



CITY OF WATERTOWN

Department of Building Inspections

309 Lewis Ave S, PO Box 279

Watertown, MN 55388

Phone (952) 955-2681 – Fax (952) 955-2695

PERMIT REQUIREMENTS

New Construction/One and Two Family Residential

PERMITS:

Permits may be applied for and issued on weekdays during the hours of 8:00 AM and 4:30 PM. Completed permit applications may be mailed in.

Please allow five (5) working days for plan review on residential permit applications, one (1) work day for non-plan review permit applications. If permit applications are incomplete, the permitting process may be longer.

***Work must never begin until the permit is received and on the job! Starting work without a permit will result in additional fees! ***

ALL PERMIT APPLICATIONS MUST BE COMPLETED AS FOLLOWS:

BUILDING PERMITS:

1. Completed application form.
2. Two (2) copies of survey for all new dwellings/as-built foundation survey shall be on site before framing inspection is done and approved by the building official / as-built survey required prior to issuing final certificate of occupancy.
3. Soils analysis report when required.
4. Two (2) complete sets of building plans drawn to scale.
5. Two (2) copies of construction specifications when required.
6. Two (2) copies of the New Construction Energy Code Compliance Certificate meeting the requirements of MSBC Ch. 1322 N1101.8.

PLUMBING PERMITS:

1. Completed application form.
2. Two (2) copies of plumbing plan when required.
3. Permit fee for new single family home plumbing systems - \$100.50.

HEATING/MECHANICAL PERMITS:

1. Completed application form.
2. Heat loss and heat gain calculations.
3. Two (2) copies of mechanical plans and specifications when required.
4. Permit fee for new single-family home heating/cooling system - \$100.50. (Additional permit will need to be pulled for fireplaces - \$50.50)

ELECTRICAL PERMITS:

Electrical is done by the MN State Board of Electricity (951) 284-5026 or www.dli.mn.gov.

(See attached New Home Builder Requirements)

NEW HOME BUILDER REQUIREMENTS

BUILDER: _____

YEAR: _____

Check appropriate boxes below and fill in the blanks.

1. Foundation: Concrete block units (CMU) Poured Walls Other
2. Foundation design used: MSBC 1303.1900 – must comply with all 12 provisions of this chapter including use in soil types I or II only and **maximum 8 ½ ft.** height of wall.
- 2000 IRC – **maximum 9 ft.** high foundation walls per tables R404.1.1 (2) or (3) or (4)
- Engineered designs

3. Foundation drainage must be installed per IRC R405.1.

4. Dampproofing or waterproofing required per IRC R406
- Damp proofing per IRC R406.1 – parging required on CMU walls.
 - Waterproofing per IRC R406.2.
 - Other approved system – provide product information and model code ES report.

Product: _____

5. Weather resistive sheathing paper required over sheathing of all exterior walls. MSBC 1309.0703. List product used; must be approved and have a model code ES report.

Product: _____

6. Which energy code are you using? Chapter 7670 – Category I Chapter 7672
- Residential Mechanical Ventilation required: Balance system HRV
 ERV
 Exhaust only system

7. Vinyl siding containers must be labeled with ASTM D-3679.

8. Plastic/composite decking material used: _____
Must be approved with a model code ES report.

9. I-Joist flooring system and structural rim joist: _____

10. **Walls shall not exceed 10 feet in height.** Walls up to 12 feet in height: minimum 2x6 @ 16' OC SPF #2 or better with mid-span blocking, maximum 10 ft. opening and double king-studs each side of windows. Walls up to 14 feet in height: minimum 2x6 @12" OC SPF #2 or better with mid-span blocking, maximum 10 ft. opening and triple king-studs each side of windows. Walls over 14 feet in height require engineering design.

(Please incorporate items into future plans)