

# City of Utica

P.O. Box 431  
Utica, MN 55979



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## Building Permit Packet

### RESHINGLE & RESIDING

**FLAT FEE OF \$60.00 DUE WHEN PERMIT APPLICATION IS SUBMITTED. MAKE CHECK PAYABLE TO CITY OF UTICA.**

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

# BUILDING PERMIT PROCESS

(Revised 3-31-20)

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 - 800-940-2547**

# 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.**



1700 North Broadway • Suite 128  
Rochester, MN 55906  
507-282-8206 • FAX 281-0391

THE FOLLOWING ITEMS ARE CONDITIONS FOR PERMIT ISSUANCE FOR REROOFING

STRICT COMPLIANCE IS MANDATORY

1. Only two (2) layers of roof covering are permitted. R907.3
2. Ice barrier is required under first layer. R907.3
3. Provide ice dam protection on all roof edges. Protection shall extend from the eave's edge to a point at least 24" inside the exterior wall line. R905.2.7.1 Exception: Detached accessory structures that contain no conditioned floor area.
4. Attic ventilation: The total net free ventilation area shall not be less than 1 to 150 of the area of the space ventilated except that the total area is permitted to be reduced to 1 to 300, provided at least 40 percent and not more than 50 percent of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated no more than 3 feet below the ridge or highest point, with the balance of required ventilation provided within the bottom third of the attic space. (i.e. eaves) MSBC1309/R806.2
5. Sidewall Flashing: Flashing against a vertical sidewall shall be by the step-flashing method. R905.2.8.4
6. Existing buildings and structures: Kick-out flashings shall be required in accordance with Section R903.2.1 when simultaneously re-siding and reroofing existing buildings and structures. R903.2.1.1
7. Asphalt shingles shall be fastened to solidly sheathed decks, or one inch (1") thick nominal wood boards. R905.2.1
8. This structure must comply with all portions of the Minnesota State Building Code whether noted on this plan or omitted. Failure to note any detail(s) on the plan does not remove the builder from the responsibility of complying with the Building Code.

Jay Kruger  
Building Official

**CALL CMS FOR FINAL INSPECTION**

CALL CMS FOR FINAL INSPECTION  
 507-282-8206

**THE FOLLOWING ITEMS ARE CONDITIONS FOR PERMIT ISSUANCE FOR RE-SIDING.**

**STRICT COMPLIANCE IS MANDATORY:**

Exterior walls shall provide the building with a weather-resistant exterior wall envelope. The exterior wall envelope shall include flashing as described in section R703.8. The exterior wall envelope shall be designed and constructed in such a manner as to prevent the accumulation of water within the wall assembly by providing a water-resistant barrier behind the exterior veneer as required by section R703.2.

**1309.0703 SECTION R703, EXTERIOR COVERING.**

Subpart 1. Section R703.2. IRC section R703.2 is amended to read as follows:

**R703.2 Weather-resistant sheathing paper.** A minimum of one layer of No. 15 asphalt felt complying with ASTM D 226 for Type 1 felt or other approved weather-resistant material shall be applied over sheathing of all exterior walls.

**R703.2.** Such felt or material shall be applied horizontally, with the upper layer lapped over the lower layer not less than 2 inches (51 mm). Where joints occur, felt shall be lapped not less than 6 inches (152 mm). The felt or other approved material shall be continuous up to the underside of the rafter or truss top chord and terminated at penetrations and building appendages in such a manner to meet the requirements of the exterior wall envelope as described in Section R703.1.

Exception: Such felt or material is permitted to be omitted in the following situations:

1. In detached accessory buildings.
2. Under exterior wall finish materials as permitted in Table R703.4.
3. Under paper backed stucco lath when the paper backing is an approved water resistant barrier.

**TABLE R703.4**

**WEATHER-RESISTANT SIDING ATTACHMENT AND MINIMUM THICKNESS**

<u>SIDING MATERIAL</u>	<u>THICKNESS<sup>a</sup> (")</u>	<u>TREATMENT</u>	<u>BARRIER REQUIRED</u>
<u>NOMINAL</u>		<u>JOINT</u>	<u>WATER-RESISTIVE</u>
Horizontal aluminum <sup>e</sup>			
Without insulation	0.019 <sup>f</sup>	Lap	Yes
	0.024	Lap	Yes
With insulation	0.019	Lap	Yes
Anchored veneer: brick, concrete, masonry or stone		Section R703	Yes

Adhered veneer:  
brick, concrete, masonry or stone<sup>m</sup>

Hardboard<sup>k</sup>  
Panel siding-vertical 7/16 Yes

Hardboard<sup>k</sup>  
Lap-siding-horizontal 7/16 Note p Yes

Steel<sup>h</sup> 29 ga. Lap Yes

Particleboard panels 3/8 -1/2 Yes

Particleboard panels 5/8 Yes

Wood structural panel<sup>l</sup> 3/8 -1/2 Note p Yes

Wood structural panel siding<sup>n</sup> (ext grade) Note p Note x Yes

Wood structural panel siding 3/8-1/2 Note p Note x Yes

Vinyl siding<sup>l</sup> 0.035 Lap Yes

Wood<sup>l</sup> Rustic, drop 3/8 Min Lap Yes

Shiplap 19/32 Average Lap Yes

Bevel 7/16 Lap Yes

Butt tip 3/16 Lap Yes

Fiber cement panel siding<sup>g</sup> 5/16 Note q Yes Note u

Fiber cement lap siding<sup>g</sup> 5/16 Note s Yes Note u

For SI: 1 inch = 25.4mm.

a. Based on stud spacing of 16 inches on center where studs are spaced 24 inches, siding shall be applied to sheathing approved for that spacing.

b. Nail is a general description and shall be T-head, modified round head, or round head with smooth or deformed shanks.

c. Staples shall have a minimum crown width of 7/16-inch outside diameter and be manufactured of minimum No. 16 gage wire.

d. Nails or staples shall be aluminum, galvanized, or rust-preventive coated and shall be driven into the studs where fiberboard, gypsum, or foam plastic sheathing backing is used. Where wood or wood structural panel sheathing is used, fasteners shall be driven into studs unless otherwise permitted to be driven into sheathing in accordance with the siding manufacturer's installation instructions.

e. Aluminum nails shall be used to attach aluminum siding.

f. Aluminum (0.019 inch) shall be unbacked only when the maximum panel width is 10 inches and the maximum flat area is 8 inches. The tolerance for aluminum siding shall be +0.002 inch of the nominal dimension.

- g. All attachments shall be coated with a corrosion-resistant coating.
- h. Shall be of approved type.
- i. Three-eighths-inch plywood shall not be applied directly to studs spaced more than 16 inches on center when long dimension is parallel to studs. Plywood 3/4 inch or thinner shall not be applied directly to studs spaced more than 24 inches on center. The stud spacing shall not exceed the panel span rating provided by the manufacturer unless the panels are installed with the face grain perpendicular to the studs or over sheathing approved for that stud spacing.
- j. Woodboard sidings applied vertically shall be nailed to horizontal nailing strips or blocking set 24 inches in center. Nails shall penetrate 1.5 inches into studs and wood sheathing combined or blocking. A weather-resistant membrane shall be installed weatherboard fashion under the vertical siding unless the siding boards are lapped or battens are used.
- k. Hardboard siding shall comply with AIAA A135.6.
- l. For masonry veneer, a weather-resistant sheathing paper is not required over a sheathing that performs as a weather-resistant barrier when a 1-inch air space is provided between the veneer and the sheathing. When the 1-inch space is filled with mortar, a weather-resistant sheathing paper is required over studs or sheathing.
- m. Vinyl siding shall comply with ASTM D 3679.
- n. Minimum shank diameter of 0.092 inch minimum head diameter of 0.225 inch, and nail length must accommodate sheathing and penetrate framing 1.5 inches.
- o. When used to resist shear forces, the spacing must be 4 inches at panel edges and 8 inches on interior supports.
- p. Minimum shank diameter of 0.099 inch, minimum head diameter of 0.240 inch, and nail length must accommodate sheathing and penetrate framing 1.5 inches.
- q. Vertical end joints shall occur at studs and shall be covered with a joint cover or shall be caulked.
- r. Fiber cement siding shall comply with the requirements of ASTM C 1186.
- s. See Section R703.10.1.
- t. Minimum 0.102" smooth shank, 0.255" round head.
- u. Minimum 0.099" smooth shank, 0.250" round head.
- v. See Section R703.10.2.
- w. Face nailing: 2 nails at each stud. Concealed nailing: one 11 gage 1-1/2 galy. roofing nail (0.371" head diameter; 0.120" shank) or 6d galy. box nail at each stud.
- x. See Section R703.2 exceptions.
- y. Minimum nail length must accommodate sheathing and penetrate framing 1-1/2 inches.
- z. Adhered masonry veneer shall comply with the requirements of Sections 6.1 and 6.3 of ACI 530/ASCE 5/TMS-402.

Subp. 9. Section R703.8 IRC Section R703.8 is amended to read as follows:

**R703.8 Flashing.** Approved corrosion resistant flashing shall be applied shingle fashion in such a manner as to prevent entry of water into the wall cavity or penetration of water to the building structural framing components. Self-adhered membranes used as flashing shall comply with AAMA 711. The flashing shall extend to the surface of the exterior wall finish. Approved corrosion-resistant flashing shall be installed at all of the following locations:

1. Exterior window and door openings. Flashing shall be installed at the head and sides of exterior window and door openings and shall extend to the surface of the exterior wall finish or to the water-resistant barrier for subsequent drainage. Flashing at exterior window and door openings shall be installed in accordance with at least one of the following: a) the fenestration manufacturer's instructions. When flashing is not addressed in the fenestration manufacturer's instructions, it shall be installed in accordance with the flashing manufacturer's instructions; b) in accordance with the flashing design or method of a registered design professional; and c) in accordance with other approved methods.
2. At the intersection of chimneys or other masonry construction with frame or stucco walls, with projecting lips on both sides under stucco copings.
3. Under and at the ends of masonry, wood, or metal copings and sills.
4. Continuously above all projecting wood trim.
5. Where exterior porches, decks, or stairs attach to a wall or floor assembly of wood frame construction.
6. At wall and roof intersections.
7. At built in gutters.
8. Where exterior material meets in other than a vertical line.
9. Where the lower portion of a sloped roof slopes within the plane of an intersecting wall cladding in such a manner as to divert or kick out water away from the assembly in compliance with Section R903.2.1

**R703.10 Fiber cement siding.**

**R703.10.1 Panel siding.** Fiber-cement panels shall comply with the requirements of ASTM C1186, Type A, minimum Grade II. Panels shall be installed with the long dimension either parallel or perpendicular to framing. Vertical and horizontal joints shall occur over framing members and shall be sealed with caulking, covered with battens or shall be designed to comply with Section R703.1. Panel siding shall be installed with fasteners according to Table R703.4 or approved manufacturer's installation instructions.

**R703.10.2 Lap siding.** Fiber-cement lap siding having a maximum width of 12 inches shall comply with the requirements of ASTM C 1186, Type A, minimum Grade II. Lap siding shall be lapped with a minimum of 1-1/4 inches (32mm) and lap siding not having tongue-and-groove end joints shall have the ends sealed with caulking, installed with an H-section joint cover, located over a strip of flashing or shall be designed to comply with Section R703.1. Lap siding courses may be installed with the fastener heads exposed or concealed, according to Table R703.4 or approved manufacturer's installation instructions.

**R703.11 Vinyl siding.** Vinyl siding shall be certified and labeled as conforming to the requirements of ASTM D 3679 by an approved quality control agency.

**R703.11.1 Installation.** Vinyl siding, soffit and accessories shall be installed in accordance with the manufacturer's installation instructions.

## **Electrical Licensing and Inspection Requirements Applicable to Residential Siding Replacement Work**

Questions arise when electrical equipment and devices that are mounted on the exterior of a home will be removed and re-installed and/or replaced as part of the installation of a new exterior finish. Examples of such items include luminaires, receptacle outlets, air conditioner disconnect switches, utility load-shedding devices, telephone and television utility boxes and cables, electrical meters and electrical service raceways and cables.

Electrical work is defined as the installing, altering, repairing, planning, or laying out of electrical wiring, apparatus, or equipment for electrical light, heat, power, technology circuits or systems, or other purposes.

An individual performing electrical work must be either licensed or registered and the electrical work must be performed by, or under the direct supervision of, a licensed master or journeyman electrician who is an IRS W2-type employee of the same electrical contractor.

The exception to the licensing requirement above is for a homeowner who has the necessary knowledge and experience and who will personally and physically perform the associated electrical work. This allowance applies only to the owners of a single-family, detached dwelling that they own and occupy.

The removal of existing electrical wiring and equipment is not required to be performed by licensed individuals or electrical contractors. The removal of existing electrical wiring and equipment is not required to be inspected.

The re-installation of existing luminaires, devices and equipment as well as the installation of new electrical wiring, junction boxes, new luminaires, devices and equipment shall be performed by properly licensed or registered and properly supervised employees of a licensed electrical contractor or the qualified homeowner.

Whether the electrical work is performed by the owner or by the employees of an electrical contractor, a valid request for electrical inspection shall be filed with the authority having jurisdiction at or before the commencement of the electrical work.

The above information is taken from the Minnesota Electrical Act, MN Stat. §326B, sections 326B.081 to 326B.085 and MN Stat. §326B, sections 326B.31 to 326B.399 and Minnesota Rules Chapters 3800 and 3801