



1670 Stieger Lake Lane
PO Box 36
Victoria, MN 55386
P - 952-443-4210
F - 952-443-2110
www.ci.victoria.mn.us

Building Permit Information Packet

I. Building Permit Information

- All applications are subject to the Victoria City Code of Ordinances, which are enforced by the Planning/Zoning Administrator.
- Please give a 24-Hour Notice for Inspections
 - For building inspections, (952) 443-4210
 - State Electrical Inspector, Brian Luce, (952) 233-8988
- If you have any further questions concerning these areas, please call the City Offices at (952) 443-4210

II. Required Information for Building Permits Checklist

To obtain a building permit from the City of Victoria, the following information is required:

- A complete and signed building permit and the accompanying supplemental permit form
 - New Residential (Form A)
 - Commercial and Industrial (Form B)
 - Remodel/Renovation/Reside/Reroof & Window/Door Replacement by Homeowner (Form C)
 - Remodel/Renovation/Reside/Reroof & Window/Door Replacement by Contractor (Form D)
- A ventilation computation worksheet (category/house)
- An exterior Envelope Average "U" Computation form to be submitted at the same time as the Building Permit Application
- Two (2) complete sets of construction plans
- Two (2) copies of a certified survey by a registered surveyor prepared with information contained in the Survey Requirements section on the next page
- If applicable, an individual sewage disposal design, including percolation tests, for two possible sites
- Two (2) copies of an erosion control plan for the site.
 - The plan must be initiated before the building permit is issued and scheduled before excavation.
 - Provide silt-screen fencing, re-seeding and landscaping and other control methods as appropriate.
- A copy of the submitted MCWD Erosion Control Permit Application packet



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III. Survey Requirements

- Scale of drawing
- Lot number, block number, and site address
- Dimensions of lot and north arrow
- Location all existing buildings
- Dimensions of proposed buildings, accessory structures, and accessory buildings with distances to front, rear, and side property line(s)
- Location of stakes at the lot corners and offsets related to building setbacks
- Building setbacks and impervious surface calculations
- Location and dimensions of any driveways, private sidewalks, patios or other hard surfaces
- The location and type of all recorded easements, both public and private
- Existing and proposed two foot contours across the property
 - Survey elevations, drainage and house design must be consistent with approved grading plan
- Spot elevations at the following points:
 - Each lot corner (both existing and proposed)
 - Each building corner
 - Crown of street or top of curb, whichever is higher, at each lot line extended
 - Proposed lawn and driveway elevations at all sides of building and along swales
 - Emergency Overflow (EOF) elevations
- Direction of surface water drainage indicated by arrows and percent of fall including:
 - Arrows depicting general drainage patterns
 - Percent of fall should be indicated for any defined swales, drainage ways, or water ways
 - Percent of fall away from foundation
 - Slope of driveway
- Grading to drain surface water away from foundation walls
 - Grade shall fall minimum six inches within the first 10 feet
 - Where lot lines, walls, slopes or other physical barriers prohibit this, drains or swales shall be constructed to ensure drainage away from structure
 - Impervious surfaces within 10 feet of the building foundation shall be sloped minimum 2% slope away from building
- Minimum Floor Elevations and any associated high water levels
- Proposed retaining walls (Engineering Certification required for walls > 4' in height)
- The location of any utilities within the property including invert elevation of drain tile stubs
- If necessary, location and size of driveway culverts must be shown
- Existing significant trees (> 8 caliber inches) and any proposed trees, as identified on approved landscaping plan for the development



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IV. Information from Minnehaha Creek Watershed District

This information is provided by the Minnehaha Creek Watershed District, and can be accessed on their website at, [Do I Need an MCWD Permit](#). This is an at-a-glance summary of projects that require a Minnehaha Creek Watershed District permit. If you are unsure if your project needs a permit, please refer to the full text of the rules ([Regulatory Rules](#)) or contact the MCWD at (952) 471-0590 x532 or permitting@minnehahacreek.org.

A. Erosion Control

- i. Exposing 5,000 square feet of soil
- ii. Grading, excavating, filling, or on-site storing of 50 cubic yards of soil

B. Floodplain Alteration

- i. Altering or filling land below the 100-year high water elevation of a water body

C. Wetland Protection

- i. Draining, filling, or excavating of a wetland
- ii. Any project that already requires a permit under the Stormwater Management or Waterbody Crossings & Structures rule, if there is a wetland on the property
- iii. Building on undeveloped lots or tear down/rebuild projects that increases the amount of hard surface

D. Dredging

- i. Dredging in the beds, banks, or shores of any public water, basin, or watercourse

E. Shoreline and Streambank Stabilization

- i. Altering any shoreline or streambank. This includes riprap, biological stabilization, bioengineering, retaining walls, sheet piling, and boat ramps
- ii. Placing sand below the Ordinary High Water Level (OHW) of any water body

F. Waterbody Crossings & Structures

- i. Placing or replacing roads, highways, utilities or other structures in contact with the bed or bank of any water body
- ii. Building a bridge or related crossing of any water body
- iii. Enclosing a water body within a pipe
- iv. Directional boring underneath a waterbody

G. Stormwater Management

- i. Work that will increase the area of impervious surface or change land contours to alter the drainage ways, increase peak runoff rates, or affect the quality of stormwater flows. This applies to residential, commercial, institutional, industrial, or public land development or redevelopment projects



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V. Building Permit/Plans data practices advisory

You may be required to submit building plans with your building permit application so that the City of Victoria can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.01 defines government data as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public ONLY if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37 as being “government data the disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.”

AND / OR

Trade Secret information defined by Minnesota Statutes Section 13.37 as being “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The responsible authority for the City of Victoria will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies for the City’s use and to make available to the public upon request unless you indicate otherwise as follows (***please make your selection on the Building Permit Application***):

- **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (a) and are to be treated as protected nonpublic data. I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.**
- **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (b) and are to be treated as protected nonpublic data. I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.**
- **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public. However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.**