03
b) conditioned floor area (sf) (including unfinished basements)				
Estimated House Infiltration (cfm): [1a x 1b]				
2. Exhaust Capacity				
a) continuous exhaust-only ventilation system (cfm); (not applicable to balanced ventilation systems such as HRV)				
b) clothes dryer (cfm)	135	135	135	135
c) 80% of largest exhaust rating (cfm); Kitchen hood typically (not applicable if recirculating system or if powered makeup air is electrically interlocked and match to exhaust)				
d) 80% of next largest exhaust rating (cfm); bath fan typically (not applicable if recirculating system or if powered makeup air is electrically interlocked and matched to exhaust)				
Total Exhaust Capacity (cfm); [2a + 2b + 2c + 2d]				
3. Makeup Air Quantity (cfm)				
a) total exhaust capacity (from above)				
b) estimated house infiltration (from above)				
Makeup Air Quantity (cfm); [3a – 3b] (if value is negative, no makeup air is needed)				
4. For makeup Air Opening Sizing, refer to Table 501.4.2				

- ☐ Use this column if there are other than fan-assisted or atmospherically vented gas or oil appliance or if there are no combustion appliances. (Power vent and direct vent appliances may be used.)
- ☐ Use this column if there is one fan-assisted appliance per venting system. (Appliances other than atmospherically vented appliances may be included.)
- ☐ Use this column if there is one atmospherically vented (other than fan-assisted) gas or oil appliance per venting system or one solid fuel appliance.
- ☐ Use this column if there are multiple atmospherically vented gas or oil appliances using a common vent or if there are atmospherically vented gas or oil appliances and solid fuel appliances.

Makeup Air Opening Table for New and Existing Dwelling
Table 501.4.2

	One or multiple power vent, direct vent appliances, or no combustion appliances Column A	One or multiple fan-assisted appliances and power vent or direct vent appliances Column B	One atmospherically vented gas or oil appliance or one solid fuel appliance Column C	Multiple atmospherically vented gas or oil appliances or solid fuel appliances Column D	Duct diameter
Passive opening	1 – 36	1 – 22	1 – 15	1 – 9	3
Passive opening	37 – 66	23 – 41	16 – 28	10 – 17	4
Passive opening	67 – 109	42 – 66	29 – 46	18 – 28	5
Passive opening	110 – 163	67 – 100	47 – 69	29 – 42	6
Passive opening	164 – 232	101 – 143	70 – 99	43 – 61	7
Passive opening	233 – 317	144 – 195	100 – 135	62 – 83	8
Passive opening w/motorized damper	318 – 419	196 – 258	136 – 179	84 – 110	9
Passive opening w/motorized damper	420 – 539	259 – 332	180 – 230	111 – 142	10
Passive opening w/motorized damper	540 – 679	333 – 419	231 – 290	143 – 179	11
Powered makeup air	>679	>419	>290	>179	NA

Notes:

A. An equivalent length of 100 feet of round smooth metal duct is assumed. Subtract 40 feet for the exterior hood and ten feet for each 90-degree elbow to determine the remaining length of straight duct allowable.

B. If flexible duct is used, increase the duct diameter by one inch. Flexible duct shall be stretched with minimal sags. Compressed duct shall not be accepted.

C. Barometric dampers are prohibited in passive makeup air openings when any atmospherically vented appliance is installed.

D. Powered makeup air shall be electrically interlocked with the largest exhaust system.

Section F

Combustion			
<input type="checkbox"/>	Not required per mechanical code (No atmospheric or power vented appliances)		
<input type="checkbox"/>	Passive (see IFGC Appendix E, Worksheet E-1)	Size and type	
<input type="checkbox"/>	Other, describe:		

Explanation - If no atmospheric or power vented appliances are installed, check the appropriate box, not required. If a power vented or atmospherically vented appliance installed, use IFGC Appendix E, Worksheet E-1 (see below). Please enter size and type. Combustion air vent supplies must communicate with the appliance or appliances that require the combustion air.

Section F calculations follow on the next 2 pages.

Directions - The Minnesota Fuel Gas Code method to calculate to size of a required combustion air opening, is called the Known Air Infiltration Rate Method. **For new construction, 4b of step 4 is required to be filled out.**

IFGC Appendix E, Worksheet E-1--Residential Combustion Air Calculation Method (for Furnace, Boiler, and/or Water Heater in the Same Space)			
Step 1: Complete vented combustion appliance information.			
Furnace/Boiler:			
<input type="checkbox"/> Draft Hood	<input type="checkbox"/> Fan Assisted or Power Vent	<input type="checkbox"/> Direct Vent	Input: _____ Btu/hr
Water Heater:			
<input type="checkbox"/> Draft Hood	<input type="checkbox"/> Fan Assisted or Power Vent	<input type="checkbox"/> Direct Vent	Input: _____ Btu/hr
Step 2: Calculate the volume of the Combustion Appliance Space (CAS) containing combustion appliances. The CAS includes all spaces connected to one another by code compliant openings.			
CAS volume: _____ ft ³ L x W x H L W H			
Step 3: Determine Air Changes per Hour (ACH) ¹ Default ACH values have been incorporated into Table E-1 for use with Method 4b (KAIR Method). If the year of construction or ACH is not known, use method 4a (Standard Method).			
Step 4: Determine Required Volume for Combustion Air. (DO NOT COUNT DIRECT VENT APPLIANCES)			
4a. Standard Method			
Total Btu/hr input of all combustion appliances		Input: _____ Btu/hr	
Use Standard Method column in Table E-1 to find Total Required		TRV: _____ ft ³	
Volume (TRV) If CAS Volume (from Step 2) is greater than TRV then no outdoor openings are needed. If CAS Volume (from Step 2) is less than TRV then go to STEP 5 .			
4b. Known Air Infiltration Rate (KAIR) Method (DO NOT COUNT DIRECT VENT APPLIANCES)			
Total Btu/hr input of all fan-assisted and power vent appliances		Input: _____ Btu/hr	
Use Fan-Assisted Appliances column in Table E-1 to find Required Volume Fan Assisted (RVFA)		RVFA: _____ ft ³	
Total Btu/hr input of all Natural draft appliances		Input: _____ Btu/hr	
Use Natural draft Appliances column in Table E-1 to find Required Volume Natural draft appliances (RVNDA)		RVNFA: _____ ft ³	
Total Required Volume (TRV) = RVFA + RVNDA TRV = _____ + _____ = _____ TRV ft ³			
If CAS Volume (from Step 2) is greater than TRV then no outdoor openings are needed. If CAS Volume (from Step 2) is less than TRV then go to STEP 5 .			
Step 5: Calculate the ratio of available interior volume to the total required volume. Ratio = CAS Volume (from Step 2) divided by TRV (from Step 4a or Step 4b)			
Ratio = _____ / _____ = _____			
Step 6: Calculate Reduction Factor (RF). RF = 1 minus Ratio			
RF = 1 - _____ = _____			
Step 7: Calculate single outdoor opening as if all combustion air is from outside. Total Btu/hr input of all Combustion Appliances in the same CAS			
Input: _____ Btu/hr (EXCEPT DIRECT VENT)			
Combustion Air Opening Area (CAOA): Total Btu/hr divided by 3000 Btu/hr per in ²			
CAOA = _____ / 3000 Btu/hr per in ² = _____ in ²			
Step 8: Calculate Minimum CAO: Minimum CAO = CAO multiplied by RF			
Minimum CAO = _____ x _____ = _____ in ²			
Step 9: Calculate Combustion Air Opening Diameter (CAOD): CAOD = 1.13 multiplied by the square root of Minimum CAO			
CAOD = 1.13 √ Minimum CAO = _____ in. diameter go up one inch in size if using flex duct			

¹ If desired, ACH can be determined using ASHRAE calculation or blower door test. Follow procedures in Section G304.

IFGC Appendix E, Table E-1
Residential Combustion air (Required Interior Volume Based on Input Rating of Appliance)

Input Rating (Btu/hr)	Standard Method	Known Air Infiltration Rate (KAIR) Method (cu ft)			
		Fan Assisted or Power Vent		Natural Draft	
		1994 to present	Pre-1994	1994 to present	Pre-1994
5,000	250	375	188	525	263
10,000	500	750	375	1,050	525
15,000	750	1,125	563	1,575	788
20,000	1,000	1,500	750	2,100	1,050
25,000	1,250	1,875	938	2,625	1,313
30,000	1,500	2,250	1,125	3,150	1,575
35,000	1,750	2,625	1,313	3,675	1,838
40,000	2,000	3,000	1,500	4,200	2,100
45,000	2,250	3,375	1,688	4,725	2,363
50,000	2,500	3,750	1,675	5,250	2,625
55,000	2,750	4,125	2,063	5,775	2,888
60,000	3,000	4,500	2,250	6,300	3,150
65,000	3,250	4,875	2,438	6,825	3,413
70,000	3,500	5,250	2,625	7,350	3,675
75,000	3,750	5,625	2,813	7,875	3,938
80,000	4,000	6,000	3,000	8,400	4,200
85,000	4,250	6,375	3,188	8,925	4,463
90,000	4,500	6,750	3,375	9,450	4,725
95,000	4,750	7,125	3,563	9,975	4,988
100,000	5,000	7,500	3,750	10,500	5,250
105,000	5,250	7,875	3,938	11,025	5,513
110,000	5,500	8,250	4,125	11,550	5,775
115,000	5,750	8,625	4,313	12,075	6,038
120,000	6,000	9,000	4,500	12,600	6,300
125,000	6,250	9,375	4,688	13,125	6,563
130,000	6,500	9,750	4,875	13,650	6,825
135,000	6,750	10,125	5,063	14,175	7,088
140,000	7,000	10,500	5,250	14,700	7,350
145,000	7,250	10,875	5,438	15,225	7,613
150,000	7,500	11,250	5,625	15,750	7,875
155,000	7,750	11,625	5,813	16,275	8,138
160,000	8,000	12,000	6,000	16,800	8,400
165,000	8,250	12,375	6,188	17,325	8,663
170,000	8,500	12,750	6,375	17,850	8,925
175,000	8,750	13,125	6,563	18,375	9,188
180,000	9,000	13,500	6,750	18,900	9,450
185,000	9,250	13,875	6,938	19,425	9,713
190,000	9,500	14,250	7,125	19,950	9,975
195,000	9,750	14,625	7,313	20,475	10,238
200,000	10,000	15,000	7,500	21,000	10,500
205,000	10,250	15,375	7,688	21,525	10,783
210,000	10,500	15,750	7,875	22,050	11,025
215,000	10,750	16,125	8,063	22,575	11,288
220,000	11,000	16,500	8,250	23,100	11,550
225,000	11,250	16,875	8,438	23,625	11,813
230,000	11,500	17,250	8,625	24,150	12,075

1. The 1994 date refers to dwellings constructed under the 1994 Minnesota Energy Code. The default KAIR used in this section of the table is *0.20 ACH*.
2. This section of the table is to be used for dwellings constructed prior to 1994. The default KAIR used in this section of the table is 0.40 ACH.

**CITY OF MINNETRISTA
BUILDING PERMIT/PLANS
DATA PRACTICES ADVISORY**

You may be required to submit building plans with your building permit application so that the City of Minnetrista can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.01 defines government data as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public ONLY if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37, subdivision 1(a) as being “government data that disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.”

OR

Trade secret information defined by Minnesota Statutes Section 13.37, subdivision 1(b) as being “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The Responsible Authority for the City of Minnetrista will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies to the City’s use and to make available to the public upon request unless you indicate otherwise as follows:

- _____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(a) and are to be treated as protected data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

- _____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

- _____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

Copyright Holder's Name

Copyright Holder's Phone Number

Copyright Holder's Address

Copyright Holder's Email Address

Name of Applicant (Please Print)

Date

Signature of Applicant

Property Address

FOR STAFF USE ONLY

_____ Meets Minnesota Statute and is classified as non-public information

_____ DOES NOT meet Minnesota Statute and is classified as PUBLIC information

Responsible Authority for the City of Minnetrista

Date

BUILDING INSPECTION DEPARTMENT SURVEY REQUIREMENTS FOR NEW HOMES

1. All surveys shall be certified by a Minnesota registered surveyor, and shall include the following items:
 - Benchmarks
 - Lot Lines
 - Actual Elevations for Garage Floor, Basement Floor, and Foundation Top
 - Lowest Floor Elevation
 - Floodplain, Floodway Delineations, Ordinary High Water Level, Wetlands, Wetland Buffers, Watercourses, Reservoirs, Ponds, and other bodies of water
 - Existing and Proposed topographic character of land showing contours at 2-foot intervals
 - Hardcover Calculations - percentage and square footage of structures, driveway and parking areas, retaining walls, etc.
 - Wells and neighboring wells if new drain field is installed
 - Septic System and Drain Field or sanitary sewer connection
 - All significant trees if project is located in a subdivision with a tree preservation plan
 - Percolation Test and Soil Boring Holes
 - All Easements (Roadway, Utility, Conservation, etc)
 - Scale and North Arrow
 - Street Names
 - PID Number and Site Address
 - Legal Description
 - Parcel Size in Acres and Square Feet
 - Zoning Classification
 - Existing and proposed elevations for lot corners and side yard lot lines, spot elevations in yard
 - Adjacent lots labeled Vacant or spot elevations at the corners of an existing house labeled as "Existing Home/House"
 - Sidewalk locations and elevations if existing. Show location and label as proposed sidewalk if a sidewalk is yet to be constructed
 - Rim elevations on catch basins
 - Driveway location and grade
 - Include utility boxes/peds if in close proximity to lot
 - Water Service location, also MH's, CB's, Hyd's if close to lot
 - If retaining wall is on property, include top and bottom wall elevations. Retaining walls 4' and higher require plans to be submitted by a licensed structural engineer.
 - Signature of Surveyor and Date of Preparation
2. A certified land survey shall indicate that permanent iron monuments are in place at each lot corner.
3. Offset stakes shall also be placed on each side lot a distance from the front lot line equivalent to the building setback line. In the event the distance of the side line is greater than 30 feet, stakes shall be placed on the front building line a distance not to exceed 30 feet from the building side lines.
4. All proposed buildings with dimensions of each building and reference dimensions measured perpendicular from the front, side and rear lot lines to the nearest point of each building.
5. Except for written authorization from the planning department, surveys shall establish the top of foundation and garage floor of all structures to be a minimum of 18 inches above the crown of the street.
6. The location of all proposed decks, porches, driveways, curb cuts and other accessory structures need to be indicated on the survey.

7. Indicate with arrows the direction of proposed surface drainage.
8. For property adjacent to lakes, ponds, streams or flowages, indicate the established high water elevation as approved by the City Engineer. The lowest floor must be a minimum of 3 feet above the highest known water level or not less than 1 foot above the 100-year high water level. In addition, all lowest floors must be a minimum of 3 feet above the highest known water table elevation.
9. Survey elevations, drainage and house design must match approved grading development plan.
10. Location of drain tile stubs with invert elevation.
11. Maximum driveway slope is 10% above grade (minimum is 2 percent).
12. A Foundation As-Built Survey must be submitted and approved prior to approval to back-fill the foundation. You must submit this to the City of Minnetrista prior to approval to back-fill!
13. A Final, As-Built Grading Survey must be submitted and approved prior to a Certificate of Occupancy being granted for a new home.
14. Please call (952) 446-1660 to schedule a curb stop inspection after the final grade is complete to verify that the curb stop is at grade and operational.

Information from

The Minnehaha Creek Watershed District

MCWD Rule Requirements and Permit Applicability
See www.minnehahacreek.org/permits.php or contact
Steve Christopher at (952) 641-4506 for more information

Through the application process with area cities and townships, MCWD permitting requirements and information should be provided by cities for projects that fall within the boundary of the MCWD. The following is a summary of MCWD rules where permits are currently required. These rules are subject to changes and updates periodically.

Erosion Control

- **Grading of 5,000 square feet or more.**
- **Stockpiling or excavation of more than 50 cubic yards of material.**
- **Grading and excavating must not begin until a permit has been issued and required erosion control measures are in place.**

Flood plain Alteration

- Any activity that proposes to place fill of any type in a flood plain associated with a lake, river, stream, wetland or any other water basin
- Wetland Protection
- All projects associated with the draining, filling, or excavation of a wetland.

Dredging

- All dredging in the beds, tanks, or shores of any protected water or wetland.

Shoreline and Streambank Improvement

- All shoreline and stream bank improvements, including but not limited to rip rap, retaining walls, sheet piling and boat ramps.
- All sand blanket projects.

Stream and Lake Crossings

- Placement of roads, highways, or utilities in the bed of a protected water or wetland.
- Construction of a bridge or related crossing of a water, waterway or wetland.
- Placement of a culvert or similar structure in the bed or channel of a protected water or wetland.

Stormwater Management

- All residential, commercial, institutional, industrial or public land development projects that will increase the area of impervious surface or change land contours to alter the drainage ways, increase peak runoff rates, or affect the quality of storm water flows.
- Single family homes, additions of garages, decks, etc. are exempt from this rule, but may require a permit under one of the other rules.

Wetland Protection

- **Wetlands located on a lot must be buffered in accordance with the Minnehaha Creek Watershed District Rules**

PLEASE POST AT WORK SITE

CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA

SECTION 1005 – NOISE

1005.01. Noise Prohibited.

It is unlawful to make or cause to be made any noise that unreasonably annoys, injures or endangers the comfort, repose, health, peace, safety, or welfare of others or precludes their enjoyment of property or adversely affects the value of the property.

1005.03. Noise Regulations.

Operation of earth moving or related construction equipment for which a building permit, grading permit or other city approval has been obtained, may occur Monday through Friday between 7:00 a.m. and 7:00 p.m., Saturday between 8:00 a.m. and 6:00 p.m., with no activity on Sunday or holiday unless otherwise approved by the City Council.

1005.05. Enforcement.

Subdivision 1. Authorization. This section may be enforced by a licensed peace officer or a code enforcement officer designated by the city in accordance with section 115.09.

Subdivision 4. Penalty. Any person violating the provisions of this section will be guilty of a misdemeanor and upon conviction must be punished in accordance with the provisions in section 609.03 of Minnesota Statutes.



WARNING!!

Your project is extremely close to a setback.

The City of Minnetrista has a zero tolerance policy for builders that build within the setbacks.

You will be required to provide a foundation as-built survey to prove you placed the project in the correct location before you can receive your backfill inspection.

New Construction Energy Code Compliance Certificate

Per N1101.8 Building Certificate. A building certificate shall be posted in a permanently visible location inside the building. The certificate shall be completed by the builder and shall list information and values of components listed in Table N1101.8.

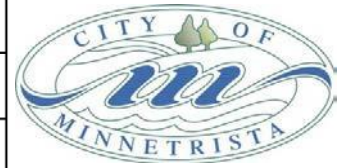
Date Certificate Posted

Mailing Address of the Dwelling or Dwelling Unit

City

Name of Residential Contractor

MN License Number



THERMAL ENVELOPE

Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply							RADON SYSTEM		
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate	Passive (No Fan)	Active (With fan and monometer or other system monitoring device)
Below Entire Slab											
Foundation Wall											Type in location: interior exterior or integral
Perimeter of Slab on Grade											
Rim Joist (Foundation)											Type in location: interior exterior or integral
Rim Joist (1 st Floor+)											Type in location: interior exterior or integral
Wall											
Ceiling, flat											
Ceiling, vaulted											
Bay Windows or cantilevered areas											
Bonus room over garage											
Describe other insulated areas											

Windows & Doors	Heating or Cooling Ducts Outside Conditioned Spaces
Average U-Factor (excludes skylights and one door) U:	Not applicable, all ducts located in conditioned space
Solar Heat Gain Coefficient (SHGC):	R-value

MECHANICAL SYSTEMS				Make-up Air Select a Type	
Appliances	Heating System	Domestic Water Heater	Cooling System		Not required per mech. code
Fuel Type					Passive
Manufacturer					Powered
Model					Interlocked with exhaust device. Describe:
Rating or Size	Input in BTUS:	Capacity in Gallons:	Output in Tons:		Other, describe:
Structure's Calculated	Heat Loss:		Heat Gain:		Location of duct or system:
Efficiency	AFUE or HSPF%		SEER:		
			Calculated cooling load:		Cfm's
					" round duct OR
					" metal duct

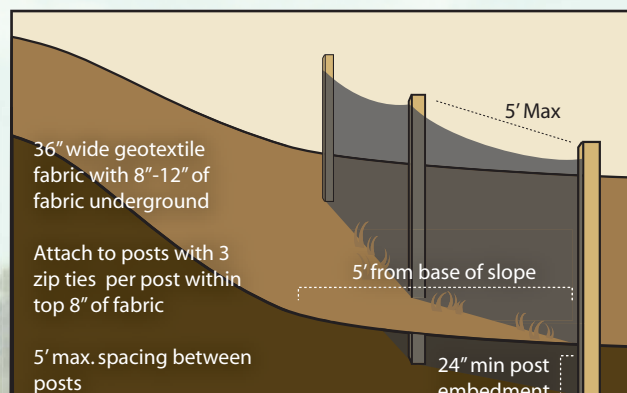
Mechanical Ventilation System				Combustion Air Select a Type	
Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):					Not required per mech. code
Select Type					Passive
	Heat Recover Ventilator (HRV) Capacity in cfms:	Low:	High:		Other, describe:
	Energy Recover Ventilator (ERV) Capacity in cfms:	Low:	High:		Location of duct or system:
	Continuous exhausting fan(s) rated capacity in cfms:				
	Location of fan(s), describe:				Cfm's
	Capacity continuous ventilation rate in cfms:				" round duct OR
	Total ventilation (intermittent + continuous) rate in cfms:				" metal duct

Erosion and Sediment Control Measures

Silt Fence

Silt Fence is a sediment control structure, made of geotextile fabric, that restricts the movement of disturbed soil.

- Install before upslope excavation or grading begins.
- Place along the contour of the land and at least five feet from the base of the slope.
- Cut a trench six (6) inches deep and bury the bottom eight (8) inches of the fabric.
- Stretch the fabric tight, placing the support stakes on the downslope side every five (5) feet apart.
- Backfill the trench and compact the soil.
- All soil stockpiles must have silt fence placed around them to prevent soil erosion.
- Inspect once a week and after each storm event.



Silt Fence Installation

Temporary Seeding

Temporary seeding is an erosion control practice that is needed on all bare areas to provide protection against soil movement. It is not intended to be a permanent lawn seeding, but rather a temporary erosion control practice.

- Seeding must be completed within seven (7) days on areas that are not planned to be disturbed within 14 days.
- All soil stock piles must be temporarily seeded.
- Apply as early in the day as possible, but no later than the end of the day, to benefit from moisture still in the surface layer.
- Protect with straw mulch at the rate of 500 lbs. per 1/4 acre.

Mulch

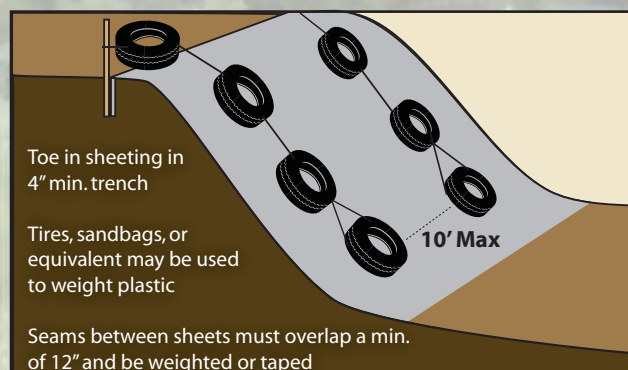
Areas of exposed soils that will not be worked for 14 days must be covered. Mulch provides immediate protection to exposed soils during periods of short construction delays, steep slopes, or over winter months through the application of plant residues and other suitable materials.

Mulch Material	Quality Standards	Application Rates
Straw	Air Dried; Free from undesirable seed and coarse material	2"-3" thick, 2-3 bales per 1000 SF or 2-3 tons per acre
Wood Fiber Cellulose	No growth inhibiting factors	Approx. 25-30 lbs. per 1000 SF or 1000-1500 lbs. per acre
Compost	No visible water or dust during handling. Must be purchased from supplier with Solid Waste Handling Permit	2" thick min.; approx. 100 tons per acre (approx. 800 lbs. per yard)
Chipped Site Vegetation	Average size shall be several inches	2" minimum thickness

Mulching Standards

Plastic

Plastic sheeting may be used to cover exposed slopes that require immediate protection from erosion. Stockpiled soil that will not be used within 24 hours should also be covered.

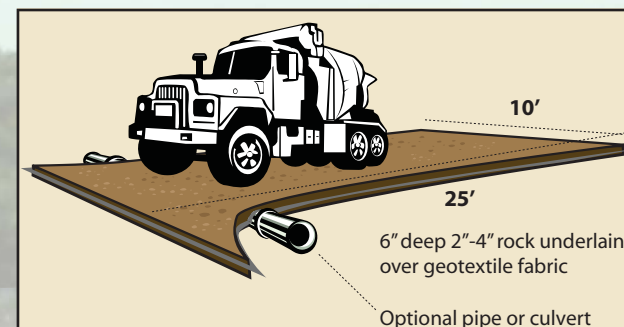


Plastic Cover Installation

Construction Entrance

A construction entrance is a graveled area located where vehicles enter and leave a land disturbance site. Construction entrances provide an area where mud can be removed from vehicle tires before entering a public road. The motion of the vehicle as it moves over the gravel construction material dislodges the caked mud.

- Construct the drive at least ten (10) feet wide and at least twenty (20) feet long.
- Place two (2) to four (4) inch stone over a geotextile fabric on a stable subgrade. A geotextile fabric is placed beneath the rock to prevent sediments from migrating through the rock pad.
- Add stone as needed to maintain six (6) inches of clean depth.
- A pipe or culvert should be constructed under the entrance (if needed) to prevent surface water flowing across the entrance.
- Immediately clean up tracking in the street with a broom or shovel. DO NOT use water to clean pavement.

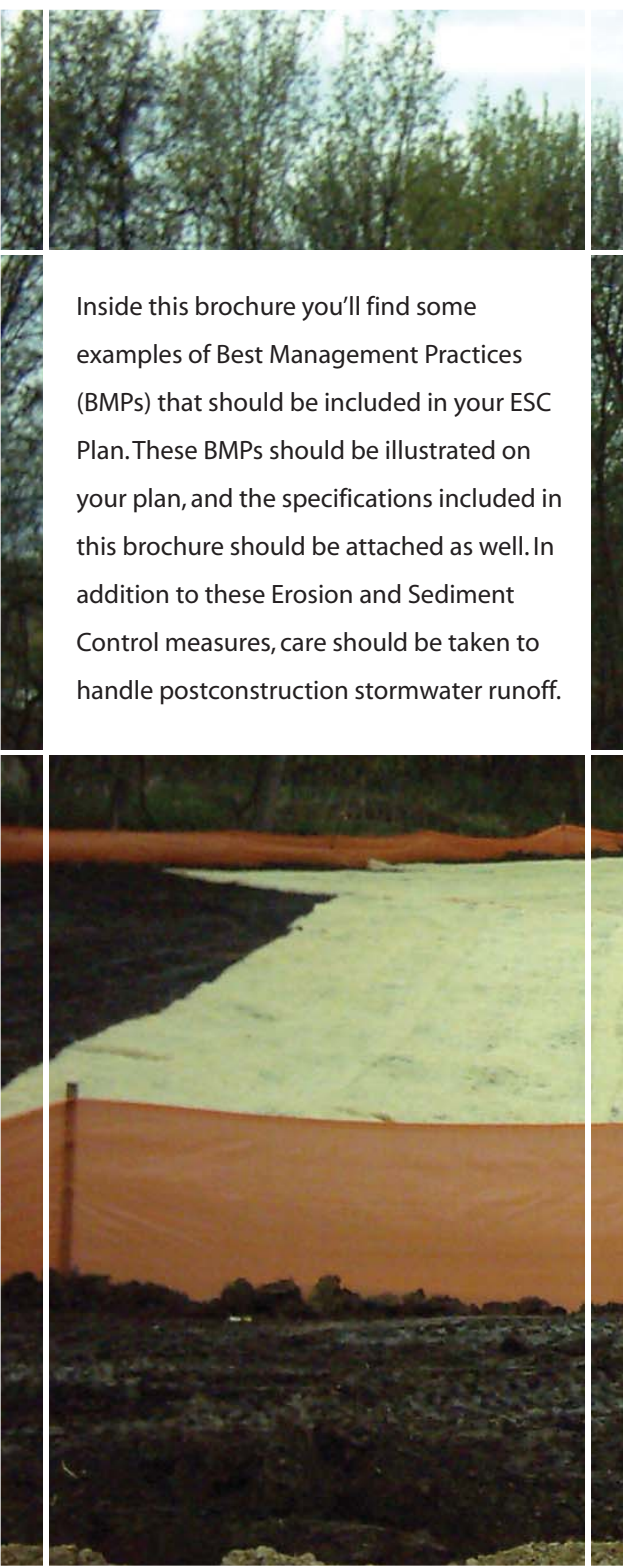


Construction Entrance

Washout Location

Concrete truck washout location must be designated and placed within areas where the wash water will not impact any wetlands, ponds, creeks, lakes or stormwater facilities.

Other approved Best Management Practices (BMP's) may include using storm inlet protection, erosion control blankets, biologs, riprap, seeding, sodding, or vegetative filter buffers.



Inside this brochure you'll find some examples of Best Management Practices (BMPs) that should be included in your ESC Plan. These BMPs should be illustrated on your plan, and the specifications included in this brochure should be attached as well. In addition to these Erosion and Sediment Control measures, care should be taken to handle postconstruction stormwater runoff.



Additional Information

- **NPDES (Storm Water) Permits**
Minnesota Pollution Control Agency
www.pcs.state.mn.us/water/stormwater-c.html

- **Emergency Spill Response**
Minnesota Pollution Control Agency
1.800.422.0798



Erosion & Sediment Control Measures

For Lots
Less Than One Acre



Lawn and Landscape Irrigation Systems and Topsoil

On April 18, 2022, the City Council adopted Ord. No. 475 Approve Code/Text Amendment for Chapter 5 Section 500.03, Section 500.23 Subd. 7, and Section 500.31 Subd. 4 and Subd. 5.

The amendment adds definitions to new terms used in Chapter 5, while clarifying and adding language regarding soil preservation, grading, seeding and sod installation, and requires irrigation from stormwater ponds for new subdivisions. The amendment also establishes a final grade and seed escrow, changes the cost for a final grade reinspection, and adds a soil depth reinspection fee in the City's fee schedule. The full text of Ordinance No. 475 is available for inspection at Minnetrista city hall during regular business hours and is available on the City's website. Below is a summary of the amendments:

Section 500.23, Subd. 7. Soil preservation, grading and seeding

- A final grade escrow must be submitted by the applicant prior to issuance of a building permit. This is to ensure that the final grade inspection meets the minimum requirements of the ordinance.
- Seeding shall occur in the spring between April 1 and June 1, and in the fall between August 15 and September 30. Seed shall not be sown if the City has declared a watering ban.
- For properties that use the City Water Supply System for irrigation:
 - Sodding cannot occur between June 10 and August 10 if the United States Drought Monitor map indicates that Minnetrista is experiencing Severe, Extreme, or Exceptional Drought conditions.
 - No sod shall be placed if the City has declared a watering ban.

Section 500.31, Subd. 4. No Connection of Lawn and Landscape Irrigation Systems to the City Water Supply System

- The following properties are prohibited from using the City's Water Supply System for irrigation:
 - A subdivision consisting of five or more lots that is zoned residential.
 - A multiple dwelling unit structure of any size, except for properties in locations that are served by the City's storm sewer system.
 - A property that is over two acres in size and is zoned Highway Service Business, Planned Industrial, mixed-use, or public/semi-public.
- This update requires the above-mentioned properties to develop other means of irrigation, such as reuse from a stormwater pond.
 - Stormwater pond pumps shall not be connected to the City's Water Supply System. Nor shall any water pumped be in any way connected to the City's Water Supply System.

Section 500.31, Subd. 5. Connection of Irrigation Wells to Storm Water Ponds

- An irrigation well may be installed on any property to provide additional water to a stormwater pond under the following conditions:
 - The well is constructed according to MN State Statute Ch. 103I and the “Minnesota Well Code”.
 - An Appropriation permit is obtained from the DNR.
 - The well is metered and protected from back flow.
 - Well logs and pumping records are provided to the City annually.
 - The well shall not be used to provide flow to any water feature where the water then flows to waste.

City’s Uncodified Fee Schedule

- Final grade and seed escrow is calculated based on the square yard of land that is proposed to be disturbed.
- A final grade reinspection fee and a soil depth reinspection fee will be charged to the permit holder if reinspection is required.