EDINA BUILDING SAFETY GUIDELINES/INFORMATION[1]			
Application Submittal Requirements - Residential Retaining Wall subject			2015 MSBC 1300.0130 code reference
Inspections Department department		approval	
Guidelines policy number	None revision number	01/04/16 effective date	1 of 1 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
☐	Provide two sets of compete plans and specs. Full-size site survey complying with City Survey/Site SP005B
☐	Effective **July 1, 2015**: Tree Protection Plan required per **Ordinance No. 2014.25** **(Tree Survey May Be Required)**
☐	Provide two sets of compete plans and specs. If retaining wall greater than 4-feet is proposed, submit drawings, cross-section and calculations prepared and signed by a Minnesota licensed professional engineer.
☐	Evidence of application for applicable watershed permit. Nine Mile Watershed District: www.ninemilecreek.org or Minnehaha Creek Watershed District: www.minnehahacreek.org
☐	Evidence of plat approval from Planning/Zoning Department required for newly platted lots. (If applicable)
☐ ☐	Evidence of variance approval from Planning/Zoning Department. (If applicable) Proof of contractor licensure or State licensing exemption.
☐	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:_____