



EDINA BUILDING SAFETY GUIDELINES/INFORMATION ₁			
Application Submittal Requirements For Residential Addition		2015 MSBC 1300.0130	
subject		code reference	
Inspections Department		approval 	
department			
Guidelines	None	July 1, 2015	1 of 1
policy number	revision number	effective date	page number



For Paper Submission

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 building permit application. Application information must be complete, including owner information and phone number. Must be typed or legibly printed.
<input type="checkbox"/>	Two sets of 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"/>	Two full-size copies of a site survey complying with City Survey/Site Policy SP-005-B .
<input type="checkbox"/>	Evidence of application for applicable watershed permit. Nine Mile Watershed District : www.ninemilecreek.org or Minnehaha Creek Watershed District: www.minnehahacreek.org
<input type="checkbox"/>	Effective July 1, 2015 : Tree Protection Plan required per Ordinance No. 2014.25 (Tree Survey May Be Required)
<input type="checkbox"/>	If driveway will be relocated or reconstructed, completed copy of Curb Cut/Driveway Entrance application .
<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) Contact the Planning Department at 952-826-0369 for details.
<input type="checkbox"/>	Proof of contractor licensure or State licensing exemption.
<input type="checkbox"/>	Proof of contractor lead certification when working on pre-1973 structures.
<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"/>	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: _____

Signature: _____

Phone Number: _____ Email: _____