



EDINA BUILDING SAFETY GUIDELINES/INFORMATION ₁			
subject Application Submittal Requirements – Residential Demolition/Moving Permit		code reference 2015 MSBC 1300.0130	
department Inspections Department		approval 	
policy number Guidelines	revision date 07/03/2018	effective date 01-04-16	page number 1 of 1



Instructions: Please fill out checklist completely and submit with your permit application when all items are fulfilled.

SITE ADDRESS: _____

Check when Completed	Items Required Prior to Permit Approval
<input type="checkbox"/>	Existing conditions survey. Survey to include: a) Grade elevations at each lot corner b) Grade elevations at four corners (NW, NE, SW, SE) of the existing foundation c) Elevation at top of entry floor
<input type="checkbox"/>	Public Works Dept. (952.826.0375) has been contacted for water meter removal and water shut off at curb stop Please allow a minimum of 48 hours advance notice. Date notified: _____
<input type="checkbox"/>	Sewer & Water disconnect through Public Works Dept. must be complete. Permit Number ED _____
<input type="checkbox"/>	Signature _____ verification Electrical service is disconnected.
<input type="checkbox"/>	Signature _____ verification Natural Gas service is disconnected.
<input type="checkbox"/>	Completed Construction Management Plan , read and signed by prime contractor
<input type="checkbox"/>	A copy of the Neighborhood Meeting Notification letter (sample letter)
<input type="checkbox"/>	List of all properties within 300' of the perimeter of your site that were sent notification letters. <i>*Mailing labels may be purchased by contacting the Planning Dept. at 952.826.0369.</i>
<input type="checkbox"/>	Verification from licensed abatement contractor that hazardous materials removal has been completed OR copy of the asbestos survey indicating no removal of materials required per MDH Regulations
<input type="checkbox"/>	Site safety plan/written explanation indicating 4' safety fencing will be installed to enclose existing basement perimeter and excavations with steep slopes immediately following demolition. <i>*If no new construction permit has been applied for at the same address, a written statement detailing that the site will be filled to grade and turf will be established on all exposed soils immediately following the house demolition is required.</i>
<input type="checkbox"/>	Upload photo of site signage posted on site(posting is required 5 days before demolition w/ house numbers at least 4" tall in contrasting color, reflective if possible, and a minimum of 48" above grade and clearly visible from the street for emergency response purposes (sample template))
<input type="checkbox"/>	Submit Tree Protection Plan and install tree protection fencing on site for City Forester (952.826.0308) review per Ordinance No. 2014-25
<input type="checkbox"/>	Provide a Shoring Plan signed by a MN registered engineer if a forty five degree slope cannot be maintained from the bottom of excavation to property line.
<input type="checkbox"/>	Verify through MDH that no unsealed wells are present on site. Call 651-201-4600.
<input type="checkbox"/>	Dust Control Plan – submit written explanation detailing whether contractor will provide PRIVATE WATER TRUCK or apply for a FIRE HYDRANT METER from Public Works to comply with Edina City Code Sec. 10-111(g) For hydrant access between May 1st-Oct 31st or other as approved, please visit the Public Works Facility (7450 Metro Blvd. 952.826.0376) to apply for a Hydrant Permit . A private water truck may also be utilized. <i>NOTE: Garden hose from adjacent property does not produce enough GPM to effectively knock down dust.</i>
<input type="checkbox"/>	Installation of storm drain inlet(s), perimeter erosion control, signage, tree fencing, and construction access is complete, or contact Residential Redevelopment Coordinator to indicate when site will be ready for inspection 952.833.9521.

PLEASE NOTE:

- If new home construction will not begin immediately following demolition, call Inspections at 952.826.0372 for a hole inspection verifying the removal of all construction debris prior to any filling.
- Call Inspections at 952.826.0372 after site is filled to match adjacent grade and turf has been established. Restoration required within 30 days of demolition or escrow will be used to complete required work.
- Minnehaha Creek www.minnehahacreek.org (952.471.0590) and Nine Mile Creek Watershed Districts www.ninemilecreek.org (952.835.2078) are notified of demolition permit applications. If you are also applying for a new building permit for your site, please apply for any required watershed permits to expedite the process.

Applicants should allow one week of review time if submittals are accurate and complete. Submitting incomplete plans and documents will cause delays to the review process.

I acknowledge that all required items on the list above are included/have been completed:

Contact person: _____

Signature: _____