

RESIDENTIAL DEMOLITION CHECKLIST



EDINA BUILDING SAFETY GUIDELINES/INFORMATION			
Application Submittal Requirements – Residential Demolition Permit		2007 MSBC 1300.0130	
subject		code reference	
Fire / Building Division		approval <i>[Signature]</i>	
department		effective date	
Guidelines	#1	December 9, 2014	1 of 1
policy number	revision number	effective date	page number

Instructions: Please fill out checklist completely and submit with your permit application.

SITE ADDRESS: _____

Check if Submitted/ Completed	Items Required Prior to Permit Approval
	Executed demolition permit application. Application information must be complete, including owner information and phone number. Must be typed or legibly printed.
	Two copies of the 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
	Public Works has been notified at 952.826.0375 to turn off curb stop and remove water meter. Please allow a minimum of 48 hours advance notice. Date notified: _____
	Sewer and Water disconnect: Permit Number ED _____ Approved by _____ Date: _____
	Electrical service disconnect verified by contractor/property owner: Signature _____
	Natural gas service disconnect verified by contractor/property owner: Signature _____
	Completed Construction Management Plan , signed by prime contractor
	A copy of the Neighborhood Meeting Notification letter
	Copy of the list of properties within 300' of the perimeter of the site that were sent notification letters. *Mailing labels may be purchased by contacting the Planning Dept. at 952.826.0369
	Copy of contract from a licensed abatement contractor verifying the removal of hazardous materials was properly handled, or property owner must supply an asbestos survey which indicates the dwelling requires no removal of such materials per MDH Regulations http://www.health.state.mn.us/divs/eh/asbestos/factsheets/asbreggpamphlet.pdf
	Provide site safety plan. 4' safety fencing shall enclose existing basement perimeter/excavations with steep slopes.
	Is shoring required? (YES or NO) When shoring is required: Provide a shoring plan signed by a MN registered engineer.
	A copy of your dust control plan. <i>Edina City Code Sec. 10-111(g) states "Dust control is the responsibility of the permit holder. As weather permits, materials subject to demolition shall be thoroughly dampened with water so as to prevent dust."</i> *For fire hydrant access, allowed May 1 st -Oct 31 st or other as approved by Public Works, please visit the Public Works Facility (7450 Metro Blvd) to apply for a Hydrant Permit . A private water truck may also be utilized.

PLEASE NOTE:

- Prior to release of permit, an onsite inspection will be conducted to verify: signage, silt fence, storm drain protection (seasonal), and proper construction entrance.
- **Before commencing the demolition, please notify Redevelopment Coordinator at 952.833.9521 or clarson@edinamn.gov no later than 4:00PM the day before demolition begins.**
- 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.
- Minnehaha Creek (952.471.0590) and Nine Mile Creek Watershed Districts (952.835.2078) are notified of all 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.

Demo permits are reviewed and approved by the Building and Planning Departments. Review times may vary; 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: _____