

What You Need to Get a House Permit

Wright County Planning & Zoning Office ~ 763-682-7338

1. MISCELLANEOUS

- **NO JOB** is to start before a permit for the improvement is received by the applicant.
- 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.
- Permit Fees are due prior to issuance and payment can be made by cash, check or credit card.

2. 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 §155.007 & 155.026 of the Wright County Code of Ordinances)
- Lot coverage – no more than 15% of lot shall be occupied by buildings; impervious coverage no more than 25% of lot.

3. TWO SETS OF COMPLETED PLANS & WORKING DRAWINGS OF ALL PROPOSED CONSTRUCTION TO INCLUDE:

- front, rear, and side elevations
- floor plan for each level of home with:
 - window, door and beam locations
 - direction and type of floor and roof framing members
 - design for tall walls (engineers' approval may be required)
 - detailed cross-sectional drawing
 - footing to roof; list all materials
- **heat loss calculations**
- **make up air work sheet & mechanical equipment and insulation data worksheet**
- location and method for radon reduction
- contractor's state license number **or** homeowner/contractor designation
- must comply with Minnesota Rules, Chapter 1322 – 2015 Residential Energy Code
- new dwellings must meet §155.102 of the Wright County Code of Ordinances

The following information is REQUIRED from the surveyor and/or site evaluator:

4. 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.**

- The location of the house, garage, soil treatment areas (primary and 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.
- Both primary and alternate soil treatment areas **MUST** be staked and protected by snow fence, silt fence or similar. All traffic must stay off these sites to avoid compaction.
- Erosion control measures **MUST** be utilized on sites near lakes, rivers, or wetlands. This can include silt fencing, bio-rolls, hay bales, mulch or similar.

5. 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 (if established), and Highest Known Water Level 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 twenty (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.

6. SITE EVALUATION/ DESIGN

For the onsite sewage treatment system, per Chapter 7080-7083 of Minnesota Rules; and Chapter 156–Solid Waste, Wright County Code of Ordinances.