

# **NOTICE:**

**Applications for building permits will not be reviewed until all of the required information has been submitted, and the building site has been staked.**

**Once all items are submitted and sites staked - a minimum of ten (10) working days are required to process the application.**



**City Of Wyoming - Department Of Building Safety**

26885 Forest Blvd., PO Box 188

Wyoming, MN 55092

Phone (651) 462-4947 Fax (651) 462-3938

**Requirements for Application for Building Permit**

**ADDITIONS AND PORCHES**

**ALL FORMS MUST BE COMPLETE**

**Applications will not be processed if not complete.**

Items to be submitted with the building permit application:

1. Completed building permit application form with all of the subcontractors listed.
2. Two complete sets of building plans. *See attached "Single Family Dwelling Minimum Plan Requirements".*
3. Two copies of a Certificate of Survey or a site plan, showing the location of the HOUSE, ADDITION, DRIVEWAY, ROADS, SEPTIC SYSTEM, WELL, (if applicable) and any other buildings with dimensions and setbacks. *If property stakes cannot be located a new Certificate of Survey is required. The Survey must be signed by a State of Minnesota Registered Land Surveyor.*
4. Copy of the builders State License. (Homeowners working on their own home are exempt)
5. Energy Code Requirements, Minnesota Rules Chapter 1322: Compliance may be demonstrated through one of the following methods: Table N1102.1.1 R-Values, RESCheck, Table N1102.1.2 Equivalent U-Factors, Total UA Alternative, or Engineered Systems Alternative. (Calculations are not required for screen porches that will not have insulation or heating equipment)
6. Additions or alterations to existing buildings shall require dwelling unit mechanical ventilation that meets the requirements of Section N1104. Ventilation shall be one of three types: exhaust according to Section N1104.3.1, balanced and HRV/ERV system or other methods according to Section N1104.3.3. An exception is for dwelling units constructed prior to April 15, 2000 and did not require a mechanical ventilation system.
7. Completed heating permit application. (Gas piping installers must be licensed with the city)
8. Completed plumbing permit application.
9. Truss designs and specifications are to be furnished at the framing inspection. Complicated roof designs may need to be submitted with the building permit application.
10. Septic Compliance Inspection  
If the property is located in a shoreland district (within 1000 feet of a lake or within 300 feet of the Sunrise River) or if the work includes adding a bedroom, a septic system compliance inspection must be done. If the system was installed within the last 5 years the Certificate of Compliance is still valid. If the system was inspected within the last 3 years, the Certificate of Compliance is still valid. The system must have been designed and installed to support the additional bedroom(s). If the system is not large enough, or is failing, a septic permit application to replace or expand the septic system must be included with the Building Permit Application.

At this time the addition must be staked out so a site inspection can be done. If all of the requirements of the Minnesota State Building Code and of the City of Wyoming's Ordinances have been met, a building permit will be issued.

**Your building permit does not include the inspection of electrical work.** A separate Request for Electrical Inspection form with the required fees must be submitted to the Board of Electricity at or before commencement of any electrical installation that is required by law to be inspected.

Gene Boyle does electrical inspections in the City of Wyoming. He can be reached at (763) 633-9148, 7:00 – 8:30 am.

\*\*\*\*\* **A Certificate of Occupancy is required for all buildings** \*\*\*\*\*

\*\*\*Minimum 24-hour notice for inspections

\*\*\*Permit number & address must be furnished when requesting an inspection.

\*\*\*The building permit inspection card, approved plans, site plan, and the roof truss specifications must be on the jobsite at all times. If the building permit inspection card is not posted, the requested inspection will not be done.

\*\*\*The job is not complete, and the building cannot be occupied, until all of the required inspections are approved.

Residential Districts Minimum Setbacks						
	A	R-1	R-2	R-3	R-4	R-6
<b>Principal Structures</b>						
<b>Front Street Setback</b>						
Local Street	40' from ROW 73' from CL	40' from ROW 73' from CL	40' from ROW 73' from CL	30' from ROW	25' from ROW	25' from ROW
Collector Street (Does not include county roads)	40' from ROW 73' from CL	40' from ROW 73' from CL	40' from ROW 73' from CL	40' from ROW	30' from ROW	30' from ROW
Arterial Street	135' from CL	135' from CL	135' from CL	40' from ROW	40' from ROW	40' from ROW
County Roads, US & State Highways	135' from CL	135' from CL	135' from CL	135' from CL	135' from CL	135' from CL
Highway 8 Frontage	150' from ROW	150' from ROW	150' from ROW	150' from ROW	150' from ROW	150' from ROW
<b>Side Street Setbacks (corner lots)</b>						
Local Street	40' from ROW 73' from CL	40' from ROW 73' from CL	40' from ROW 73' from CL	20'	20'	15'
Collector Street (Does not include county roads)	40' from ROW 73' from CL	40' from ROW 73' from CL	40' from ROW 73' from CL	30'	25'	20'
Arterial Street	135' from CL	135' from CL	135' from CL	30'	35'	30'
County Roads, US & State Highways	135' from CL	135' from CL	135' from CL	135' from CL	135' from CL	135' from CL
Highway 8	150' from ROW	150' from ROW	150' from ROW	150' from ROW	150' from ROW	150' from ROW
Interior Side Yard Setback	40'	10'	10'	10'	10'	½ height of building
Rear Yard Setback	50'	35'	35'	35'	35'	35'
Maximum Building Height in Stories	3	3	3	3	3	3
Maximum Building Height in Feet	35'	35'	35'	35'	35'	45'
<b>Accessory Structures</b>						
Front Street Setback	Same distance as Principal Structure					
Side Street Setbacks (corner lots)	Same distance as Principal Structure					
Interior Side Yard Setback	40' farm buildings 3' non-farm buildings	3'	3'	3'	3'	3'
Rear Yard Setback	50' farm buildings 3' non-farm buildings	3'	3'	3'	3'	3'
Maximum Building Height in Stories	N/A farm buildings 3 non-farm buildings	1	1	1	1	1
Maximum Building Height in Feet	N/A farm buildings 35' non-farm buildings	25'	25'	18'	18'	18'
Parking, Driveway Setback	5'	5'	5'	5'	5'	15'
<b>No structures can be placed in easements.</b>						
Arterial Streets:	All State and County Highways, East Viking Boulevard (Anoka County to Glen Oak Drive)					
Collector Streets:	Goodview Avenue, Pioneer Road, West Comfort Drive, Innsbrook Avenue, Heath Avenue, East Viking Blvd. (East of Glen Oak Drive), and 250th Street / Greenway Avenue (Washington County to Highway 61 / Forest Boulevard)					

	Septic Tank	Septic Drainfield	Deep Well	Shallow Well	Property Line	OHWL	Wetland
Above Ground Swimming Pool	10'	20'	N/A	N/A	See Zoning District	See Art. VI, Div. 16	20'
In-Ground Swimming Pool	10'	20'	20'	20'	See Zoning District	See Art. VI, Div. 16	20'
Deep Well	50'	50'	N/A	N/A	N/A	50'	N/A
Shallow Well	50'	100'	N/A	N/A	N/A	50'	N/A
Septic Tank	N/A	N/A	50'	50'	10'	See Art. VI, Div. 16	N/A
Septic Drainfield	N/A	N/A	50'	100'	10'	See Art. VI, Div. 16	N/A
Building	10'	20'	3' to overhang of roof	3' to overhang of roof	See Zoning District	See Art. VI, Div. 16	20'

## Single Family Dwelling Minimum Plan Requirements.

Complete and accurate information provided on plans submitted will expedite the plan review process. Additional information may be required as determined by the Building Official.

### 1. FOUNDATION PLAN

- a) Completely and accurately dimensioned.
- b) Footing sizes and locations:
  - 1. Exterior and interior bearing walls
  - 2. Post pad footings
  - 3. Porch and or deck footings
  - 4. Fireplace footings
- c) Foundation design:
  - 1. Block foundations - over 5 courses shall have foundation reinforcement detailed, specify block size.
  - 2. Poured foundations - identify wall thickness, reinforcement size and location.
  - 3. Wood foundations – provide complete design
- d) Brick ledge and stepped wall locations
- e) Door and window location and sizes with U-values
- f) Interior wall construction materials
- g) Identify cantilevers and method of construction
- h) Identify plate material
- i) Size of all beams and headers
- j) Crawlspace location, access size, wall insulation
- k) Floor joist size, spacing and direction
- l) Identify room use and location
- m) Identify unexcavated areas
- n) Location of:
  - 1. furnace
  - 2. water heater
  - 3. sump location
  - 4. smoke detector(s)
  - 5. floor drain(s)
  - 6. bathroom fixtures
- o) Location and size of stairs, direction of travel

### 2. FLOOR PLAN (S)

- a) Completely and accurately dimensioned
- b) Door and window location and sizes with U-values
- c) Brick facing locations
- d) Identify cantilevers and method of construction
- e) Size all beams and headers
- f) Floor joist size, spacing, and direction
- g) Identify room use by name
- h) Location and size of stairs, direction of travel
- i) Attic access size and location
- j) Location of fireplace, type of fireplace, hearth size
- k) Deck and/or porch construction:
  - 1. Floor joist size and spacing
  - 2. Beam and header sizes
  - 3. Rafter/truss size and spacing

- l) Handrail and/or guardrail – height and spacing of stiles or rails
- m) Rafter/truss size and spacing
- n) Location of furnace flue
- o) Smoke detector locations
- p) Location of plumbing fixtures and exhaust fans
- q) Identify garage firewall construction and self-closing fire door

### 3. CROSS SECTION (S)

(Provide necessary cross sections which shall be sufficiently detailed to indicate the location, nature, and extent of the work proposed)

- a) Footing size – exterior and interior bearing walls
  - b) Drantile location
  - c) Foundation type, size, number of courses of block, reinforcing size and location
  - d) Anchor bolt size and spacing
  - e) Identify sill plat material
  - f) Identify floor joist size and spacing
  - g) Identify flooring material
  - h) Label foundation insulation and R-value
  - i) Basement floor thickness
  - j) Stairway – rise, run, and headroom
  - k) Exterior wall construction:
    - 1. siding
    - 2. roof sheathing
    - 3. stud size and spacing
    - 4. insulation
    - 5. vapor retarder, air barrier, wind wash barrier locations
    - 6. interior finish
    - 7. sill plate material type
  - l) Ceiling heights
  - m) Roof construction:
    - 1. rafter/truss size and spacing
    - 2. roof sheathing
    - 3. attic insulation
    - 4. roof ventilation
    - 5. ceiling finish
    - 6. ceiling vapor retarder
    - 7. ice build-up protection
    - 8. soffits/fascia material
  - n) Soffit ventilation
- ### 4. ELEVATIONS
- a) Roof pitch
  - b) Roof ventilation
  - c) Roof overhang dimension
  - d) Siding material (exterior finish materials)
  - e) Location of doors and windows
  - f) Location of decks or porches
  - g) Location and height of chimney and chimney saddles
  - i) Location of 4" minimum height house numbers



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**Application For Building Permit (Additions & Porches)**

**NOTE: THERE IS A PENALTY FOR CONSTRUCTION PRIOR TO ISSUANCE OF THE PERMIT.**  
**ALL FEES MUST BE PAID.**

**Please Print**

Site Address \_\_\_\_\_  
address city State zip

Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Sec \_\_\_\_\_ Twp 33N Range 21W Zone \_\_\_\_\_

PIN (Tax) Number R21.

Builder/Contractor Name \_\_\_\_\_ License # \_\_\_\_\_  
PLEASE PRINT

Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
address city State zip

Phone \_\_\_\_\_

Type of work New \_\_\_\_\_ Alter \_\_\_\_\_ Repair \_\_\_\_\_

Type of Construction Wood \_\_\_\_\_ Masonry \_\_\_\_\_ Steel \_\_\_\_\_

Use of Building \_\_\_\_\_

Building size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. Total floor area \_\_\_\_\_

Valuation of completed work \$ \_\_\_\_\_ (Labor & Materials)

Desired start date \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated completion date \_\_\_\_/\_\_\_\_/\_\_\_\_

See next page

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**OFFICE USE ONLY**

APPROVED / DISAPPROVED By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Official

Permit # \_\_\_\_\_ Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_ Check # \_\_\_\_\_



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Phone (651) 462-4947 Fax (651) 462-3938

**Application For Building Permit Continued**

Site address \_\_\_\_\_  
address city State zip

**Please identify all General Contractors and Sub-Contractors to be performing work on this permit:**

General:	_____	_____	_____
	name	phone #	license #
Roofing:	_____	_____	_____
	name	phone #	license #
Plumbing:	_____	_____	_____
	name	phone #	license #
Electrical:	_____	_____	_____
	name	phone #	license #
Masonry:	_____	_____	
	name	phone #	
Carpentry:	_____	_____	
	name	phone #	
Sheetrock:	_____	_____	
	name	phone #	
Heating:	_____	_____	
	name	phone #	
Insulation:	_____	_____	
	name	phone #	

The undersigned agrees to do all work in conformance with The Minnesota State Building Code and the City of Wyoming Ordinance's herewith declares that all facts and representations on this application are true and correct.

**THE UNDERSIGNED AGREES TO NOTIFY THE INSPECTIONS DEPT. WHEN READY FOR INSPECTIONS.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**OFFICE USE ONLY**

Permit # \_\_\_\_\_



City Of Wyoming - Department Of Building Safety

26885 Forest Blvd., PO Box 188

Wyoming, MN 55092

Phone (651) 462-4947 Fax (651) 462-3938

APPLICATION FOR PLUMBING PERMIT

Date \_\_\_\_\_ Structure Used As \_\_\_\_\_

Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Site Address \_\_\_\_\_ city \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Sec \_\_\_\_\_ Twp 33N Range 21W Zone \_\_\_\_\_ PIN (Tax) Number R 21.

Plumbing Contractor Name \_\_\_\_\_ Phone # \_\_\_\_\_ PLEASE PRINT

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Job Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Number of each item listed below:

- Water Closet (toilet) \_\_\_\_\_ Dish Washer \_\_\_\_\_ Laundry Trays \_\_\_\_\_
Bath Tub \_\_\_\_\_ Garbage Disposal \_\_\_\_\_ Floor Drain \_\_\_\_\_
Whirlpool Tub \_\_\_\_\_ Kitchen Sink \_\_\_\_\_ Sewer Line \_\_\_\_\_
Urinal \_\_\_\_\_ Drinking Fountain \_\_\_\_\_ Water Line \_\_\_\_\_
Bidet \_\_\_\_\_ Catch Basins \_\_\_\_\_ Lawn Sprinkler \_\_\_\_\_
Lavatory (bath sink) \_\_\_\_\_ Water Softener \_\_\_\_\_ Standpipe \_\_\_\_\_
Shower \_\_\_\_\_ Sewage Ejector \_\_\_\_\_ Hose bib \_\_\_\_\_
Grease Interceptor \_\_\_\_\_ Gas piping \_\_\_\_\_ Sewage Ejector \_\_\_\_\_
Water Heater Size \_\_\_\_\_ Oil/Flammable Waste Separator \_\_\_\_\_
(Gas or electric) \_\_\_\_\_ Garage Floor Drain (Cannot discharge into septic or sewer) \_\_\_\_\_

To install gas piping you must be licensed with the City of Wyoming License # \_\_\_\_\_

The undersigned agrees to do all work in conformance with The Minnesota State Building Code and herewith declares that all facts and representations on this application are true and correct.

THE UNDERSIGNED AGREES TO NOTIFY THE INSPECTIONS DEPT. WHEN READY FOR INSPECTIONS.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

This permit may be issued only to a licensed plumbing contractor or to an owner who occupies the single-family dwelling. MN Statute 326.40

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OFFICE USE ONLY

Required Inspections: [ ] Rough-In \_\_\_\_\_ [ ] Final \_\_\_\_\_

APPROVED / DISAPPROVED By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Official

Permit # \_\_\_\_\_ Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_ Check # \_\_\_\_\_



**City Of Wyoming - Department Of Building Safety**

26885 Forest Blvd., PO Box 188

Wyoming, MN 55092

Phone (651) 462-4947 Fax (651) 462-3938

**APPLICATION FOR A HEATING, VENTILATION & AIR CONDITIONING PERMIT**

Date \_\_\_\_\_ Structure Used As \_\_\_\_\_

Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Site Address \_\_\_\_\_  
city State zip

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Sec \_\_\_\_\_ Twp 33N Range 21W Zone \_\_\_\_\_ PIN (Tax) Number R 21.

Heating Contractor Name \_\_\_\_\_ Phone # \_\_\_\_\_  
PLEASE PRINT

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Job Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Fuel Source \_\_\_\_\_ Oil \_\_\_\_\_ Gas (Natural or LP?) \_\_\_\_\_ Wood/Solid Fuel

Scope of work – Check all that apply

- Furnace
- Air Conditioner
- Ductwork
- Hot Water Boiler
- Refrigeration
- Ventilation/Exhaust
- Gas Piping
- Gas Log
- Log Lighter
- Gas Fireplace
- Man. Wood Fireplace
- Misc. Other \_\_\_\_\_

Equipment that will be installed:

Type of equipment	Manufacturer	Model No.	Fuel	Flue Dia.	Input/BTU's	CFM	Tons

Air to Air Exchanger \_\_\_\_\_ Heat / Energy (circle one) Recovery Ventilator \_\_\_\_\_

Manufacturer	Model No.	Defrost Deduction	Rated low capacity	Rated high capacity
		%	CFM	CFM

The installation of a solid fuel appliance or an exhaust system of 300 CFM or more will require the submittal of a ventilation worksheet.

Provide the name of the electrical contractor doing the wiring: \_\_\_\_\_

To install **gas piping** you must be licensed with the City of Wyoming License # GL

The undersigned agrees to do all work in conformance with The Minnesota State Building Code and herewith declares that all facts and representations on this application are true and correct.

**THE UNDERSIGNED AGREES TO NOTIFY THE INSPECTIONS DEPARTMENT WHEN READY FOR INSPECTIONS.**

Signed \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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OFFICE USE ONLY ORSAT Test Required \_\_\_\_\_ Yes \_\_\_\_\_ No

Required Inspections:  Rough-In \_\_\_\_\_  Gas Line Pressure Test \_\_\_\_\_  Final \_\_\_\_\_

APPROVED / DISAPPROVED By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit # \_\_\_\_\_ Official Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_ Check # \_\_\_\_\_