



EDINA BUILDING SAFETY GUIDELINES/INFORMATION			
subject		code reference	
Application Submittal Requirements- Residential Retaining Wall		2015 MSBC 1300.0130	
department		approval	
Inspections Department			
policy number	revision date	effective date	page number
RRWepr	07/03/2018	01/04/2016	1 of 1



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"/>	Full-size site survey complying with City Survey/Site Policy
<input type="checkbox"/>	Tree Protection Plan required per Ordinance No. 2014-25 (Tree Survey May Be Required)
<input type="checkbox"/>	If retaining wall greater than 4-feet is proposed, submit drawings, cross-section and calculations prepared and signed by a Minnesota licensed professional engineer.
<input type="checkbox"/>	Evidence of application for applicable watershed permit. NOTE: Actual permit required for approval. Nine Mile Watershed District: www.ninemilecreek.org or Minnehaha Creek Watershed District: www.minnehahacreek.org
<input type="checkbox"/>	Comply with Erosion and Sediment Control Policy and Floodplain Development Policy . Contact the Engineering Department at 952-826-0371 for details.
<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"/>	Proof of contractor licensure or State licensing exemption.
<input type="checkbox"/>	Temporary Heat Permit 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: _____