



BUILDING PERMIT INFORMATION

New Homes - Applicant needs to provide:

- 2 Sets of House Plans
- 1 Copy of Energy Compliance Certificate
- 2 Copies of Septic Design (If Applicable)
- 2 Copies of Survey or Site Plan Including Septic Locations (If Applicable)

Alteration (additions, decks, garages, pools, pole barns, etc.) - Applicant needs to provide:

- 2 Sets of Plans

Fill out the City's application for building permit fill in all area's required, submit **all** documents to be reviewed. A plan check fee will be required at time of **submittal**.

- It will usually take 5 working days to complete the review if all information is correct upon **submittal**.

If you have any questions regarding the permit process or what it you will need to submit with your application, please call the Building Inspection Dept. at 763-479-0531 Mon – Thur 8:00AM – 4:30PM & Fri 8:00AM – 12:00PM .

To schedule or change inspections please call the City Hall Office at 763-479-0527. Allow for a 24-hour notice when scheduling inspections.

City Of Independence
Required Information For House Plans

Site Plan Shall include:

1. Building Dimensions
2. Building Setbacks from property lines and shorelines
3. Location of Driveway
4. Location of on-site sewage system
5. Location of existing or proposed accessory buildings

TWO SETS CONSTRUCTION PLANS REQUIRED SHOWING:

1. Scale 1/4" = 1' minimum
2. Elevations for front, rear, and side
3. Floor plan of basement and each floor above
4. Footing; Depth & width, size and placement of reinforcement – For wood foundation, construction detail and Manual are required
5. Foundation – Concrete block units (CMU) Poured walls, other Foundation design use, MSBC 1309.0404 & Chapter 4 IRC 2006
6. Windows: Manufacturer, glass area, clear opening area for Egress & ingress, or type of window and U-Factor for all windows & skylights
7. Energy : Follow Residential energy 1322 & Commercial 1323
8. Roof construction conventional : Size and spacing of all framing members, size and type of sheathing, shingle type & weight , underlayment material
9. Roof Construction Truss : Shall be designed by a registered engineer or certified manufacturer of trusses, both approved by the State of Minnesota
10. Stud size and spacing for interior and exterior walls
11. Size and spacing of rafters, joists, beams, posts. Steel beam size & Designation number
12. Size and type of exterior sheathing
13. Size and type of exterior siding
14. Size and type of exterior wall insulation
15. Type of vapor barrier for exterior walls and ceiling
16. Size and type of interior and ceiling cover
17. Thickness & type of ceiling insulation
18. Make, model and placement of Smoke Detector and Carbon Monoxide detectors
19. Stairway detail – Maximum riser, minimum tread, vertical headroom
20. Fire protection between house and attached garage
21. Furnace and Hot water heater size and venting size and type as per 1322 N1101.3.1 plans and spec's
22. Woodburning fireplace: Type and size of chimney general details
23. On site sewage treatment system construction details, (2) copies of design
24. Final: At final inspection a building certificate is filled out before a certificate of occupancy is issued

GENERAL CONTRACTOR AND SUBCONTRACTOR LIST

Please identify all general contractors and subcontractors to be performing work on this job.

OWNER: _____ PROJECT ADDRESS: _____

GENERAL*	Name	Phone	License Number
EXCAVATION**	Name	Phone	License Number
MASONRY	Name	Phone	License Number
CARPENTRY	Name	Phone	License Number
ROOFING*	Name	Phone	License Number
INSULATION	Name	Phone	License Number
SIDING	Name	Phone	License Number
SHEETROCK	Name	Phone	License Number
PLUMBING***	Name	Phone	License Number
MECHANICAL	Name	Phone	License Number
GAS PIPING	Name	Phone	License Number
ELECTRICAL*****	Name	Phone	License Number
FIRE SUPPRESSION	Name	Phone	License Number
SEWER**	Name	Phone	License Number
WATER**	Name	Phone	License Number
OTHER	Name	Phone	License Number

NOTES:

*All home building contractors, remodeling contractors and roofing contractors must be licensed by the Minnesota Department of Commerce.

***Plumbers must be licensed by the Minnesota Department of Health.

*Gas piping installer's must be licensed

*****Electricians must be licensed by the Minnesota Board of Electricity.

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

Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply						
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene
Below Entire Slab								
Foundation Wall								
Perimeter of Slab on Grade								
Rim Joist (Foundation)								
Rim Joist (1 st Floor+)								
Wall								
Ceiling, flat								
Ceiling, vaulted								
Bay Windows or cantilevered areas								
Bonus room over garage								
Describe other insulated areas								

RADON SYSTEM

Passive (No Fan)

Active (With fan and monometer or other system monitoring device)

Other Please Describe Here

Windows & Doors

Average U-Factor (excludes skylights and one door) U:

Solar Heat Gain Coefficient (SHGC):

Heating or Cooling Ducts Outside Conditioned Spaces

Not applicable, all ducts located in conditioned space

R-value

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

Mechanical Ventilation System

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):

Select Type

Heat Recover Ventilator (HRV) Capacity in cfm's:	Low:	High:
Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:	High:
Continuous exhausting fan(s) rated capacity in cfm's:		
Location of fan(s), describe:		
Capacity continuous ventilation rate in cfm's:		
Total ventilation (intermittent + continuous) rate in cfm's:		

Combustion Air *Select a Type*

Not required per mech. code

Passive

Other, describe:

Location of duct or system:

Cfm's

" round duct OR

" metal duct



STRUCTURE SETBACK REQUIREMENTS AND LIMITS
FOR RURAL RESIDENTIAL & AGRICULTUAL ZONES

	REGULAR SETBACKS (Not involving wetlands or shoreland)	SHORELAND *** (60% of Regular setback)
Front Yard	*50 feet from right-of-way or 85 feet from centerline	30' from right-of-way or 51' from center
Side Yard	**30 feet from lot line	18 feet from side
Rear Yard	*40 feet from lot line	N/A
Lakes, Rivers, Streams	100 ft. from Ordinary High Water level	See Independence Code 505.13
Wetland Buffer	10 ft. from required wetland buffer (see below)	10' from required wetland buffer (see below)

*Except building housing poultry, fowl or animals which may not be located closer than 150' from an existing residential structure on all adjacent property.

** Except detached garages and other accessory building which may be 15' from the side lot line, or 9' from side lot line for shoreland setbacks.

*** Applies to lots that were in existence as of December 1, 1982 – See Independence Code 505.15 for exceptions.

Wetland Management Class - Wetland Buffers*

The City of Independence has two watershed boundaries.

Pioneer-Sarah Creek Watershed District and Minnehaha Creek Watershed District

Preserve	Manage 1	Manage 2	Manage 3
35ft.	25ft.	20ft.	20ft.**

*Management Classes are determined by conducting a wetlands functions and values analysis as detailed in the City of Independence Water Management Plan, Figure 3.3 found on the City's website.

**Minimum wetland buffer is 20' depending on location, project and quality of wetland. See water resources staff for more information.

For a **Pioneer-Sarah Creek Watershed District** Representative contact Becky Wozney at Hakanson Anderson. Email: becky@HAA-inc.com or call: 763-427-5860

There also may be more restrictive buffers if you live within the **Minnehaha Creek Watershed District**, so inquire their staff on those requirements at permitting@minnehahacreek.org or 952-641-4532 for the Regulatory Department.



ACCESSORY STRUCTURE SIZE LIMITS AND SETBACKS (BASED UPON BUILDABLE UPLAND)

Detached garages and other accessory building which may be 15' from the side lot line, or 9' from side lot line for shoreland setbacks.

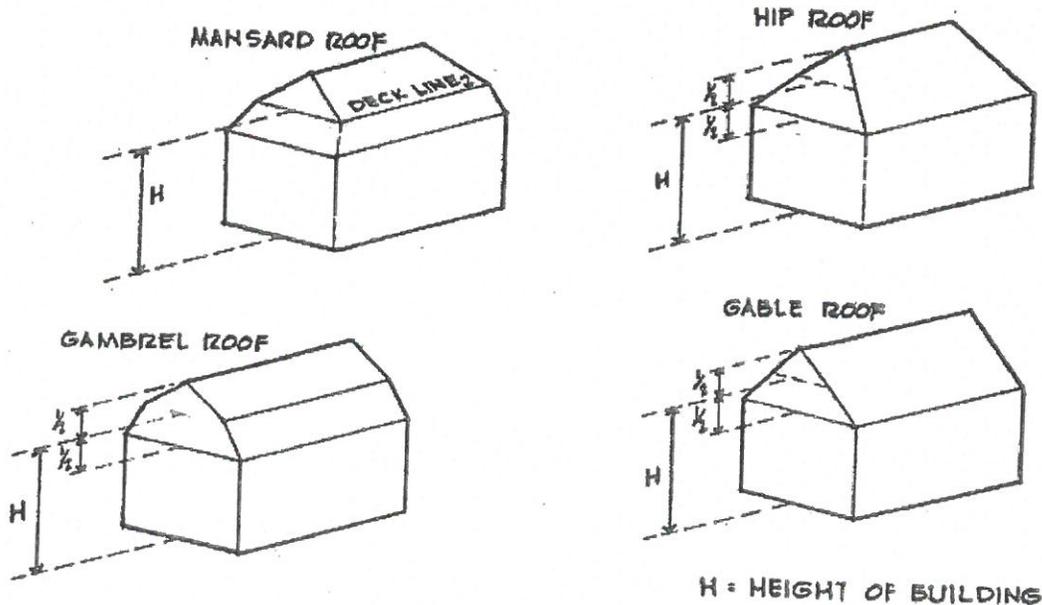
- Lots 2.49 acres or less can have up to 1,850 sq ft or 2% of the buildable land whichever is greater.
- Lots 2.5 acres or greater can build on up to 2% of the buildable land.
- Lots 10 acres or more No Restriction on TOTAL square feet of accessory structures.

Examples

1 Acre = 43,560 sq. ft

Lot Size	Square Footage Allowed
1.0 Acres	1,850 sq. ft
2.5 Acres	$2.5 \times 43,560 \times 2.0\% = 2,178$ sq. ft
5.0 Acres	$5.0 \times 43,560 \times 2.0\% = 4,356$ sq. ft

- No INDIVIDUAL accessory structure to exceed 5,000 square feet without Council's approval.
- Total impervious surface area of any lot not to exceed 25%
- Buildable land must be contiguous and not separated by streams, wetlands, slopes in excess of 10% or other physical impediments.
- The height of an accessory structure shall not exceed the height of the principle structure. See City Code Section 510.05, Subd. 10.





SEPTIC AND WELL SETBACKS
SETBACKS FOR SEPTIC, SEWER, & WATER

Well Water Setbacks

Setback Distance

Home	3 ft
Property Lines	15 ft
Swimming Pool	20 ft
Sewage or Holding Tank	50 ft
Soil Treatment or Absorption Area	50 ft

Septic Setbacks

**Setback Sewage Tank
Holding Tank**

**Setback Soil Treatment,
Absorption Area or Privy**

Buried Pipe Distributing Water		
Under Pressure	10 ft	10 ft
Building	10 ft	20 ft
Property Lines	10 ft	10 ft
Wetlands	50 ft	50 ft
Natural Environment Lake		
or Stream	See City Ord. 505	See City Ord. 505
Recreational Development Lake		
or Stream	See City Ord. 505	See City Ord. 505
General Development Lake		
or Stream	See City Ord. 505	See City Ord. 505

For further question, please contact the City Building Official at 763-479-0531



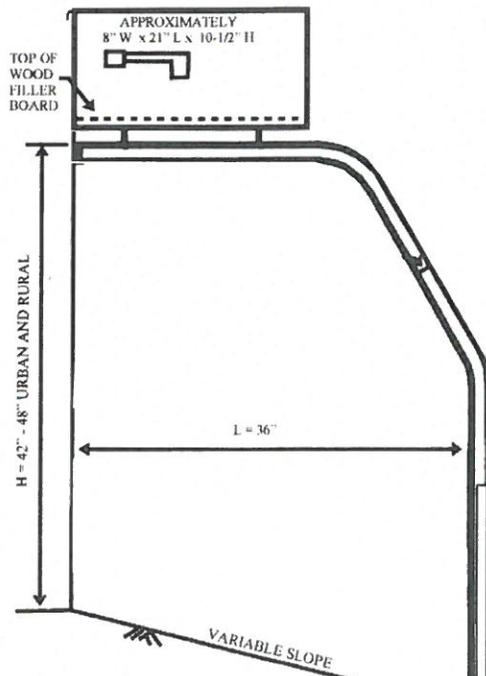
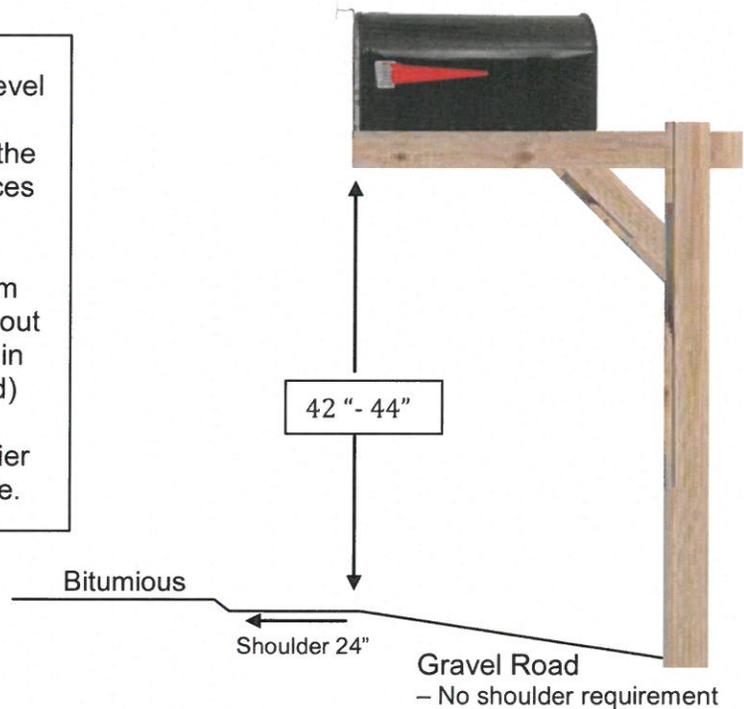
Mailbox Regulations

Height: 42 – 44 inches above street level

Have boxes extend as far in front of the support post as possible. (This reduces risk of snow plow damage.)

Address must be on side of box from which carrier approaches, in letter about one (1) inch high (or on front of box in cases where the boxes are grouped)

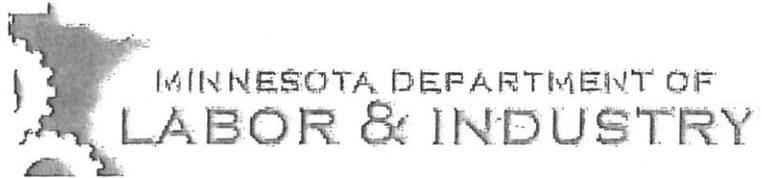
Box must be located so that the carrier can serve without leaving the vehicle.



Other alternative mailbox posts include swing away kits.



These kits are designed to withstand the severe impact from snowplows and harsh winter conditions.



OFFICE MEMORANDUM

DATE: July 3, 2006

TO: Code Officials, Design Professionals, Contractors, and Suppliers

FROM: 
Jerry Rosendahl
State Fire Marshal


Thomas Joachim
State Building Official

SUBJECT: Carbon Monoxide Alarms

Background: The 2006 legislative session passed a new carbon monoxide (CO) law (Minn. Stat. § 299F.50) requiring CO alarms in all single-family homes and multifamily apartment units. Every single-family dwelling and every multifamily dwelling unit shall be provided with an approved and fully operational carbon monoxide alarm.

Effective Dates:

- Effective January 1, 2007 all newly constructed single family homes and multifamily dwelling units for which building permits were issued on or after January 1, 2007 shall be provided with an approved carbon monoxide alarm
- Effective August 1, 2008, all existing single family homes shall be equipped with an approved carbon monoxide alarm meeting U/L specifications.
- Effective August 1, 2009 all other multifamily or apartment dwelling units shall be provided with approved CO alarm.

General Location Requirements:

- Within ten (10) feet of each room lawfully used for sleeping purposes.

Listing or Certification of Detectors:

- All CO alarms shall be certified by a nationally recognized testing laboratory to conform to the latest Underwriters Laboratory (UL) Standards (also known as UL2034 Standards).

Owner Responsibilities in Multifamily Dwellings:

- It shall be the owner's responsibility of a multifamily dwelling that is required to be equipped with carbon monoxide alarms to:
 - (1) Provide and install one approved and operational carbon monoxide alarm within ten feet of each room lawfully used for sleeping; and

(2) Replace any required carbon monoxide alarm that has been stolen, removed, found missing, or rendered inoperable during a prior occupancy of the dwelling unit and which has not been replaced by the occupant prior to the commencement of a new occupancy of a dwelling unit.

Power:

- CO alarms must be either be hardwired into the electrical wiring, directly plugged into an electrical outlet without a switch, or battery powered.

Battery Removal and Tampering Prohibited:

- No person shall remove batteries from, or in any way render inoperable, a required carbon monoxide alarm.

Exceptions for Certain Multifamily Dwellings and State-Operated Facilities:

- Multifamily dwellings may have approved and operational carbon monoxide alarms installed between 15 and 25 feet of carbon monoxide producing central fixtures and equipment provided there is a centralized alarm system or other mechanism for responsible parties to hear the alarm at all times.
- An owner of a multifamily dwelling that contains minimal or no sources of carbon monoxide may be exempted from the requirements provided that such owner certifies to the commissioner of public safety that such multifamily dwelling poses no foreseeable carbon monoxide risk to the health and safety to the dwelling units.
- The requirements of this section do not apply to facilities owned or operated by the state of Minnesota.

Enforcement:

- Building and Fire officials should collaborate on enforcement of this new law. For example plan review comments for new residential buildings permitted after January 1, 2007 should cite MS 299F.50 to ensure the new law is understood before construction proceeds.

If you have additional questions or need further information on the carbon monoxide legislation please contact the State Fire Marshal Division at 651-201-7200, visit our web site at www.fire.state.mn.us or e-mail your questions to firecode@state.mn.us.

You may also visit the Department of Labor and Industry web site at <http://www.doli.state.mn.us> or call 651-284-5060

NEW HOMEOWNER'S GUIDE to EROSION & SEDIMENT CONTROL

As the proud owner of a new home, establishing a lawn and landscaping are likely two of the many items on your growing "to do" list. If your home does not have an established lawn or landscaping, there are some important items to keep in mind to prevent soil and debris from leaving your property.



The steep slope in front of this new home will have to be re-graded because of poor erosion control practices.

Why is Erosion and Sediment Control so Important?

Soil erosion and sedimentation are major contributors to pollution in our waterways. When rain falls on exposed soil, it washes soil away from the land. Runoff erodes bare ground, washes away valuable topsoil, and makes landscaping more difficult. It also carries nutrients, sediment, and other pollutants into streets, gutters, and ditches, where it then travels untreated to lakes, rivers, streams, or wetlands. Polluted runoff causes excessive growth of lake weeds, algae blooms, and reduced recreational opportunities such as swimming and fishing. Sediment-laden runoff clogs pipes, ponds, lakes, and wetlands and increases the risk of flooding.

Temporary Stabilization

During home construction, verify that your builder has installed temporary stabilization measures to minimize erosion and prevent sediment-laden runoff from leaving your property. Sediment control measures should be in-place on the down slope perimeter and near gutters, ditches, and all surface water and wetlands. Mulch, erosion control blanket, or similar materials must cover exposed soil. Permits from the Minnesota Pollution Control Agency (MPCA) and other local units of government may be required before you begin construction.

Permanent Stabilization

Establish permanent vegetation or ground cover as soon as possible. With proper planning, it may be possible to skip many temporary stabilization measures by installing permanent stabilization measures right away. Mulch, silt fences, downspout extenders, or other temporary stabilization measures can be removed following permanent stabilization. When landscaping, please consider the following:

- ◆ Keep and protect existing native plants on your property
- ◆ Remove invasive, non-native species (such as buckthorn)
- ◆ Schedule landscaping projects for dry weather
- ◆ Plant fast-growing annual and perennial grasses
- ◆ Use low-maintenance native plants that reduce runoff
- ◆ Use lawn alternatives like rain gardens or no-mow lawn mixes
- ◆ Route downspouts to heavily vegetated areas
- ◆ Use alternatives to impervious surfaces for walkways, patios, and drives that allow water to seep into the ground
- ◆ Leave an unmowed buffer strip of thick vegetation along stream banks and lakeshores

Erosion and Sediment Control Practices for Homeowners

Mulch



Requirements: If not being actively graded, slopes should be stabilized within one to three weeks. Mulch is a recommended practice for stabilization.
Installation: Mulch should be spread at a rate of 2 tons/acre. Anchor with either a tackifying agent or by disk anchoring.
Maintenance: Inspect and replace all mulch that has been dislocated or failed.

Silt Fence



Requirements: Perimeter control is required before construction can begin.
Installation: Silt fence should be installed along the contour and trenched into the ground at least 6". Posts should be spaced no more than 8 feet apart.
Maintenance: Inspect weekly or after each ½" rain event. Silt fence must be cleaned out or replaced when silt reaches 2/3 the height of the fence.



Other Erosion and Sediment Control Practices

Vegetation



Requirements: If not being actively graded, positive slopes within 200' feet of a stormwater conveyance or water body must be stabilized within one to three weeks, depending on the slope. Temporary vegetation should be combined with mulch, erosion control blanket, or hydraulic soil stabilizers.

Installation: MnDOT-recommended temporary seeding rates for 100B Winter Wheat 110B Oats and 130B Oats, Winter Wheat, Rye Grass, and Alfalfa are 100lbs per acre.

Maintenance: Reseeding if it fails to grow. May need mowing or spraying to control noxious weeds.

Erosion Control Blankets



Requirements: Erosion control blanket is a recommended practice for stabilizing 3:1 and steeper slopes or the normal wetted perimeters of ditches.

Installation: Erosion control blanket must be trenched in at the top of the slope and stapled at a rate of 1.5 to 2 staples per square yard depending on slope steepness and blanket type.

Maintenance: Must be inspected weekly and after .5" rainfall events.

Temporary Slope Drains



Requirements: Recommended for conveying runoff down sensitive slopes. Temporary slope drains are chutes, hoses, tubes, or pipes used to convey runoff safely down a slope and prevent gully formation.

Installation: Upslope stormwater runoff is directed to slope drains with diversions. Slope drain outlets may require hold-down stakes and energy dissipation and must be directed to stabilized vegetated areas or sediment basins.

Maintenance: Slope drains must be inspected weekly and after .5" rainfall events.

Inlet Protection



Requirements: All storm drain inlets must be protected by appropriate BMPs until all sources with potential for discharging to the inlet have been stabilized.

Installation: Reusable drop-in structures are recommended and should fit into the inlet properly. Inlet barrier systems should be secured to the ground and completely cover the inlet.

Maintenance: Inlet protection must be inspected weekly or after .5" rain events. Sediment must be removed promptly.

Beyond Construction: What You can do to Control Stormwater Water Pollution

You can help area lakes and streams for as long as you own your home. Stormwater runoff does not go to a wastewater treatment plant; it flows directly into our lakes and streams. Ways to reduce your home's environmental impact include:

- ⊕ Minimizing the use of pesticides fertilizers and de-icing materials
- ⊕ Properly disposing of hazardous wastes
- ⊕ Washing your car on the lawn
- ⊕ Using a no-phosphorus lawn fertilizer
- ⊕ Keeping trash and yard clippings out of the street and storm drains

For more information on stabilization measures, contact your local building inspector or Soil and Water Conservation District.

You can also visit Minnesota Pollution Control Agency at www.pca.state.mn.us/water/stormwater/index.html or call the Stormwater Program at 651-757-2119 or 800-657-3804.

Calculating open area for window in square feet $\div 144$

Height	Width																
	20"	21"	22"	23"	24"	25"	26"	27"	28"	29"	30"	31"	32"	33"	34"	35"	36"
24"	3.3	3.5	3.7	3.8	4.0	4.2	4.3	4.5	4.7	4.8	5.0	5.2	5.3	5.5	5.7	5.8	6.0
26"	3.6	3.8	4.0	4.2	4.3	4.5	4.7	4.9	5.1	5.2	5.4	5.6	5.8	6.0	6.1	6.3	6.5
28"	3.9	4.1	4.3	4.5	4.7	4.9	5.1	5.3	5.4	5.6	5.8	6.0	6.2	6.4	6.6	6.8	7.0
30"	4.2	4.4	4.6	4.8	5.0	5.2	5.4	5.6	5.8	6.0	6.3	6.5	6.7	6.9	7.1	7.3	7.5
32"	4.4	4.7	4.9	5.1	5.3	5.6	5.8	6.0	6.2	6.4	6.7	6.9	7.1	7.3	7.6	7.8	8.0
34"	4.7	5.0	5.2	5.4	5.7	5.9	6.1	6.4	6.6	6.8	7.1	7.3	7.6	7.8	8.0	8.3	8.5
36"	5.0	5.3	5.5	5.8	6.0	6.3	6.5	6.8	7.0	7.3	7.5	7.8	8.0	8.3	8.5	8.8	9.0
38"	5.3	5.5	5.8	6.1	6.3	6.6	6.9	7.1	7.4	7.7	7.9	8.2	8.4	8.7	9.0	9.2	9.5
40"	5.6	5.8	6.1	6.4	6.7	6.9	7.2	7.5	7.8	8.1	8.3	8.6	8.9	9.2	9.4	9.7	10.0
42"	5.8	6.1	6.4	6.7	7.0	7.3	7.6	7.9	8.2	8.5	8.8	9.0	9.3	9.6	9.9	10.2	10.5
44"	6.1	6.4	6.7	7.0	7.3	7.6	7.9	8.3	8.6	8.9	9.2	9.5	9.8	10.1	10.4	10.7	11.0
46"	6.4	6.7	7.0	7.3	7.7	8.0	8.3	8.6	8.9	9.3	9.6	10.0	10.2	10.5	10.9	11.2	11.5
48"	6.7	7.0	7.3	7.7	8.0	8.3	8.7	9.0	9.3	9.7	10.0	10.3	10.7	11.0	11.3	11.7	12.0
50"	6.9	7.3	7.6	8.0	8.3	8.7	9.0	9.4	9.7	10.1	10.4	10.8	11.1	11.5	11.8	12.2	12.5
52"	7.2	7.6	7.9	8.3	8.7	9.0	9.4	9.8	10.1	10.5	10.8	11.2	11.6	11.9	12.3	12.6	13.0
54"	7.5	7.9	8.3	8.6	9.0	9.4	9.8	10.1	10.5	10.9	11.3	11.6	12.0	12.4	12.8	13.1	13.5
56"	7.8	8.2	8.6	8.9	9.3	9.7	10.1	10.5	10.9	11.3	11.7	12.1	12.4	12.8	13.2	13.6	14.0
58"	8.0	8.5	8.9	9.3	9.7	10.1	10.5	10.9	11.3	11.7	12.1	12.5	12.9	13.3	13.7	14.1	14.5
60"	8.3	8.8	9.2	9.6	10.0	10.4	10.8	11.3	11.7	12.1	12.5	12.9	13.3	13.8	14.2	14.6	15.0