



EDINA BUILDING SAFETY GUIDELINES/INFORMATION			
Application Submittal Requirements – New Single and Two Family Homes subject		2015 MSBC 1300.0130 code reference	
Inspections Department department		 approval	
RNHCLepR policy number	09/04/2019 revision date	01/04/2016 effective date	1 of 1 page number



**Purpose:** To provide adequate and accurate site information to all City Departments involved in the review and approval of projects, as well as providing information for future reference to obtain a building permit.  
**Scope:** All new home structures for which a building permit is required.

**Instructions:** Please fill out completely before submitting your plans. If you have any questions before or during the review process, please contact the **appropriate** department.

**Building Department** can be reached at 952-826-0372 from 7:30am – 4:30pm Monday through Friday  
**Planning Department** can be reached at 952-826-0369 from 8:00am – 4:30pm Monday through Friday  
**Engineering Department** can be reached at 952-826-0371 from 7:00am – 3:30pm Monday through Friday

Site Address: \_\_\_\_\_

Check if Submitted	Items Required to be Submitted for Plan Approval
<input type="checkbox"/>	Completed <a href="#">Construction Management Plan</a> (CMP), signed by prime contractor.
<input type="checkbox"/>	Complete plans and specs. Including: a. Floor plans, plans must be to scale, dimensioned and not smaller than 1/4" = 1'-0". b. Typical wall section. Multiple typical wall section plans may be required to illustrate structural details. c. Structural details including size, spacing and orientation of framing members, columns, beams and headers. d. Smoke and carbon monoxide alarm locations.
<input type="checkbox"/>	Completed <a href="#">Ventilation, Makeup &amp; Combustion Air Calculations form</a> for new dwellings.
<input type="checkbox"/>	Completed <a href="#">Energy Code Compliance Certificate</a> .
<input type="checkbox"/>	A site survey complying with <a href="#">City Survey/Site Policy</a> .
<input type="checkbox"/>	Storm water Management Plan & Erosion Control Plan, prepared and signed by a licensed professional engineer. Comply with <a href="#">Erosion and Sediment Control Policy</a> and <a href="#">Floodplain Development Policy</a> . <b>Contact the Engineering Department at 952-826-0371 for details.</b>
<input type="checkbox"/>	Evidence of watershed's permit application to apply. <b>NOTE: Actual permit required for approval.</b> Nine Mile Watershed District : <a href="http://www.ninemilecreek.org">www.ninemilecreek.org</a> or Minnehaha Creek Watershed District: <a href="http://www.minnehahacreek.org">www.minnehahacreek.org</a>
<input type="checkbox"/>	Tree Protection Plan required per <a href="#">Ordinance No. 2014.25 (Tree Survey May Be Required)</a>
<input type="checkbox"/>	If driveway will be relocated or reconstructed, completed copy of <a href="#">Residential Driveway Entrance Permit. Driveway Entrance Permit and Inspection Requirements</a> .
<input type="checkbox"/>	If retaining wall greater than 4-feet is proposed, submit drawings, cross-section and calculations prepared and signed by a licensed professional engineer.
<input type="checkbox"/>	Evidence of plat approval from Planning/Zoning Department required for newly platted lots. (If applicable)
<input type="checkbox"/>	Evidence of variance approval from Planning/Zoning Department. (If applicable)
<input type="checkbox"/>	Heritage Landmark Properties require a Certificate of Appropriateness prior to issuance of a building permit. (If applicable) <b>Contact the Planning Department at 952-826-0369 for details.</b>
<input type="checkbox"/>	Proof of: 1) Contractor licensure or State licensing exemption. 2) Certificate of Insurance (per CMP above)
<input type="checkbox"/>	<b>NEW: Contact Minnesota Department of Health, <a href="#">Well Management</a> at 651-201-4600 for well sealing</b>
<input type="checkbox"/>	Acknowledge that temporary address numbers will be contrasting in color so they can be seen from the street & that all approved plans and the permit card must be on site at time of inspection.
<input type="checkbox"/>	<a href="#">Temporary Heat Permit</a> from Fire Department. (If applicable)

Plans will be reviewed and approved by the Building, Engineering and Planning Departments. Review time will vary, but in all cases permit applicants should allow at least two weeks of plan review time if application packet and submittals are accurate and complete. Submitting incomplete plans and documents will cause delays to the review process.

**I acknowledge that the items checked on the list above are included on or with the submitted plans:**

Contact person: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_