

WHAT YOU NEED TO GET A HOUSE PERMIT
WRIGHT COUNTY PLANNING & ZONING OFFICE 763-682-7338

1. TAX PARCEL NUMBER AND LEGAL DESCRIPTION

No lot of less than twenty thousand (20,000) square feet shall be allowed as a building site unless the owner can prove that adequate sewer facilities can be provided on a smaller lot. (As regulated in Section 404, (1) (2) & 502.2 of Wright County Ordinance)

Lot coverage -- no more than 15% of lot shall be occupied by buildings.

2. TWO SETS OF COMPLETED PLANS & WORKING DRAWINGS OF ALL PROPOSED CONSTRUCTION to include:

- a. Front, rear and side elevations
- b. Basement floor plan and first floor plan
- c. Cross Section (Sectional Plan) - typical wall detail: footing to roof, list building materials and dimensions. Engineered design may be required.
- d. Heatloss calculation: standard worksheet of the exterior building envelope
- e. If structure is built to meet 2000 Minnesota Energy Code Chapter 7672, the prescriptive path worksheet must be completed.
- f. All dwellings must meet the Wright County Zoning Ordinance Section 740, Single Family Dwelling Standards.
- g. Contractor's state license number, if applicable.

This information is required from the surveyor and/or site evaluator.

3. STAKE PROPERTY: An inspection for the following items will be made prior to the issuance of the building permit by a member of staff. If these things have not been completed, please let us know to avoid unnecessary trips. **OTHERWISE THERE WILL BE A DELAY IN ISSUING YOUR PERMIT. A notice and/or phone call will be made to the appropriate people indicating what needs to be done before permits can be issued. If an inspection is made and staking is initially inadequate do not expect an immediate reinspection after the work has been corrected.**

- a. The location of the house, garage, soil treatment areas (primary & alternative sites), well, driveway approach and lot corners shall be staked. The stakes shall be easily distinguished from the surrounding landscape and be marked properly showing the area or what they represent.
- b. The **EXACT** location of **BOTH** soil treatment areas are to be staked and roped off (including the four corners, two soil borings and any other work done in the area). All traffic must stay off these sites to avoid soil compaction. Snowfencing or silt fencing will be required when the sewer sites are located close to the house or for under sized lots. Heavy duty orange string may be used when the sites are a distance from the house. Under no circumstances will plastic tape be considered adequate protection.
- c. Building sites near lakes, rivers and wetlands will require the installation of erosion control measures. A handout can be provided showing how to properly install silt fencing. Sod layers and hay bales may be used in less sensitive situations.

4. ONE COPY OF CERTIFICATE OF SURVEY

For all lots ten (10) acres or less in size, a Certificate of Survey shall accompany each residential building permit application. The Certificate of Survey must be within two (2) years old. The survey must show boundaries and items staked in the field. Lakeshore or river lots are required to have the Ordinary High Water/Floodplain Elevations shown on the survey with the lowest proposed house elevations clearly marked. Shoreland lots must also show land alteration changes and erosion control measures when the lots have sloping topography or the house is not an additional 20 feet from shoreland setbacks. Substantial alterations beyond what is needed to build the house may require more detailed plans or a Planning Commission hearing.

5. SITE EVALUATION/DESIGN: for the onsite sewage treatment system, per Chapter 7080 and Wright County Zoning Ordinance.

NO JOB IS TO START BEFORE A PERMIT FOR THE IMPROVEMENT IS RECEIVED BY THE APPLICANT! PERMIT FEES ARE DUE AT TIME OF APPLICATION.

Access permits are required for driveways off of County Highways. Certain townships also require driveway permits. Contact the County Highway Department or your local township for these permits before any work begins on the driveway.

Building Officials:

Albion: Planning & Zoning
763-682-7338

Buffalo: Planning & Zoning
763-682-7338

Chatham: Ken Yager
320-963-6219

Clearwater: Planning & Zoning
763-682-7338

Cokato: Ralph Peterson
320-286-5679

Corinna: Planning & Zoning
763-682-7338

Franklin: Al Steinbach
952-955-1406

French Lake: Planning & Zoning
763-682-7338

Maple Lake: Kathy Loch
763-878-2885

Marysville: Randy DesMarais
763-682-5586

Monticello: Planning & Zoning
763-682-7338

Rockford: Planning & Zoning
763-682-7338

Silver Creek: Planning & Zoning
763-682-7338

Southside: Planning & Zoning
763-682-7338

Victor: Planning & Zoning
763-682-7338

Woodland: Gloria Janikula
763-658-4177