

City of Utica

P.O. Box 431
Utica, MN 55979



Building Permit Packet

**NEW CONSTRUCTION, ALTERATIONS,
ADD-ONS, DECKS & RAMPS**

**PERMIT FEE MUST BE PAID PRIOR TO
RELEASE OF PERMIT TO APPLICANT.
CHECK PAYABLE TO CITY OF UTICA.**

**Applicants may meet with the Utica City Council on the
2nd Monday of the month at 6:30 p.m. Meeting location is
the Utica School.**

BUILDING PERMIT PROCESS

(Revised 2-3-23)

1. Applicant shall submit application to the responsible jurisdiction.

Applicant shall include:

- a. Site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
 - b. Legal description and address of property.
 - c. Two sets of plans which include footing, foundation, wall & roof details. CMS will release permit after energy calculations, makeup and combustion air calculations (mechanical calculations) and energy compliance certificate are approved. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
 - d. On-site and well information if building is not municipal water and/or sanitary sewer.
2. Building permit review and issuance normally takes 10 to 14 working days.
 3. Applicant pays all fees when he/she picks up the permit(s) before construction.
 4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required:
 - a. Footing/foundation. This is made prior the concrete being poured.
 - b. Poured foundation walls
 - c. **Back Fill and Water Proofing**
 - d. Plumbing Rough-in – below ground
 - e. **Radon – Before any foam is placed**
 - f. Mechanical Rough-in – heat/vent – in-floor & underground heat
 - g. Framing – Truss specifications to be on site.
 - h. Plumbing Rough-in - above ground
 - i. Heat & Ventilation Rough-in
 - j. Fireplace Rough-in. This inspection is made prior to enclosing unit.
 - k. Insulation
 - l. Finals – building, plumbing, mechanical (heat/ventilation & gas lines)
 5. Certificate of Occupancy shall be issued upon completion of all approved work.

GENERAL INFORMATION:

- All structures except storage buildings 200 sq. ft. or less require a building permit. Storage buildings 200 sq. ft. or less must still comply with all applicable zoning regulations.
- Fences not over seven feet (7') high do not require a building permit.

- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.
- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code adopted under Minnesota Statutes, Section 326B.106, subdivision 1, includes the following chapters:
 - A. 1300 – Minnesota Building Code Administration;
 - B. 1301 - Building Official Certification;
 - C. 1302 - State Building Code Construction Approvals;
 - D. 1303 - Special Provisions;
 - E. 1305 – Minnesota Building Code;
 - F. 1306 - Special Fire Protection Systems;
 - G. 1307 – Elevators and Related Devices ;
 - H. 1309 - Minnesota Residential Code;
 - I. 1311 – MN Conservation Code for Existing Buildings;
 - J. 1315 - Minnesota Electrical Code;
 - K. 1325 - Solar Energy Systems;
 - L. 1335 - Floodproofing Regulations;
 - M. 1341 - Minnesota Accessibility Code;
 - N. 1346 - Minnesota Mechanical Code;
 - O. 1350 - Manufactured Homes;
 - P. 1360 - Prefabricated Structures;
 - Q. 1361 – Industrialized/Modular Buildings ;
 - R. 1370 - Storm Shelters (Manufactured Home Parks);
 - S. 4714 - Minnesota Plumbing Code;
 - T. 1322 and 1323 - Minnesota Energy Codes;
 - U. 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS
CONSTRUCTION MANAGEMENT SERVICES
507-282-8206**

City of Utica Building Permit Requirements

Utica residents are reminded that Minnesota Building Code applies to our community. You **must** have a building permit approved by the city council and Construction Management Services from Rochester for the items listed below. You must have a permit in order to start a project.

- New Construction
- Alterations
- Add-ons
- Deck Construction
- Ramp Construction
- Wood fences (Above 7 foot in height)
- Re-Shingle Roof
- Residing
- Demolition
- Furnace Installation
- Water Heater Installation
- Air Conditioner Installation
- Unit Heater Installation
- Fireplace Installation

- (NOT ALLOWED) Corn, Wood and Pellet Stove Installation

BUILDING PERMIT/APPLICATION

CITY OF UTICA

Date Received: _____ Received By: _____ Permit # _____

-----APPLICANT COMPLETE INFORMATION BELOW-----

Project Address: _____ or PID # _____

Legal Description: _____

Property Owner: _____ Phone _____

Address: _____ City: _____ Zip: _____

General Contractor: _____ License #: _____ Phone: _____

Plumbing Contractor: _____ License #: _____ Phone: _____

Mechanical Contractor: _____ Phone: _____

Proposed Use [Check One]: Dwelling _____ Private Garage _____ Deck _____ Home Addition _____

Pole Building _____ Finish Basement _____ Three Season Porch _____ Business/Commercial _____

Fireplace _____ Reroof _____ Siding _____ Furnace _____ Water Heater _____ Other _____

Description of Project: _____

_____ Dimensions: _____

Use and occupancy: _____ Type of Construction: _____

Estimated Value: _____ Lot Size/Dimensions: _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name [please print]: _____ Address: _____

City: _____ Zip: _____ Phone: _____

Signature: _____ Date: _____

-----CITY USE ONLY-----

PLANNING: Zoning District: _____ Minimum Setbacks Required: Front _____

Side _____ Rear _____ Road Right of Way _____ Other: _____

Reviewed By: _____ Date: _____

Subject to the following conditions: _____

BUILDING: Reviewed By: _____ Date: _____

-----FEES-----

Building Permit: _____ Plan Review: _____ State Surcharge: _____

Plumbing Permit: _____ Plan Review: _____ State Surcharge: _____

Mechanical Permit: _____ Plan Review: _____ State Surcharge: _____

Other: _____

Sub Totals: _____

TOTAL DUE: _____

Date Issued: _____ Issued By: _____ Receipt # _____

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I understand that the State of Minnesota required that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn Stat. §514.01. In the event that I do construct or improve another residential structure in the next 24 months, I will not do so until I obtain the required state license, understanding that failure to do so is a misdemeanor under state law.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326.92, subd 1, and that I would forfeit my rights to reimburse from the Contractor's Recovery Fund in the event that any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the state building code and/or city ordinance in connection with the work performed on this property.

Signature of Property Owner

Date

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce, Enforcement Division at: (651) 296-2594 or toll-free at 1-800-657-3602.



A Division of WSE Engineering Services, Ltd
1765 Restoration Rd SW
Rochester, MN 55902
507-282-8206

THE FOLLOWING ITEMS ARE CONDITIONS FOR PERMIT ISSUANCE
STRICT COMPLIANCE IS MANDATORY

WINDOW AND/OR DOOR REPLACEMENT:

1. Window(s) and door(s) shall be installed and flashed in accordance with the manufacturer's written installation instructions. R612.1
2. Window fenestration U-factor shall not exceed 0.32. Chapter 1322 Table R402.1.1
3. Door fenestration U factor shall not exceed 1.2 for un-insulated metal, 0.6 for insulated metal and 0.5 for wood doors. Table R303.1.3(2)
4. Written instructions shall be provided for each window and door and shall be on the job site at time of inspection. R612.1
5. Single and multiple station smoke alarms shall be installed:
 - a. In each sleeping room.
 - b. Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
 - c. On each additional story of the dwelling, including basements, but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
MSBC1309/R314.3
6. Carbon monoxide alarms shall be required in all single family homes and multi-family apartment units. General location requirements: within ten (10) feet of each sleeping room. MN Stat.299F.50 MSBC1309/R315

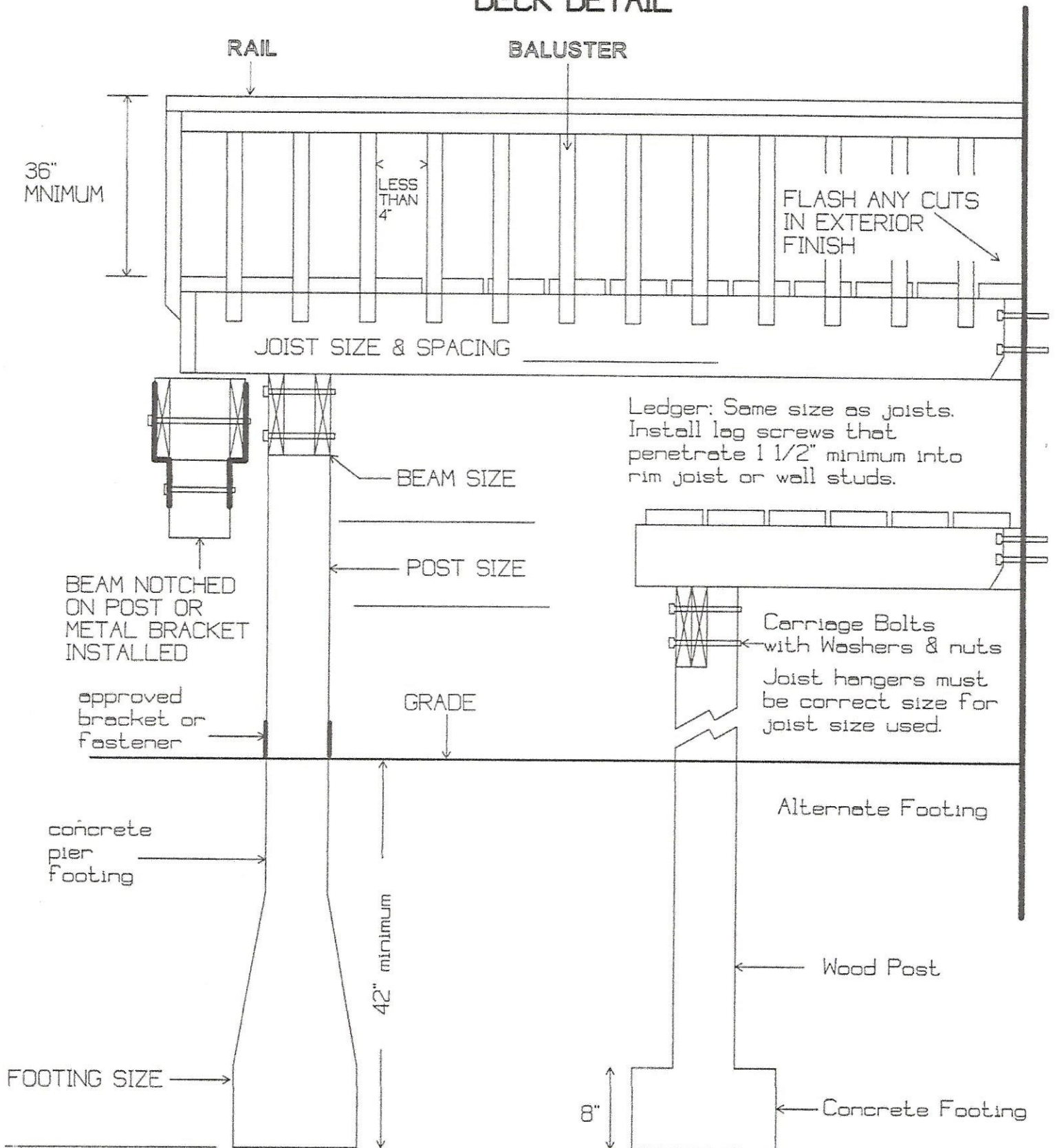
Where a fuel burning appliance is located within a bedroom or it's attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

SMOKE ALARMS AND CARBON MONOXIDE ALARMS CAN BE BATTERY OPERATED UNITS

Jay Kruger
Building Official

CALL CMS FOR FRAMING & FINAL INSPECTION
507-282-8206

DECK DETAIL



DECK FLOOR PLAN (SEE SAMPLE)

ARE YOU USING
ONE BEAM OR TWO?
CIRCLE (1) (2)

 = POST

USE POST SYMBOL ABOVE.
DRAW IN POST LOCATIONS
ON BEAM OR BEAMS BELOW.

DISTANCE BETWEEN
BEAM (S) AND HOUSE
WALL? _____

BEAM TWO

BEAM ONE

SIZE OF DECKING _____

DIRECTION OF DECKING
CIRCLE ARROW 

DISTANCE BETWEEN
BEAMS? _____

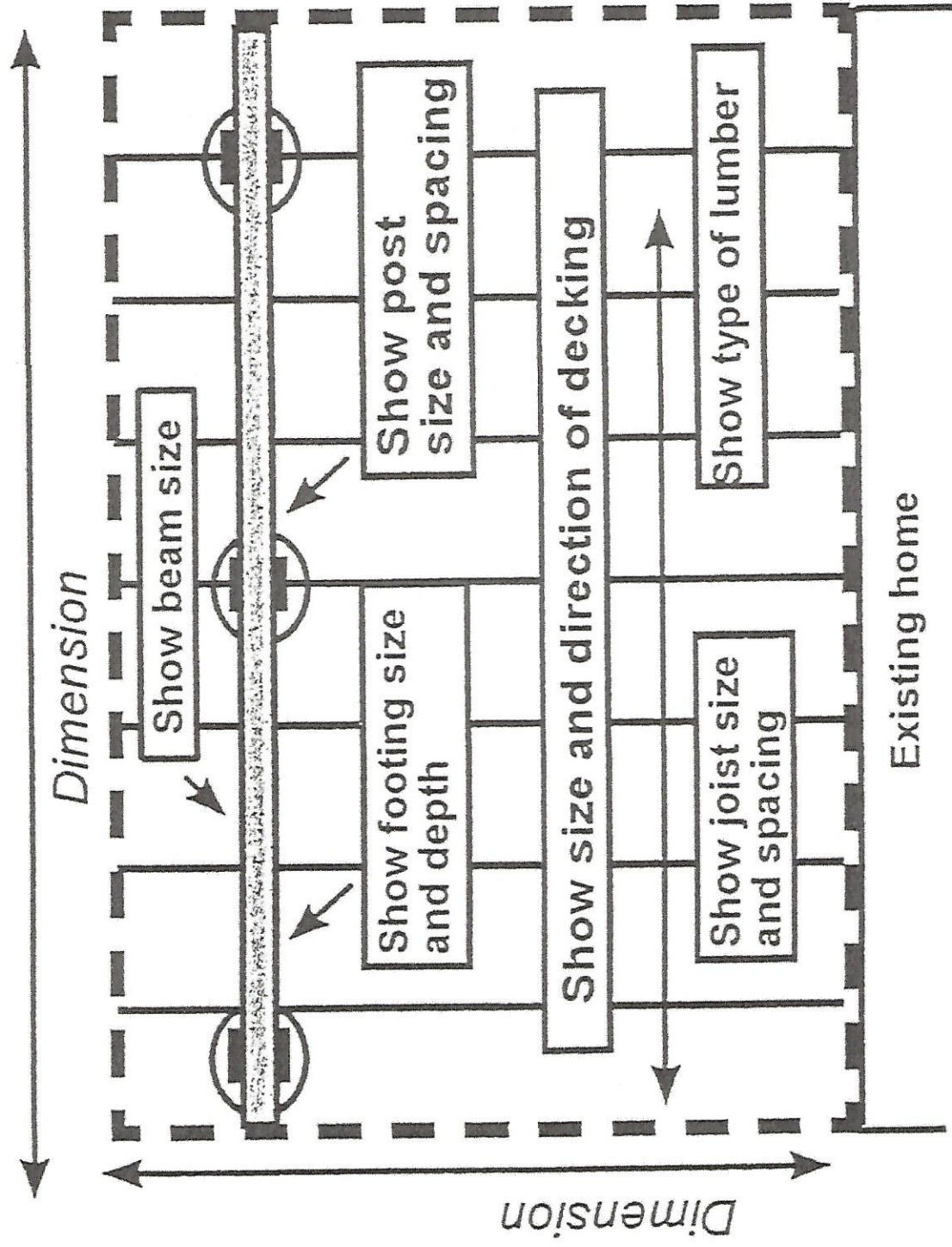
DECK WIDTH? _____

TYPICAL
JOISTS

HOUSE WALL

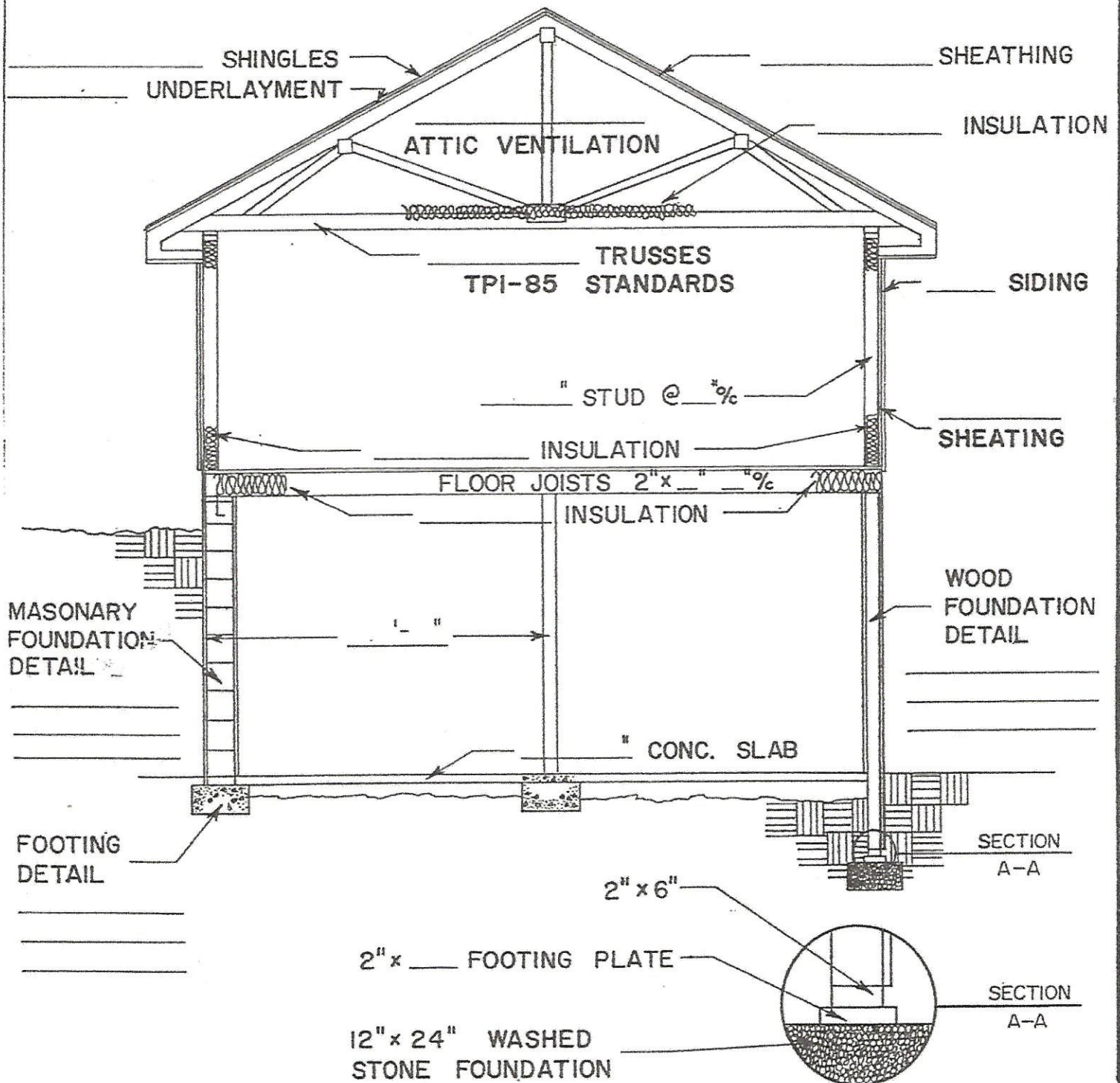
DECK
LENGTH? _____

Deck Sample floor plan

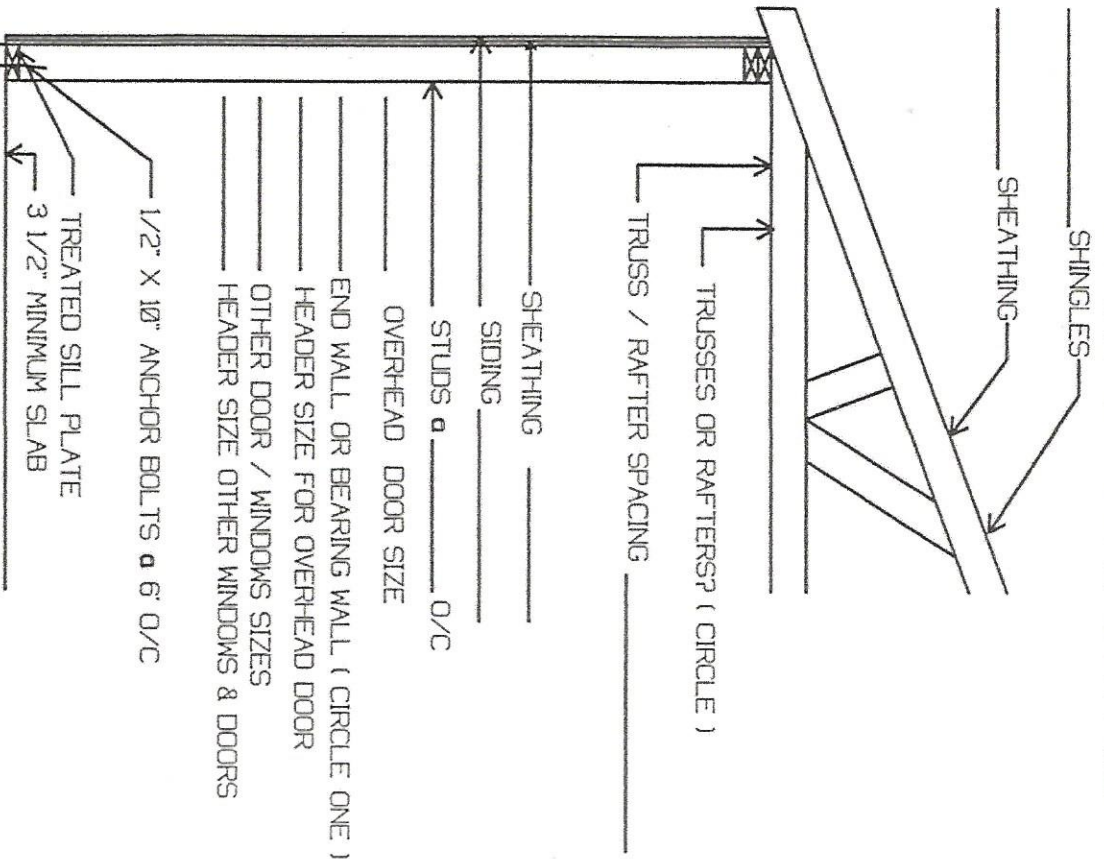


provide scale

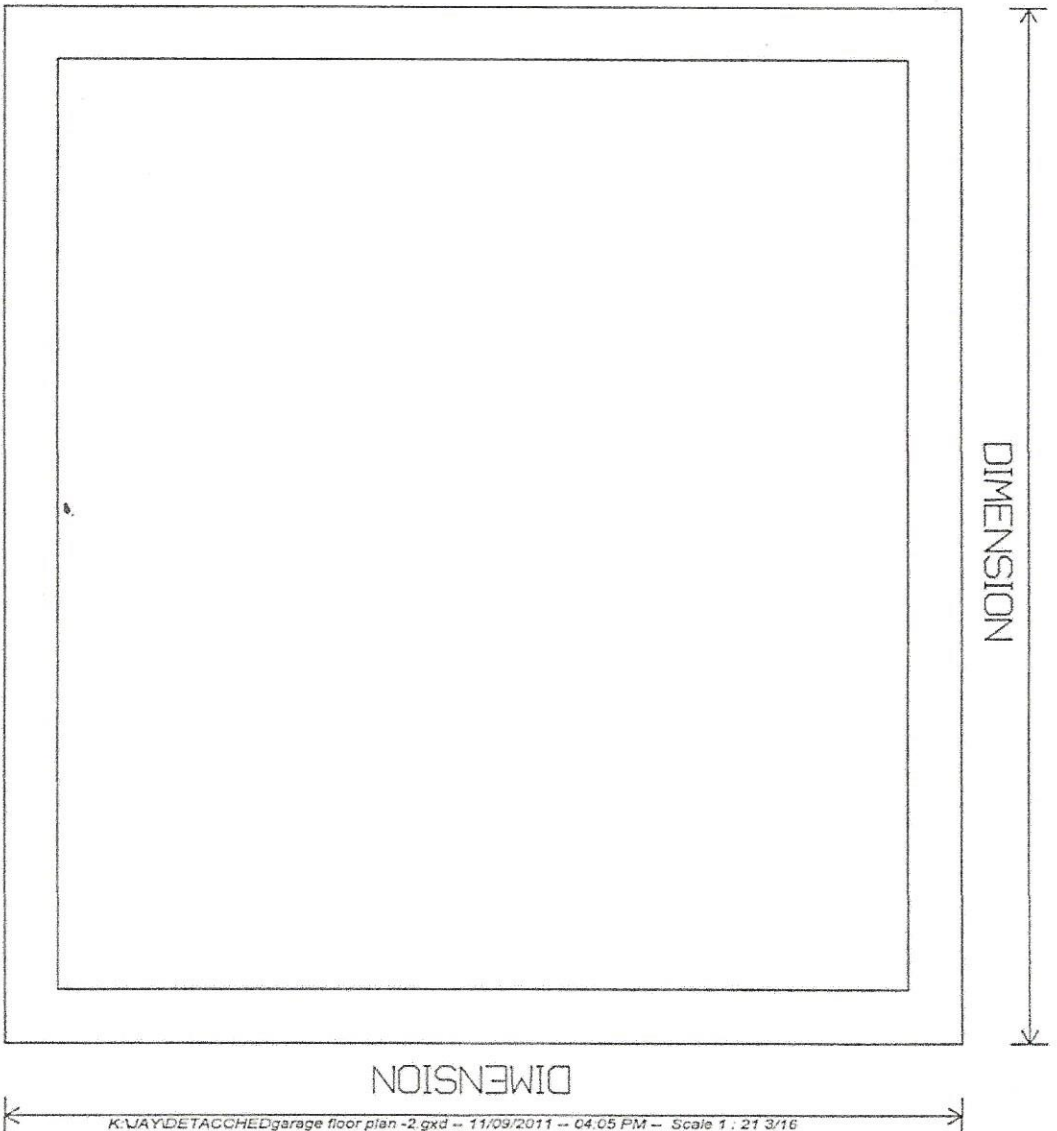
WALL SECTION FOR HOUSE ADDITION
SUBMIT FLOOR PLAN
INDICATE ROOM OCCUPANCY



DETACHED GARAGE DETAIL



GARAGE FLOOR PLAN



12 INCH MINIMUM

WIDTH SHALL BE DETERMINED FROM TABLE R403.1

TABLE R403.1

	LOAD BEARING VALUE OF SOIL (PPS)			
	1500	2000	2500	3000
1-STORY	12"	12"	12"	12"
2-STORY	15"	12"	12"	12"

DRAW IN ALL WINDOW AND DOOR LOCATIONS WITH SIZES AND HEADER SIZES

SHOW DIRECTION OF RAFTERS OR TRUSSES

SEE BACK FOR SAMPLE DRAWING

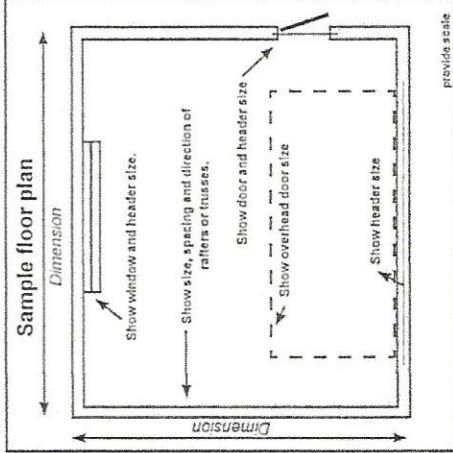
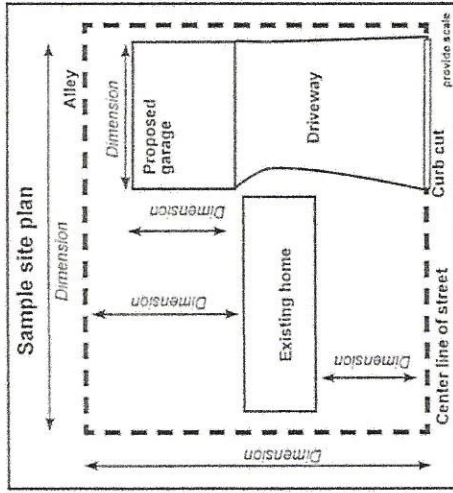
General building code requirements

The 2007 Minnesota State Building Code adopts the 2006 International Residential Code (2006 IRC). All "R" code references provided in this brochure pertain to the 2006 IRC.

- Footings must extend to frost depth for all attached garages. A "floating slab" may be used for the foundation support of detached garages on all soils except peat and muck. The slab perimeter must be sized and/or reinforced to carry all design loads. The minimum-slab thickness must be 3½ inches and reinforcing is recommended. The minimum concrete strength required is 3500-pounds-per-square-inch for floating slab. Protect concrete from freezing until cured.
- Anchor bolts or straps: Foundation plates must be anchored to the foundation with not less than ½ inch diameter steel bolts, or approved straps, embedded at least seven inches into the concrete and spaced not more than six feet apart. There must be a minimum of two bolts for each piece of sill plate with one bolt located within 12 inches of each end of each piece of sill plate. Anchor straps must be installed according to manufacturer's specifications.
- Sill plate: All foundation sill plates must be approved pressure-preservative-treated wood, heartwood of redwood, black locust or cedar.
- Wall framing: Studs must be placed with their wide dimension perpendicular to the wall and not less than three studs must be installed at each corner of an exterior wall. Minimum stud size is two inches by four inches and spaced not more than 24 inches on center.

The following samples show the minimum detail expected on site, floor and elevation plans to ensure the permit process proceeds smoothly. Additional information, such as sectional drawing or elevations, may be required. The plans should include the following information:

- Proposed size of garage.
- Location and size of door and window opening.
- Size of headers over all doors and window openings.
- Size, spacing and direction of rafter (roof) materials.
- Type (grade and species) of lumber to be used.
- Braced wall panels per R602.10.



- Top plate: Bearing and exterior wall studs need to be capped with double-top plates installed to provide overlapping at corners and at intersections with other partitions. End joints in double-top plates must be offset at least 24 inches.

- Sheathing, roofing and siding: Approved wall sheathing, siding, roof sheathing and roof covering must be installed according to the manufacturer's specifications. Wall sheathing may be required to have a weather-resistant barrier installed over the product prior to application of the siding product.

- Wood and earth separation: Wood used in construction located nearer than 6 inches to earth shall be treated wood.

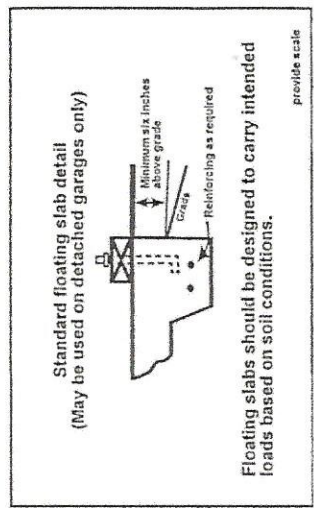
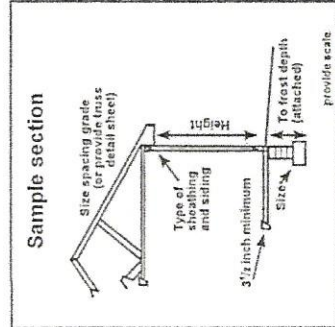
- Roof framing: Size and spacing of conventional lumber used for roof framing depends upon the roof pitch, span, the type of material being used and the loading characteristics being imposed. Garages must be designed for the appropriate snow load in your area. Contact your local building inspector. A snow load map is online at www.dli.mn.gov/ccld/pdf/bc_map_frost_depth.pdf.

Rafters need to be framed directly opposite each other at the ridge. A ridge board at least one inch (nominal) thickness and not less in depth than the cut end of the rafter is required for hand-framed roofs. At all valleys and hips, there also needs to be a single valley or hip rafter not less than two inches (nominal) thickness and not less in depth than the cut of the rafter. Valley needs to be designed as a beam.

Rafters must be nailed to the adjacent ceiling joist to form a continuous tie between exterior walls when the joists are parallel to the rafters. Where not parallel, rafters must be tied by a minimum one inch by four inch (nominal) cross tie spaced a maximum four foot on center. Manufactured trusses are to be installed per the manufacturer.

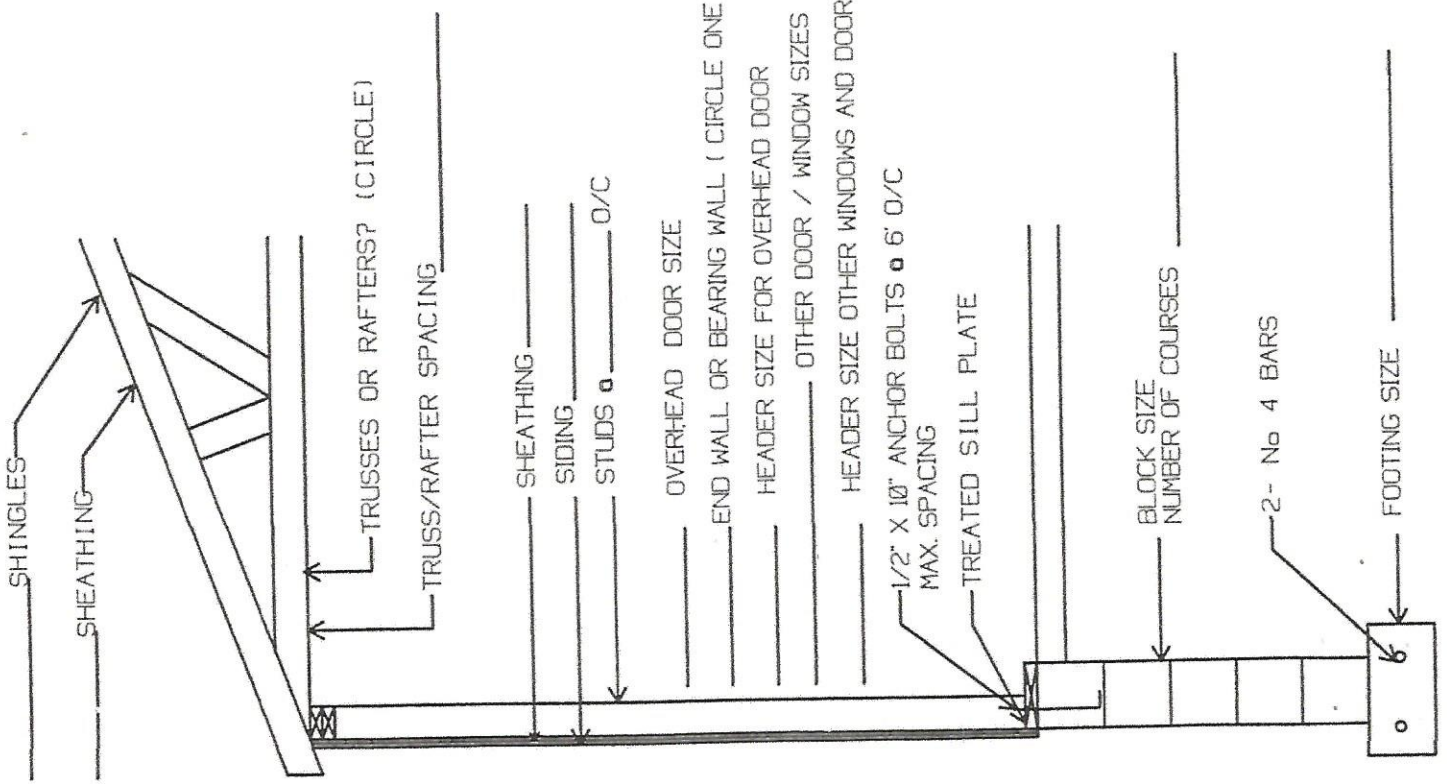
- Separation required: An attached garage shall be separated from the residence and its attic area by not less than ½-inch (12.7 mm) gypsum board applied on the garage side. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall be protected by not less than 5/8-inch (15.9 mm) type "X" gypsum board or equivalent.

- Concrete curb block: Concrete masonry curb blocks shall be at least 6-inch-modular width (4-inch-curb blocks are not permitted by code).



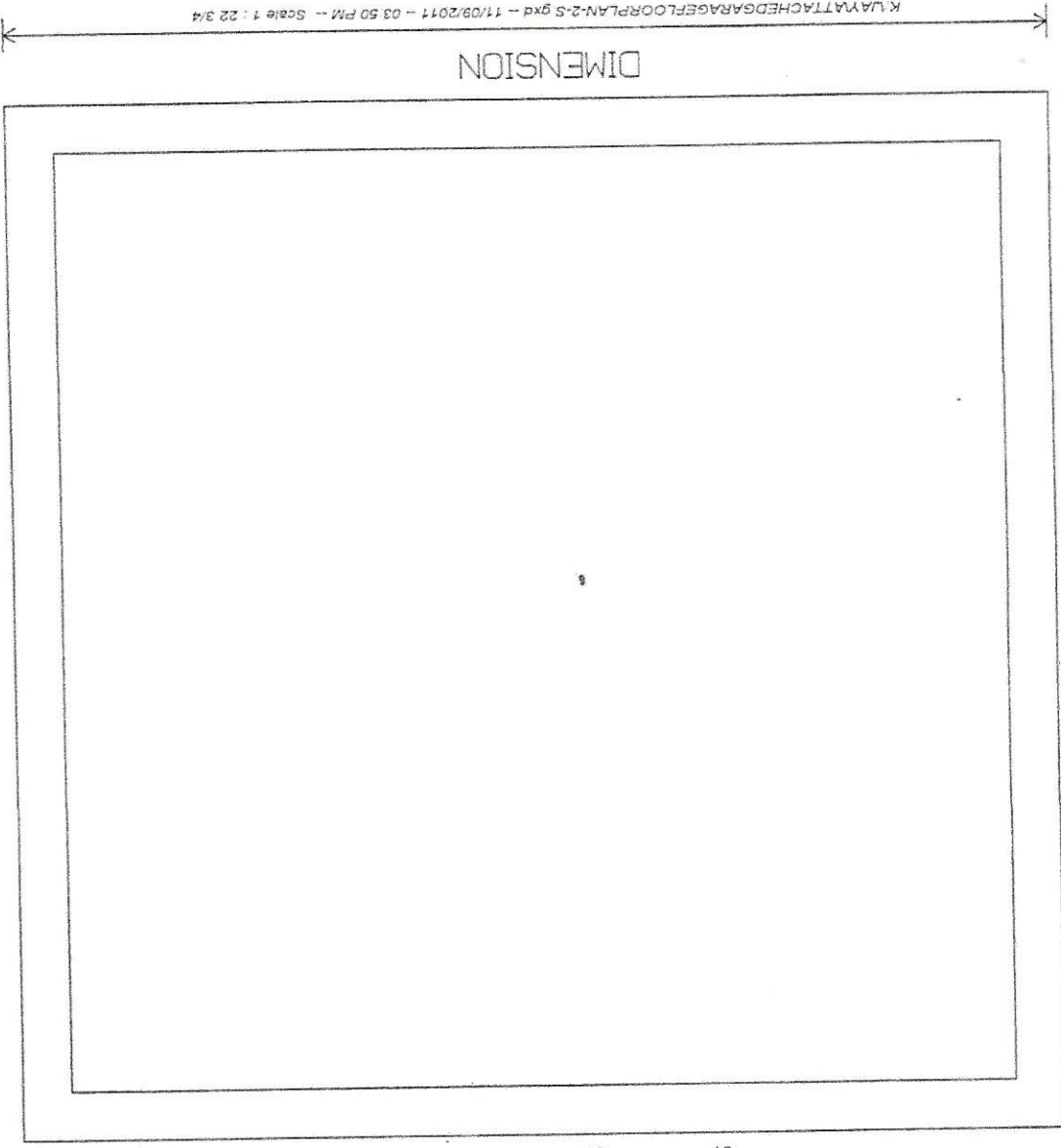
Floating slabs should be designed to carry intended loads based on soil conditions.

ATTACHED GARAGE DETAIL



GARAGE FLOOR PLAN

DIMENSION



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DRAW IN ALL WINDOW AND DOOR LOCATIONS
WITH SIZES AND HEADER SIZES
SHOW DIRECTION OF RAFTERS OR TRUSSES
SEE BACK FOR SAMPLE DRAWING

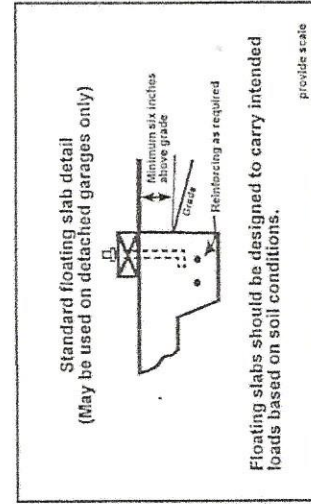
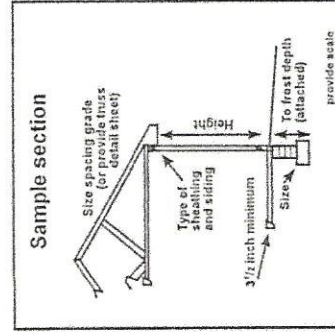
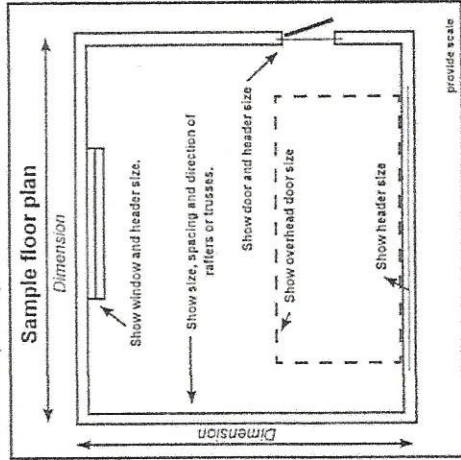
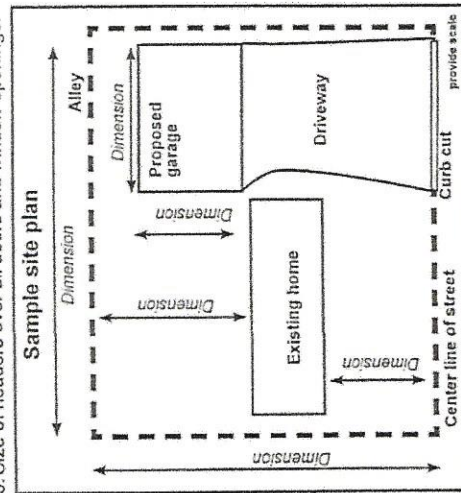
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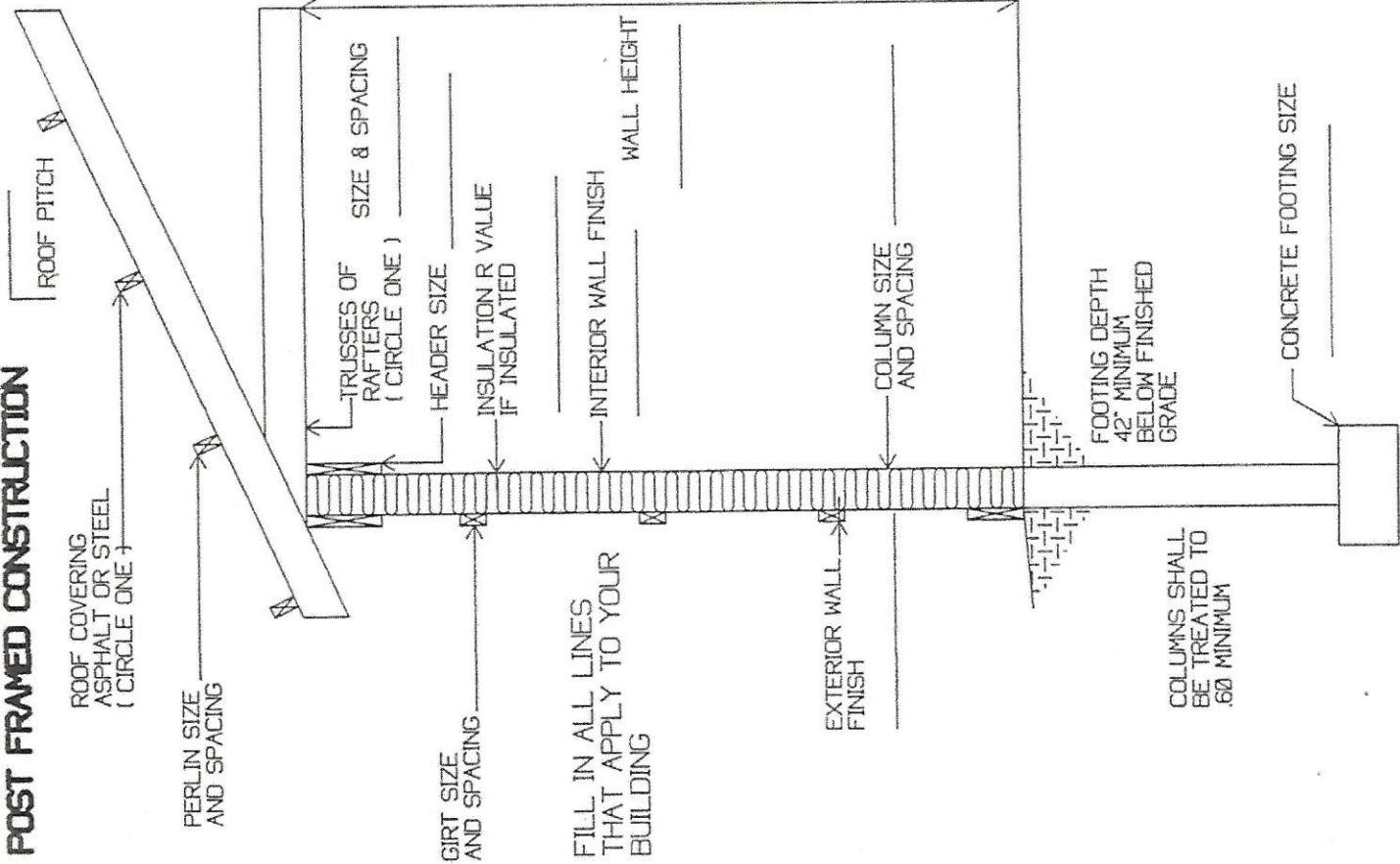
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- Size, spacing and direction of rafter (roof) materials.
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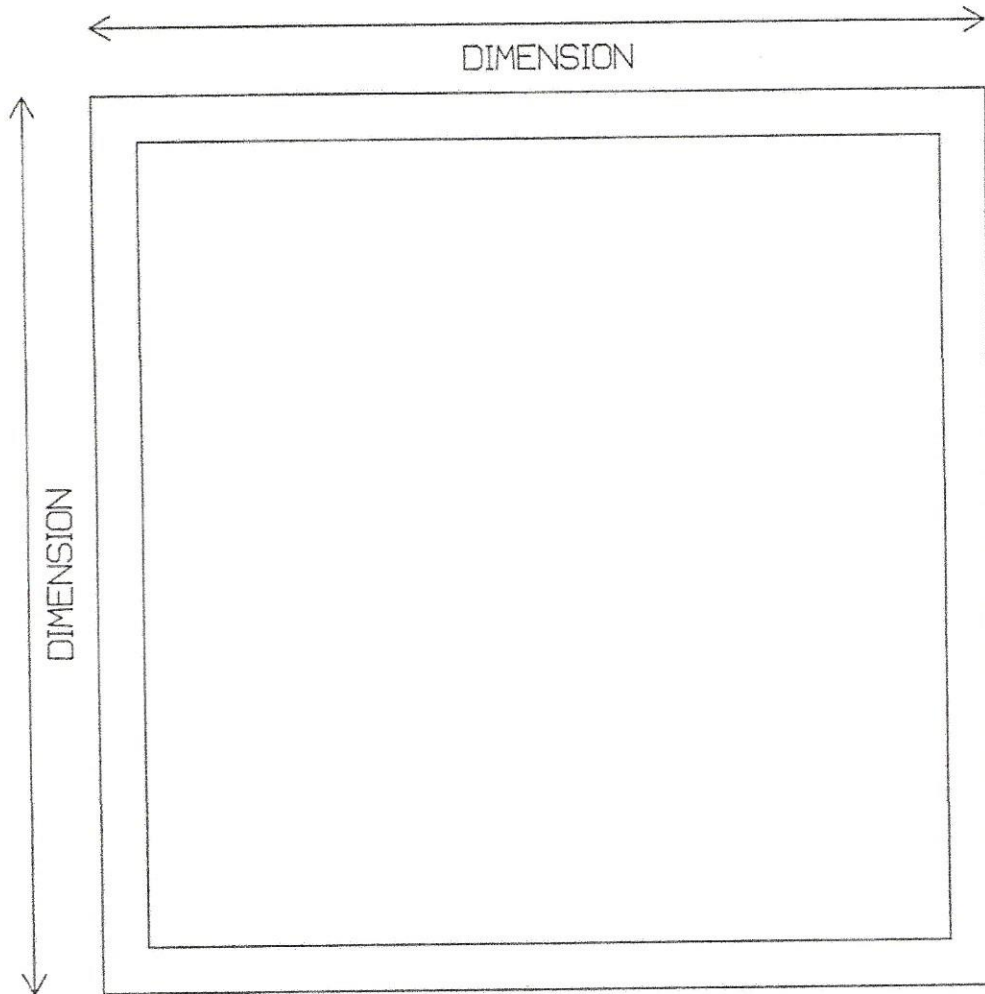


- Top plate: Bearing and exterior wall studs need to be capped with double-top plates installed to provide overlapping at corners and at intersections with other partitions. End joints in double-top plates must be offset at least 24 inches.
- Sheathing, roofing and siding: Approved wall sheathing, siding, roof sheathing and roof covering must be installed according to the manufacturer's specifications. Wall sheathing may be required to have a weather-resistive barrier installed over the product prior to application of the siding product.
- Wood and earth separation: Wood used in construction located nearer than 6 inches to earth shall be treated wood.
- Roof framing: Size and spacing of conventional lumber used for roof framing depends upon the roof pitch, span, the type of material being used and the loading characteristics being imposed. Garages must be designed for the appropriate snow load in your area. Contact your local building inspector. A snow load map is online at www.dli.mn.gov/ccl/pdf/toc_map_frost_depth.pdf.
- Rafters need to be framed directly opposite each other at the ridge. A ridge board at least one inch (nominal) thickness and not less in depth than the cut end of the rafter is required for hand-framed roofs. At all valleys and hips, there also needs to be a single valley or hip rafter not less than two inches (nominal) thickness and not less in depth than the cut of the rafter. Valley needs to be designed as a beam.
- Rafters must be nailed to the adjacent ceiling joist to form a continuous tie between exterior walls when the joints are parallel to the rafters. Where not parallel, rafters must be tied by a minimum one inch by four inch (nominal) cross tie spaced a maximum four foot on center. Manufactured trusses are to be installed per the manufacturer.
- Separation required: An attached garage shall be separated from the residence and its attic area by not less than 1/2-inch (12.7 mm) gypsum board applied on the garage side. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall be protected by not less than 5/8-inch (15.9 mm) type "X" gypsum board or equivalent.
- Concrete curb block: Concrete masonry curb blocks shall be at least 6-inch-modular width (4-inch-curb blocks are not permitted by code).

POST FRAMED CONSTRUCTION



BUILDING FLOOR PLAN



DRAW IN ALL WINDOW AND DOOR LOCATIONS
WITH SIZES AND HEADER SIZES
SHOW DIRECTION OF RAFTERS OR TRUSSES
SEE BACK FOR SAMPLE DRAWING

MINNESOTA ENERGY CODE REQUIREMENTS FOR FOUNDATION INSULATION

EXTERIOR FOUNDATION INSULATION -- GENERAL REQUIREMENTS	INTERIOR FOUNDATION INSULATION -- GENERAL REQUIREMENTS
• Must be of water resistant materials manufactured for its intended use. • Must be installed according to the manufacturer's specifications. • Must comply with ASTM C578 (rigid), C1621 (semi-rigid), C1029 (spray-applied), or C1289 (rigid), as applicable. • Must have a rigid, opaque and weather resistant protective covering to prevent the degradation of the insulation's thermal performance. ◦ The protective cover must cover the exposed exterior insulation and extend a minimum of 6-inches below grade. ◦ The insulation and protective covering must be flashed with corrosion resistant flashing applied in such manner as to prevent entry of water into the wall cavity or penetration of water into the building structural frame components.	• Masonry foundation walls must be drained through the masonry block cores to an approved interior drainage system. • If a frame wall is installed it must NOT be in direct contact with the foundation wall, unless the INTERIOR side of the foundation has been WATERPROOFED. • Must meet the requirements for rigid interior insulation, spray-applied interior insulation, semi-rigid interior insulation, or unfaced fiberglass batt interior insulation. • Must comply with the following interior air barrier requirements: ◦ Air barrier to be installed on warm-in-winter side of thermal insulation. ◦ Areas of potential leakage in the building thermal envelope shall be caulked, gasketed, weather-stripped, or otherwise sealed with an air barrier material, suitable film or solid material to form an effective barrier between conditioned and unconditioned spaces. The integrity of all air barriers must be maintained. Sealing methods between dissimilar materials must allow for expansion and contraction.
BASEMENT FOUNDATIONS AND CRAWL SPACES -- GENERAL REQUIREMENTS	SLAB ON GRADE AND BASEMENT WALK OUT FOUNDATIONS -- GENERAL REQUIREMENTS
• Must be installed to an R-10. Adding additional insulation to increase R-value or adding additional vapor retarder to foundation wall assemblies is prohibited, except for the installation of R-13 when using fiberglass batt insulation on the interior. • Must be insulated from the top of the foundation wall down to the top of the footing or from the top edge of the interior wall to the top of the slab if insulation is on the interior.	• Must be insulated to an R-10. Adding additional insulation to increase R-value or adding additional vapor retarder to foundation wall assemblies is prohibited, except for the installation of R-13 when using fiberglass batt insulation on the interior. • Insulation must extend to the designed frost line (60-inches here) or to the top of footing, whichever is less. • The top edge of the insulation installed between the exterior wall and the edge of the interior slab can be cut at a 45-degree angle away from the exterior wall.
LOCATIONS WHERE THE AIR BARRIER MUST BE SEALED:	LOCATIONS WHERE THE AIR BARRIER MUST BE SEALED: (continued)
• Walls, floors, ceilings, overhangs, knee-walls, and floor rim joist areas separating conditioned from unconditioned spaces. • At all joints, seams and penetrations of the building thermal envelope. • At all electrical, plumbing, mechanical and other penetrations of the interior air barrier. • At all interconnections in the thermal envelope between concealed vertical and horizontal spaces such as soffits, drop ceilings, cove ceilings and similar locations.	• In concealed spaces between stairs, fireplace framing, partition walls, chases, tubs and showers directly adjacent to the building thermal envelope. • At openings between framing members and window and door frames and jams

N1101.8 Certificate Builders Name / Company	Date: _____ Site Address: _____ Contractor Name: _____
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Location	Type of Insulation	Installed R-Value	Type	Location	Size
* Roof/Ceiling			Makeup Air		
* Walls			Combustion Air		
* Slab-On-Grade			Water Heating		
* Floor			Manufacturing	Model	
* Rim Joist			Ducts Outside of Conditioned Spaces		
* Foundation Wall			Location	R-Value	
			Interior, Exterior or Integral		

Average U-Factor	SHGC (solar heat gain coefficient)	Passive	Active
Fenestration	Radon	☐	☐

Type	Input Rating	AFUE	Manufacturer	Model	Calculated Heat Loss
Heating System					

Type	Output Rating	SEER	Manufacturer	Model	Cooling Load / Heat Gain
Cooling System					

Type	Location	Continuous Ventilation	Total Ventilation
Mechanical Ventilation			

* Required Information for Additions • Required Information for Geothermal Systems