



City of Victoria
7951 Rose Street
P. O. Box 36
Victoria, MN 55386
(952) 443-4210

*BUILDING INSPECTION
DEPARTMENT*

**NEW RESIDENTIAL
PERMIT APPLICATION**

JOB SITE ADDRESS: _____

LEGAL DESCRIPTION: LOT: _____ BLOCK: _____ SUBDIVISION: _____

OWNER **CONTRACTOR** PID NUMBER: _____

OWNER: _____ **PHONE NO:** _____

STREET ADDRESS: _____

CITY: _____ **ZIP:** _____

CONTRACTOR: _____ **PHONE NO:** _____

STREET: _____ **CITY:** _____

ZIP: _____ **CONTR. #:** _____

TYPE OF WORK (Check One) Single-Family Two Dwelling Unit Townhouse

VALUATION OF WORK (excluding land): _____

NEW RESIDENTIAL – FILL OUT COMPLETELY

MINNESOTA RULES 1322

1. Ventilation System (chose one of the three)

- Exhaust System
- Balanced and HRV/ERV
- Other Methods (Per N1104)

2. Submit Energy Envelope Calculations (i.e. per MN Rules 1322)

Plumbing Contractor: _____ **Phone #:** _____

Plumbing System Includes: Water Softener _____ No. of Bathrooms
 Water Heater _____ No. of R.I. Bathrooms
 Lawn Sprinkler

Mechanical Contractor: _____ **Phone #:** _____

Mechanical System Includes: Air Conditioning Heat Recovery System

I hereby apply for a building permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and the codes of the city and the state code; that I understand this is not a permit and work is not to start without a permit; and that the work will be in accordance with the approved plan.

Applicant's Signature _____ Date _____



NOTICE

**READ ALL
ATTACHMENTS
PRIOR TO
STARTING
CONSTRUCTION**



Information

Building Permit Requirements

To obtain a Building Permit from the City of Victoria, the following information is to accompany your application:

1. A Building Permit application must be completed, signed, and submitted by the applicant.
2. Plumbing and Mechanical contractor information (name, license, etc.) must be included on permit application.
3. Must provide ventilation computation worksheet (category/house).
4. An exterior Envelope Average "U" Computation form must be completed and submitted by the applicant at the same time the Building Permit application is submitted.
5. Two (2) complete sets of construction plans shall be submitted to the City of Victoria.
6. A Building Permit shall not be issued for any building in Victoria, unless two (2) copies of a certified survey (of the lot upon which the building is to be erected) are submitted.
7. If the proposed structure is situated in an area in which it is not possible to connect the City sewer, an individual sewage disposal design including percolation tests for two possible sites shall be included with the Building Permit application.
8. Erosion Control Plan - Submit 2 copies of an erosion control plan for the site. 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.

ADDITIONAL BUILDING PERMIT REQUIREMENTS

All Building Permit applications are also subject to the Victoria City Code of Ordinances, which are enforced by the Planning/Zoning Administrator. If you have any further questions concerning these areas, we suggest that you contact the City Offices at (952) 443-4210.

For inspections call: Building Inspection Dept.
(952) 443-4210

Bart Luce - State Electrical Inspector
(952) 448-3356 (call between 7:00 and 8:30 a.m.)

PLEASE GIVE A 24-HOUR NOTICE FOR INSPECTIONS



BUILDING INSPECTION DEPARTMENT
SURVEY REQUIREMENTS FOR
ONE AND TWO FAMILY DWELLINGS
(Revised January 1, 2008)

1. All surveys shall be certified by a Minnesota registered surveyor.
2. All existing elevations must be verified in field through accepted survey methods. The survey must identify benchmarks.
3. A certified land survey shall indicate that permanent iron monuments are in place at each lot corner.
4. 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.
5. 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.
6. Elevations to sea level datum of the top of curb or, if no curb, the edge of the pavement of the street at points where the side lot lines of the property intersect said street; top of foundation, garage floor and the lowest floor; and grade at each corner of the proposed buildings and grade at each property corner.
7. Except for written authorization from the Zoning Administration, 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.
8. All existing easements, drainage ways, swales and water ways abutting or within the property need to be indicated on the survey.
9. When no garage is initially proposed, the location of an attached or detached garage, which could be built within ordinance setback standards.
10. The location of all proposed decks, porches, driveways, curb cuts and other accessory structures need to be indicated on the survey.
11. Indicate with arrows the direction of proposed surface drainage.
12. 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 2 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.
13. Survey elevations, drainage and house design must match approved grading development plan.
14. Location of drain tile stubs with invert elevation.
15. Maximum driveway slope is 12% above grade.

Information from The Minnehaha Creek Watershed District

MCWD Rule Requirements and Permit Applicability

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 required.

Erosion Control

- Grading of 5,000 square feet or more.
- Stockpiling or excavation of more than 50 cubic yards of material.

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.

Grading and excavating must not begin until a permit has been issued and required erosion control measures are in place. Working without a permit where required is in violation of MCWD rules and is a misdemeanor subject to penalty by law.

If there is any question whether your project requires a MCWD permit, please contact District Staff. For further information regarding rules and permitting, please call the MCWD office at (612) 471-0590 or go to the MCWD Internet website at www.minnehahacreek.org.

City of Victoria

Ventilation, Makeup and Combustion Air Calculations

Please submit at time of application of a permit for new construction.

Site address		Date	
HVAC Contractor		Completed By	

Section A

Ventilation Quantity			
(Determine quantity by using Table N1104.2 or Equation 11-1)			
Square feet (Conditioned area including Basement – finished or unfinished)		Total required ventilation	
Number of bedrooms		Continuous ventilation	

Section B

Ventilation Method			
(Choose either balanced or exhaust only)			
<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 cfm	
Low cfm:		High cfm:	
		Continuous fan rating in cfm (capacity must not exceed continuous ventilation rating by more than 100%)	

Section C

Ventilation Fan Schedule			
Description	Location	Continuous	Total Ventilation

Section D

Controls
(Describe operation and control of the continuous ventilation)

Section E

Make-up air for ventilation			
	Passive (determined from calculations from Table 501.4.1)		
	Powered (determined from calculations from Table 501.4.1)		
	Interlocked with exhaust device (determined from calculation from Table 501.4.1)		
	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)	

Section F

Make-up air for combustion			
Not required per mechanical code (No atmospheric or power vented appliances)			
	Passive (see IFGC Appendix E, Worksheet E-1)	Size and type	
	Other, describe:		

Notes: Instructions and example forms are available at the Building Inspections Department at Victoria City Hall. This form must be submitted at the time of application of a permit for new construction. This and additional forms may be downloaded and printed at www.ci.victoria.mn.us/permits.htm