

CITY OF ST. CHARLES
BUILDING PERMIT PROCESS

NEW HOME CONSTRUCTION

1) BUILDING PERMIT APPLICATION

The Applicant must complete all of Section A of the Building Permit Application. The Application must also include:

- a) A site plan showing the property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
- b) Two (2) complete sets of plans must be submitted which include rafter certifications and energy calculations. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
- c) A Permit Application for connection to city sewer and water. The permit fee for sewer connection is \$800.00, the permit fee for water connection is \$700.00, and the permit fee for connection to the sanitary district is \$2640.00. These fees will be included in you building permit fee.
- d) Building permit review and issuance normally takes **7-10 working days**.
- e) Applicant is required to pay the Building Permit Fee when the Permit is received prior to construction. The Building Permit Fee is based on valuation established from State of Minnesota data sheets.
- f) All contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications. If the structure is to be built by the owner, the owner must sign the attached form certifying that the owner is acting as his or her own agent.

2) SETBACK REQUIREMENTS

New home construction must meet the following setback standards in order to receive approval of you Building Permit Application. If you new home does not meet these minimum standards you will need to meet with the City Administrator to discuss the possibility of requesting a variance from the St. Charles Planning & Zoning Commission.

- a) Front Setback: 25 Feet
- b) Rear Setback: 25 Feet
- c) Side Setback: 10 feet
- d) Corner Setback: 25 feet

3) INSPECTIONS

The owner/builder is responsible for arranging or calling for all inspections. For a typical new home, the following inspections would be required:

- a) Footing/foundation (made before the concrete is poured)
- b) Sewer/Water connections
- c) Poured foundation walls
- d) Framing
- e) Heating (mechanical rough-in)
- f) Plumbing rough-ins – below ground and above ground
- g) Insulation
- h) Fireplace – if applicable
- i) Final

Call Construction Management Services at 282-8206 for all inspections.

4) GENERAL INFORMATION

- a) All structures except storage buildings under 120 square feet require a building permit. Storage buildings under 120 square feet must still comply with all applicable zoning regulations.
- b) Electrical permits must be arranged through the Minnesota State Electrical inspector at (651) 345-5880.
- c) The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department; however, they often defer these to the local building inspector. A state plumbing inspection number must be secured through the Health Department prior to scheduling an inspection, if done locally.
- d) Minnesota accessibility requirements and the energy code must be met on all structures. The accessibility requirements apply to all buildings except one and two family housing units and some multi-family structures. Compliance with the American's with Disabilities Act (ADA) is mandatory only on new construction or major remodeling. All others (i.e. existing buildings, historical registered structures) should consult with the ADA guidelines for further requirements. Under the present ADA guidelines for further requirements, churches are exempt.

5) QUESTIONS

Please contact the City Administrator at (507) 932-3020.

BUILDING PERMIT APPLICATION
City of St. Charles
507-932-3020

Date Received: _____ Received by: _____ Permit #: _____

-----**APPLICANT COMPLETE INFORMATION BELOW**-----

Project Address: _____ or PID #: _____
 Legal Description: _____
 Property Owner: _____ Phone: _____
 Address: _____ City: _____ Zip: _____
 General Contractor: _____ License #: _____ Phone: _____
 Plumbing Contractor: _____ License #: _____ Phone: _____
 Mechanical Contractor: _____ Phone: _____
 Proposed Use [Check One]: Dwelling ___ Private Garage ___ Deck ___ Home Addition ___
 Pole Building ___ Finish Basement ___ Three Season Porch ___ Business/Commercial ___
 Fireplace ___ Reroof ___ Siding ___ Furnace ___ Water Heater ___ Other _____
 Description of Project: _____ Dimensions: _____
 Use and Occupancy: _____ Type of Construction: _____
 Estimated Value: _____ Lot Size/Dimensions: _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. **REFUND POLICY:** Upon request of cancellation of building permits, refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice. **ZONING:** Have there been any prior requests or zoning issues with this property? ___

Name [please print]: _____ Address: _____
 City: _____ Zip: _____ Phone: _____
 Signature: _____ Date: _____

-----**CITY USE ONLY**-----

PLANNING: Zoning District: _____ Minimum Setbacks Required: Front _____
 Side _____ Rear _____ Road Right-of-Way _____ Other: _____

Approved by: _____ Date: _____
 Subject to the following conditions: _____

BUILDING INSPECTOR: Approved by: _____ Date: _____

-----**FEES**-----

Building Permit: _____	Plan Review: _____	St. Surcharge: _____
Plumbing Permit: _____	Plan Review: _____	St. Surcharge: _____
Mechanical Permit: _____	Plan Review: _____	St. Surcharge: _____
Sewer/Water Inspect. _____	Sanitary Distr. _____	Water mtr/copp: _____
Water Hookup: _____	Sewer Hookup: _____	Other: _____
TOTAL DUE: _____		

Date Issued: _____ **Issued By:** _____ **Receipt #:** _____

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I, _____, (print name) understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at _____, _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. §514.01.

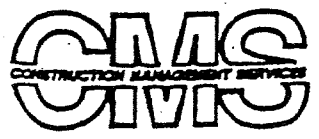
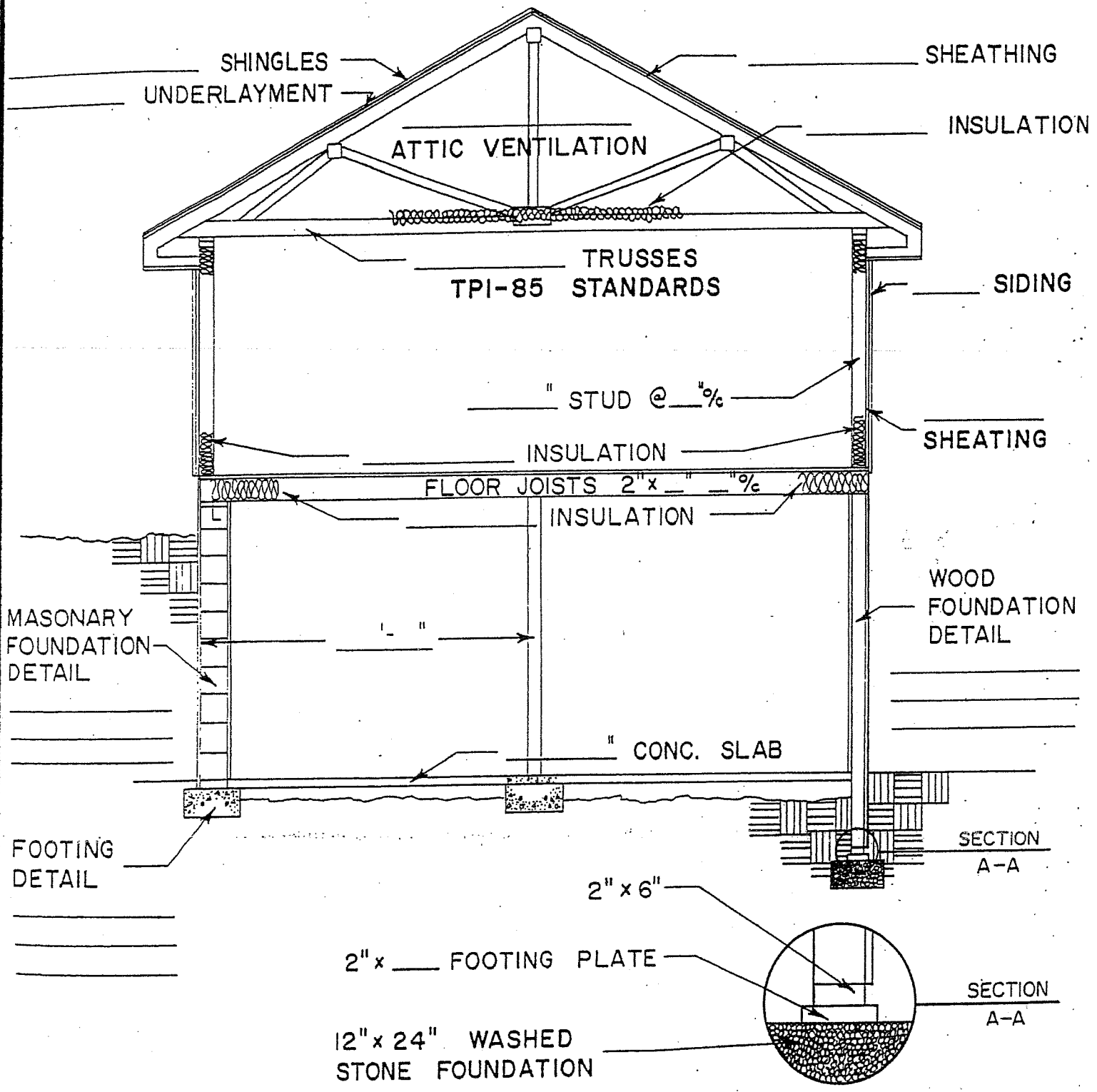
Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd.16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the City/Township of _____ may also result in criminal prosecution and/or civil penalties pursuant to applicable city/township ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City/Township of _____ for compliance with all applicable building codes and city/township ordinances in connection with the work being performed on this property.

Name (signature)

Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069. The Web site is: www.doli.state.mn.us/contractor



CROSS-SECTION

STANDARD PLATE NO. B-101

N1101.8 Certificate
 Builders Name/ Company

Date: _____

Site Address: _____

Contractor Name: _____

License Number: _____

Location	Type of Insulation	Installed R-Value	Type	Location	Size
			Makeup Air		
Roof/Ceiling			Combustion Air		
Walls			Water Heating		
Slab-on-Grade			Manufacturer	Model	
Floor			Ducts Outside of Conditioned Spaces		
Rim Joist			Interior, Exterior or Integral	Location	R-Value
Foundation Wall			Interior, Exterior or Integral		

Fenestration	Average U-Factor	SHGC (solar heat gain coefficient)	Radon Control	Passive	Active
				<input type="checkbox"/>	<input type="checkbox"/>

Heating System	Type	Input Rating	AFUE	Manufacturer	Model	Calculated Heat Loss

Cooling System	Type	Output Rating	SEER	Manufacturer	Model	Cooling Load/Heat Gain

Mechanical Ventilation	Type	Location	Continuous Ventilation	Total Ventilation

MINNESOTA ENERGY CODE REQUIREMENTS FOR FOUNDATION INSULATION

EXTERIOR FOUNDATION INSULATION – GENERAL REQUIREMENTS	INTERIOR FOUNDATION INSULATION – GENERAL REQUIREMENTS
<ul style="list-style-type: none"> • Must be of water resistant materials manufactured for its intended use. • Must be installed according to the manufacturer's specifications. • Must comply with ASTM C578 (rigid), C1621 (semi-rigid), C1029 (spray-applied), or C1289 (rigid), as applicable. • Must have a rigid, opaque and weather resistant protective covering to prevent the degradation of the insulation's thermal performance. <ul style="list-style-type: none"> o The protective cover must cover the exposed exterior insulation and extend a minimum of 6-inches below grade. o The insulation and protective covering must be flashed with corrosion resistant flashing applied in such manner as to prevent entry of water into the wall cavity or penetration of water into the building structural frame components. 	<ul style="list-style-type: none"> • Masonry foundation walls must be drained through the masonry block cores to an approved interior drainage system. • If a frame wall is installed it must NOT be in direct contact with the foundation wall, unless the INTERIOR side of the foundation has been WATERPROOFED. • Must meet the requirements for rigid interior insulation, spray-applied interior insulation, semi-rigid interior insulation, or unfaced fiberglass batt interior insulation. • Must comply with the following interior air barrier requirements: <ul style="list-style-type: none"> o Air barrier to be installed on warm-in-winter side of thermal insulation. o Areas of potential leakage in the building thermal envelope shall be caulked, gasketed, weather-stripped, or otherwise sealed with an air barrier material, suitable film or solid material to form an effective barrier between conditioned and unconditioned spaces. The integrity of all air barriers must be maintained. Sealing methods between dissimilar materials must allow for expansion and contraction.
BASEMENT FOUNDATIONS AND CRAWL SPACES – GENERAL REQUIREMENTS	SLAB ON GRADE AND BASEMENT WALK OUT FOUNDATIONS – GENERAL REQUIREMENTS
<ul style="list-style-type: none"> • Must be installed to an R-10. Adding additional insulation to increase R-value or adding additional vapor retarder to foundation wall assemblies is prohibited, except for the installation of R-13 when using fiberglass batt insulation on the interior. • Must be insulated from the top of the foundation wall down to the top of the footing or from the top edge of the interior wall to the top of the slab if insulation is on the interior. 	<ul style="list-style-type: none"> • Must be insulated to an R-10. Adding additional insulation to increase R-value or adding additional vapor retarder to foundation wall assemblies is prohibited, except for the installation of R-13 when using fiberglass batt insulation on the interior. • Insulation must extend to the designed frost line (60-inches here) or to the top of footing, whichever is less. • The top edge of the insulation installed between the exterior wall and the edge of the interior slab can be cut at a 45-degree angle away from the exterior wall.
LOCATIONS WHERE THE AIR BARRIER MUST BE SEALED:	LOCATIONS WHERE THE AIR BARRIER MUST BE SEALED: (continued)
<ul style="list-style-type: none"> • Walls, floors, ceilings, overhangs, knee-walls, and floor rim joist areas separating conditioned from unconditioned spaces. • At all joints, seams and penetrations of the building thermal envelope. • At all electrical, plumbing, mechanical and other penetrations of the interior air barrier. • At all interconnections in the thermal envelope between concealed vertical and horizontal spaces such as soffits, drop ceilings, cove ceilings and similar locations. 	<ul style="list-style-type: none"> • In concealed spaces between stairs, fireplace framing, partition walls, chases, tubs and showers directly adjacent to the building thermal envelope. • At openings between framing members and window and door frames and jams

INTEGRAL FOUNDATION INSULATION	RIGID INTERIOR INSULATION	SPRAY APPLIED INTERIOR INSULATION	SEMI-RIGID INTERIOR INSULATION	UNFACED FIBERGLASS BATT INSULATION
<p>Integral foundation insulation is an engineered poured wall system with a rigid foam core. Each manufacturer will have specific requirements which must be followed.</p>	<ul style="list-style-type: none"> Must comply with ASTM C578 or CI 289. Dampproofing, waterproofing, or a water repellent must be applied to the exposed above grade foundation walls or a layer of dampproofing or waterproofing must be installed on the entire inside surface of the foundation wall. Water repellent materials must comply with ASTM E514. Must be in contact with the foundation wall surface. Vertical edges must be sealed with acoustic sealant. All interior joints, edges and penetrations must be sealed against air and water vapor penetration. Horizontally continuous acoustic sealant must be installed between the foundation wall and the insulation at the top of the foundation wall. Horizontally continuous acoustic sealant must be installed between the basement floor and the bottom insulation edge. The insulation must not be penetrated by the placement of utilities or by fasteners or connectors used to install a frame wall. 	<p>CLOSED CELL POLYURETHANE</p> <ul style="list-style-type: none"> Must comply with ASTM 1029 with a permeance of not greater than 1. Must be sprayed directly onto the foundation wall surface. There must be a 1-inch minimum gap between the foundation wall surface and the framing. The insulation must not be penetrated by the placement of utilities. All through penetrations must be sealed. 	<ul style="list-style-type: none"> Must comply with ASTM C1621 with a maximum permeance of 1.1 per inch. Must have a minimum density of 3.3 pcf and must have a fungal resistance per ASTM C1338. Must be in contact with the foundation wall surface. Vertical edges must be sealed with acoustic sealant. All interior joints, edges and penetrations must be sealed against air and water vapor penetration. Horizontally continuous acoustic sealant must be installed between the foundation wall and the insulation at the top of the foundation wall. Horizontally continuous acoustic sealant must be installed between the basement floor and the bottom insulation edge. 	<ul style="list-style-type: none"> Waterproofing must be applied to the entire inside surface of the foundation wall. The top and bottom plates must be air sealed to the foundation wall surface and the basement floor. An air barrier material and vapor retarder material with a minimum permeance of at least 1 according to ASTM E86 to be installed in the following manner: <ol style="list-style-type: none"> Must be air sealed to the framing with construction adhesive or equivalent at the top and bottom plates and where the adjacent wall is insulated; and Must be air sealed to utility boxes and other penetrations; and All seams must be overlapped at least 6-inches and sealed with compatible sealing tape or equivalent. <p>NOTE: This is the only application where exceeding R-10 foundation insulation is permitted. In this application, it is allowable to install up to an R-13 fiberglass batt.</p>

INSULATION AND PENETRATION REQUIREMENTS BY COMPONENT^(a)

Climate Zone	Penetration U-factor	Skylight U-factor	Ceiling R-value	Wood Frame Wall U-factor	Mass Wall U-factor	Floor R-value	Foundation Wall R-value	Slab R-value	GAW S-value
Northern Climate Zone	0.35	0.50	20	15	15	30/19	10	10.5/feet	10
Southern Climate Zone	0.25	0.50	18	15	15	30/19	10	10.5/feet	10

Footnotes: (a) R-values are minimums. U-factors are maximums. R-19 shall be permitted to be compressed into a 2 X 6 cavity.
 (b) The fenestration U-factor column excludes skylights.
 (c) R-5 must be added to the required slab edge R-values for heated slabs.
 (d) Or insulation sufficient to fill framing cavity, R-19 minimum.
 (e) N/A in Northern Climate
 (f) When using log type construction for thermal mass walls, the following will apply: 1) A minimum of a 7-inch diameter log shall be used. 2) The U-value of the fenestration products must be 0.31 overall average, or better.

CITY OF ST. CHARLES
APPLICATION & PERMIT FOR
SEWER APPLICATION

DATE: _____ PERMIT #: _____

DESCRIPTION OF PROPERTY: LOT _____ BLOCK: _____
_____ ADDN.

STREET ADDRESS: _____

SIZE & TYPE OF SERVICE: _____

LOCATION OF WYE/TAP: _____ FT. _____ STREET
_____ STREET AND _____ STREET

(ATTACH SKETCH OF SERVICE LOCATION)

TYPE OF STREET SURFACE: _____

FEE: _____ APPLICANT: _____

_____ CONN. _____

_____ OTHER OWNER: (IF OTHER THAN APPLICANT)

_____ TOTAL _____

CONTRACTOR: _____

PERMIT APPROVED BY: _____

INSPECTED BY: _____

CITY OF ST. CHARLES
APPLICATION & PERMIT FOR
WATER CONNECTION

DATE: _____ **PERMIT #:** _____

DESCRIPTION OF PROPERTY: LOT _____ **BLOCK:** _____
_____ **ADDN**

STREET ADDRESS: _____

SIZE & TYPE OF SERVICE: _____

LOCATION OF WYE/TAP _____ **FT.** _____ **OF M.H.C.**
_____ **STREET AND** _____ **STREET**

(ATTACH SKETCH OF SERVICE LOCATION)

TYPE OF STREET SURFACE: _____

FEE: _____ **APPLICANT:** _____

_____ **CONN.** _____

_____ **OTHER** **OWNER (IF OTHER THAN APPLICANT)**

_____ **TOTAL** **CONTRACTOR:** _____

PERMIT APPROVED BY: _____

INSPECTED BY: _____

EXTERIOR ENVELOPE AVERAGE "U" COMPUTATION

OWNER _____

SITE ADDRESS _____

CONTRACTOR _____ DATE _____ PHONE _____

Determine working square footage of each.

1. Total exposed wall area _____ sq. ft. X 0.11 = _____

2. Total roof/ceiling area _____ sq. ft. X 0.026 = _____

Total exposed wall area above floor = _____

a. Total wall window area _____

b. Total door area _____

c. Total sliding glass door area _____

d. Total fireplace wall area _____

e. Total wall framing area (average 15%) _____

f. Total net wall area above floor _____

g. Total rim joist area _____

Total exposed foundation area = _____

h. Total foundation window area _____

i. Total net foundation area above grade _____

Determine "U" value of each wall segment.

a. _____ X "U" _____ = _____

b. _____ X "U" _____ = _____

c. _____ X "U" _____ = _____

d. _____ X "U" _____ = _____

e. _____ X "U" _____ = _____

f. _____ X "U" _____ = _____

g. _____ X "U" _____ = _____

h. _____ X "U" _____ = _____

i. _____ X "U" _____ = _____

3. TOTAL OF ALL "U" VALUES, a through i = _____

Attention Developers:

New 2006 Positive Response Locating Rules require cities to have base maps of any new sewer and water service installed after January 1, 2006. It is the contractor's responsibility to contact Construction Management Services for this inspection and they will do the base map for you and inspect the sewer and water installation.

Construction Management Services' phone number is 507/282-8206. If you have any questions, please call Kyle Karger at City Hall, 507/932-3020.

Building Permit Fees

		<u>Fee</u>
Value	\$1 -\$500	\$25.00
Value	\$501-\$2,000	\$25.00 for the first \$500.00 plus \$1.75 for each additional hundred or fraction thereof, to and including \$2,000.00
Value	\$2,001-\$25,000	\$51.25 for the first \$2,000.00 plus \$4.30 for each additional thousand or fraction thereof, to and including \$25,000.00
Value	\$25,001-\$50,000	\$150.15 for the first \$25,000.00 plus \$3.65 for each additional thousand or fraction thereof, to and including \$50,000.00
Value	\$50,001-\$100,000	\$241.40 for the first \$50,000.00 plus \$2.45 for each additional thousand or fraction thereof, to and including \$100,000.00
Value	\$100,001+	\$363.90 for the first \$100,000.00 plus \$1.75 for each additional thousand or fraction thereof.
	Plan Check Fee:	75% of building permit fee.
	State Surcharge:	Valuation multiplied by .05
	Water/Sewer Inspection Fee:	\$ 57.00
	Plumbing Fee:	\$ 45.00
	Mechanical Fee:	\$ 45.00

Miscellaneous Building Permit Fees:

Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	\$35.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	\$45.00	Re-Roof	\$45.00
Install Air Conditioned	\$45.00	Re-Side	\$45.00
Install Water Heater	\$35.00	Pool/Spa/Hot Tub	\$45.00
Demolition	\$75.00	Reactivate permit	\$25.00

Administrative Fines/Fees

Statute/Ordinance	Description	Administrative Fine/Fee
	Building Code Violation (various)	\$50.00
	Failure to License animals	\$25.00
	Public Nuisance (various)	\$50.00
	Snowmobile Violations	\$50.00
	Garbage Refuse Scavaging	\$25.00
	Vehicle on Bike Path	\$25.00
	Various Offenses; animals	\$25.00
	Loud music/party (certain hours)	\$50.00
	Unauthorized service/meter tampering	\$50.00

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.