



EDINA BUILDING SAFETY GUIDELINES/INFORMATION ₁			
subject		2015 MSBC 1300.0130	
Inspections Department		code reference	
department	approval		
Guidelines	07/03/2018	01/04/16	1 of 1
policy number	revision date	effective date	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"/>	Complete plans and specs. Including: <ul style="list-style-type: none"> 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 detector locations.
<input type="checkbox"/>	Proof of contractor lead certification when working on pre-1978 structures.

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: _____