



Driveway Entrance Permit & Inspection Requirements

The following information is a quick guide for residential driveway entrance permits and inspections. For complete permit requirements, please see [Sections 24-129 through 24-133 of the Edina City Code](#) and Standard Plates [400](#), [405](#) and [500](#).

No person shall disturb the right-of-way without first consulting with the Engineering Department prior to beginning work to determine what type of permit will be required. This permit is applicable to the following work:

- Driveway aprons
- New, relocating, closing up curb cuts / entrances with no curb and gutter

Permit Submittal Requirements

- Site plan showing proposed relocation of driveway meeting the requirements outlined in [Sections 24-129 through 24-133 of the Edina City Code](#) and Standard Plates [400](#), [405](#) and [500](#).
- Show any intersections, fire hydrants and neighboring driveways.
- Payment of permit fee, \$80.00.
- Document any request for deviations from City standards and submit any supporting documentation.

Pre-pour Inspection Requirements

- If existing curb must be removed, do so by making a clean, full depth, saw cut at roadway joint. Damage to the roadway is the responsibility of the permit applicant and contractor, so use extreme caution when removing existing curb. Damage to the roadway must be repaired per Standard Plates 540-545.
- No existing section of curb and gutter less than 4' shall remain.
- Base material shall be Class 5, 6" deep and properly compacted.
- Concrete shall be 6" in depth.
- Radius must be formed with flexible material to allow for a smooth 3' radius.
- Call Engineering at 952-826-0371 to schedule an inspection at least 24 hours in advance.

Final Inspection Requirements

- Call Engineering at 952-826-0371 to schedule a final inspection once all work is complete.
- No damage to existing roadway. All damage must be repaired with the City Engineer's approval before the permit will be closed out.
- Curb cut must meet the requirements outlined in [Sections 24-129 through 24-133 of the Edina City Code](#) and Standard Plates [400](#), [405](#) and [500](#).

Attachments: Standard Plate 400, Standard Plate 405, Standard Plate 500, Sections 24-129 through 24-133 of the Edina City Code, Property Line Detail

ENGINEERING DEPARTMENT

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