



# Building Permit Application

600 Rice Street East Wayzata, MN 55391  
 952-404-5300 • 952-404-5318 (fax)

permits@wayzata.org

Rev 2/21

## Property Information

SITE ADDRESS		Wayzata, MN	SUITE	DATE
PROPERTY OWNER	TENANT / NAME		PROJECT VALUATION	

## Applicant Information

Applicant:  Property Owner  Contractor  Tenant  Other

APPLICANT'S NAME	PHONE NUMBER	STATE LICENSE #	
COMPANY NAME	EMAIL		
COMPANY ADDRESS	CITY	STATE	ZIP

## Architect-Engineer

COMPANY NAME	CONTACT PERSON		
ADDRESS	CITY	STATE	ZIP
PHONE	EMAIL		

## Send Approved Permit Via:

Email: \_\_\_\_\_  Mail or  In Person  
 Please **PRINT** legibly

## \*\*\*Please Fill In: Detailed Description of Work\*\*\*

**Please Submit the Following, if Applicable:**

- Tree Removal/Replacement Plan
- HVAC Load Calculations & Energy Certificate
- Survey with Impervious Surface Calculations

Property Type:	Construction Type:			
<input type="checkbox"/> Single-Family Detached	<input type="checkbox"/> New Building	<input type="checkbox"/> Deck	<input type="checkbox"/> Tenant Finish	<input type="checkbox"/> Fire Alarm
<input type="checkbox"/> Condo / Townhouse	<input type="checkbox"/> Demo Building	<input type="checkbox"/> Accessory	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Fire Sprinklers
<input type="checkbox"/> Two-Family (a duplex on a single lot)	<input type="checkbox"/> Alteration / Remodel	<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Move Building	<input type="checkbox"/> Other:
<input type="checkbox"/> Multi-Family (5 or more dwelling units on a single lot)	<input type="checkbox"/> Replace / Repair	<input type="checkbox"/> Re-Side	<input type="checkbox"/> Pool	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Addition	<input type="checkbox"/> Windows / Door Replacement		

## Applicant: Please read and sign below

I hereby certify that I have read and examined this document and know the same to be true and correct. I understand and agree that the work for which the permit is issued shall be performed according to the State Building Code and applicable city approvals, ordinances and codes. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. This permit shall become invalid unless the work authorized is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days.

**\*Separate permits are required for Plumbing, Mechanical and Electrical work\***

<b>Applicant Signature:</b>  <i>By electronically signing (or typing) your name, you acknowledge that all information provided is true and correct.</i>	<b>Date Signed:</b>
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## OFFICE USE ONLY

Zoning District:	SURVEY: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit #:	(1) Permit Fee: _____
Construction Type:	PLANS & SPECS: <input type="checkbox"/> Yes <input type="checkbox"/> No	Processed by:	Plan Review Fee: _____
Use:	SOIL REPORT: <input type="checkbox"/> Yes <input type="checkbox"/> No		Surcharge: _____
Date Received:	FIRE SPRINKLERS: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit sent via:	(35) MCES SAC: _____
Authorization to Issue:	OCCUPANCY SEP.: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date sent:	(35.1) City SAC: _____
	LEAD CERT: <input type="checkbox"/> Yes <input type="checkbox"/> No		(34) City WAC: _____
			<b>Total Fee:</b> _____



## City of Wayzata Construction Management Agreement

This agreement applies to all construction projects of wrecking, new build, or major remodeling of any structure in the City of Wayzata.

*The undersigned hereby acknowledges that they are responsible for complying with the conditions listed below. Failure to do so may result in fines and/or construction delays. **General contractors are responsible for any and all subcontractors.***

Project Address:			
Permit #	Date Issued:	Proposed Start Date:	Proposed Completion Date:
Applicant Name:			
Applicant Address:			
Applicant Phone Number:		Applicant Email:	
Applicant Signature:			Date:
Contractor:		Contractor Contact Name:	
Contractor Address:			
Contractor Phone Number:		Contractor Email:	
Contractor Signature:			Date:

This agreement must be attached to approved site plans and be present on-site at all times during active construction. Failure to post and follow agreement may result in fines/fees and/or immediate stop work orders.

1. Hours of Operation: The erection, demolition, alteration or repair of any building and any other construction activity including but not limited to highway construction, piling, grading and excavation other than between the hours of 7 a.m. and 6 p.m. is prohibited, except in case of urgent necessity in the interest of public health and safety, in which case the City Manager may grant a permit for such work for a period of not to exceed 3 days. (*Wayzata City Code 708.03*)
  
2. Noise Reduction: The Contractor shall implement reasonable measures to mitigate nuisance noise by limiting use of noise generating equipment, vehicles, and avoid using such equipment

in immediate proximity to an adjacent residential use to the extent reasonable. Construction shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations NCP 7010, as amended.

3. Approved Plans: An approved/stamped set of building (construction) plans shall be present and available on site as required by Minnesota State Building Code (*MSBC1300.0130*)
4. Contact Information: Prior to commencement of work at construction site, a sign must be installed identifying the developer and main contractor, company name, contact name with accessible phone number and an email address for each person identified, and the address of the project. All information posted must remain current and the sign must be posted, without obstruction in the front yard visible from the street of the project until final inspection has been completed.
5. Dumpsters and Street Use: Minnesota State law requires a five foot (5') parking setback from driveways and a thirty foot (30') setback from intersections. When possible dumpsters shall be located completely on the project site.
6. Debris/Dumpster Maintenance: Area around the dumpster shall be neat and orderly. Dumpsters must be covered during all non-work hours.
7. Building Materials: Construction equipment and materials shall be stored and placed so as not to endanger the public, the workers or adjoining property for the duration of the construction project. (*MSBC 3301.2*)
8. Work Crew Parking: Contractor/employee parking shall comply with all applicable parking regulations, including but not limited to compliance with no parking zones or other on-street parking restrictions as well as snow emergencies and winter parking restrictions. Parking shall be limited to one side of the street.
9. Site and Surrounding Maintenance: The site must be maintained in a neat and orderly condition. Prior to leaving the construction site at the end of each day, the permit holder must remove empty cans, paper, plastic and other material that is not needed for construction from the site or deposit them in a dumpster. The permit holder must keep streets, sidewalks, boulevard areas and adjacent properties clean from waste, materials or refuse resulting from operations on the site. No material may be deposited or stockpiled on the public streets, boulevards, sidewalks or adjacent property.
10. Dust Control: Contractor shall be responsible for all dust control. (*Wayzata City Code 916.08*) The emission of dust, fly ash or other particulated matter by any use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulation APC 7005, as amended.

11. Erosion & Sediment Control: The Contractor shall conduct all activity in a manner designed to minimize surface runoff, erosion and sedimentation. Proper erosion and sediment control measures shall be provided to prevent soils from being deposited on adjacent properties, rights-of-way, public storm drainage systems or wetlands.
12. Drive Entrance: All construction entrances and exits shall consist of an all-weather, large aggregate material, such as gravel or rock, capable of minimizing the tracking of dirt from the permit site.
13. Tree Protection: Installation of snow fencing, silt fence, or polyethylene laminate safety netting shall be placed at the Critical Root Zone of Significant and Heritage Trees to be preserved on or adjacent to the property being developed. (*Wayzata City Code 906.07*)
14. Portable Restroom placement: Portable restrooms shall not be located within the applicable front yard setback of a worksite. When possible portable toilets should not be visible from the view of adjacent properties. No portable toilets shall be placed on City Right-of-Way. The building permit holder is responsible for the security and maintenance of all portable toilets on site.
15. Damage to Public Property: The permit holder must repair any damage to public property streets and sidewalks. If damage occurs to the foregoing, the contractor assumes all responsibility for repairs to be made in a time as determined by the Building Official.
16. Protection of Adjoining Property: Adjoining properties shall be protected from damage during any construction work on the permit site. Excavations for any purpose shall not remove lateral support from any footing or foundation without first protecting the footing of foundation against settlement or lateral translation. Any damage made to adjoining properties must be repaired, this includes but is not limited to damage done to fences, landscaping or driveways.
17. Stop Work Order: If the building official or designee finds any work regulated by the code being performed in a manner contrary to the provisions of the code or in a dangerous or unsafe manner, the building official may issue a stop work order. The stop work order shall be in writing and issued to the owner of the property involved, to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work will be permitted to resume. (*MSBC 1300.0170*)