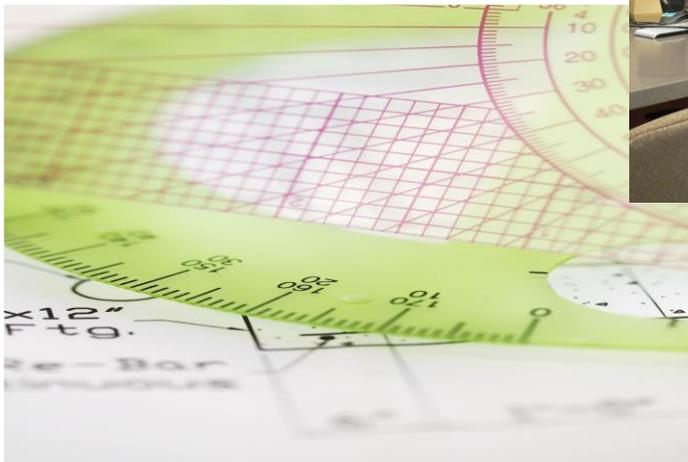
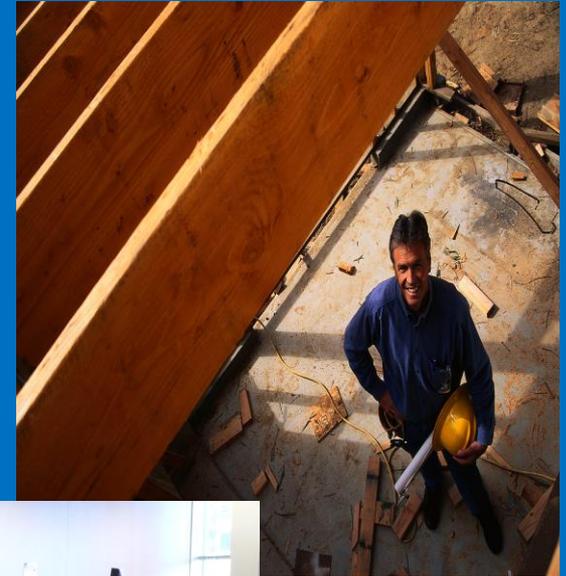


Understanding the Development Review Process in the City of Minneapolis



Business Technical Assistance Program +
City of Minneapolis

Development Review Customer Service Center 250 South 4th Street – Room 300

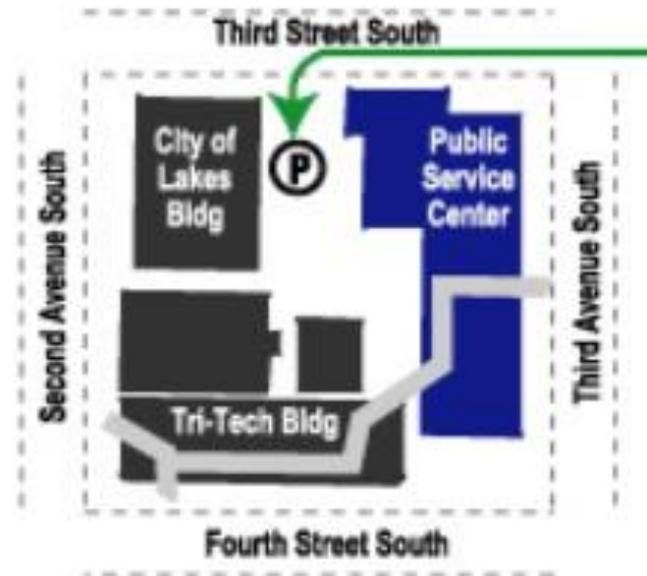
Service Center Hours

Mon – Wed, Fri
8:00 AM – 4:00 PM
Thursday
9:00 AM – 4:00 PM

Customers requiring Plan Review, Zoning, Preservation & Design (HPC) or Housing/Rental License services must sign-in by 3:30 PM

****Free parking is available for our customers behind the Public Service Center. Enter the second driveway on 3rd Street. Bring your ticket and exchange it for a digital access code to exit the parking lot.**

Free Parking



What is Development Review?

The Development Review Customer Service Center provides efficient ways for the public to work with city entities for review, permitting, licensing, zoning, and inspections services in a single centralized location, including representatives from the following divisions for both residential and commercial projects:

- Development Coordinators
- CPED Zoning Administration
- CPED Land Use Design and Preservation
- Housing Inspections and Rental Licensing
- Environmental Health and Food Safety
- Problem Properties Unit
- Truth in Sale of Housing
- Business Licensing
- Construction Plan Review
- Intake and Permit Counter
- Fire Inspection Services
- Public Works
- Environmental Services
- Certificate of Occupancy

Smaller Projects – Same Day Plan Review Service

- The Customer Service Center offers walk-in plan review service available for the following types of projects:

Residential One and Two Family:

- Attic Finishes
- Basement Finishes
- Decks
- Dormers
- Detached Garages
- Interior Remodeling
- Porches
- Room Additions
- Plumbing
- Mechanical
- Street Use (Dumpster) permits



Larger More Complex Projects – Development Coordinator Assigned

- Many larger development projects or projects requiring approval from multiple divisions are assigned a Development Coordinator (DC).

Examples include:

- New or Expanding Businesses
 - Wrecking a Building(s)
 - Constructing a New 1 or 2 Family Home
 - Constructing a New Commercial Buildings
 - Additions to Commercial Buildings
-
- DC's are assigned projects upon initial customer contact or plan submission



Development Coordinator

Project Concept

Plan Review

Permit Issuance

Final Inspection

Future Changes

- Follows projects through all development review processes.
- Receives all plans and updates for distribution to other city staff.
- Tracks/monitors review process and assists with permit issuance.
- Coordinates reviews of plan modifications/proposed changes.



Development Coordinator

Project Concept

Plan Review

Permit Issuance

Final Inspection

Future Changes



Development Coordinator

Project Concept



- Establish relationship with customer/business owner through initial project discussion
- Identify all required reviews, permits, licenses – outline processes and review timelines
- Review and distribute checklists
- Identify outside agencies involved – Met Council (SAC), MN Dept. of Agriculture, etc.
- Recommend customers speak to subject matter experts for code questions when necessary

Development Coordinator

Project Concept



- Example – Met Council Service Availability Charge (SAC) Program
- Fee imposed by Metropolitan Council Environmental Services (MCES) division for new connections to, or increased volume discharged to the metropolitan wastewater system
- Based on maximum potential daily wastewater flow. Required for change in use, expanding, upgrading, or applying for a new food/liquor license – currently **\$2485.00 per charge**
- Deferral program adopted in 2013

Development Coordinator

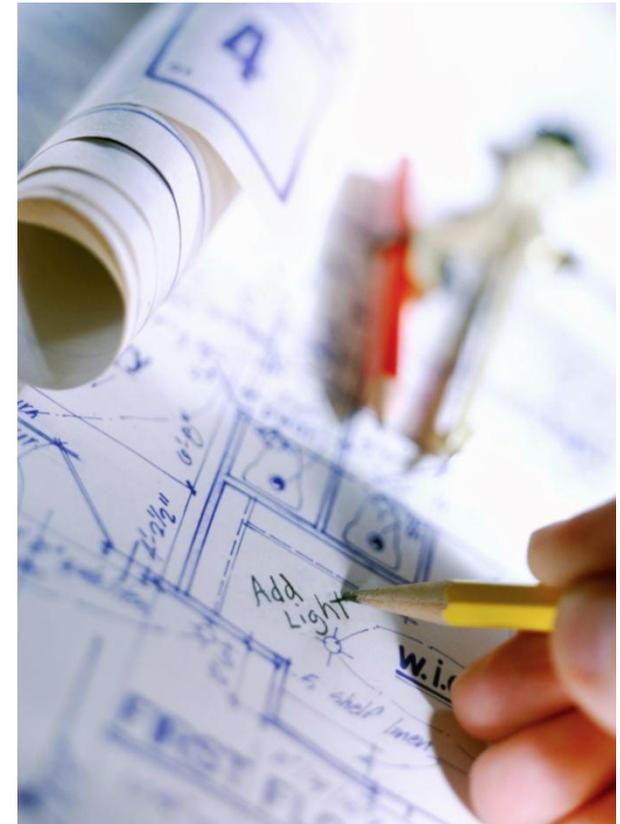
Project Concept

Plan Review

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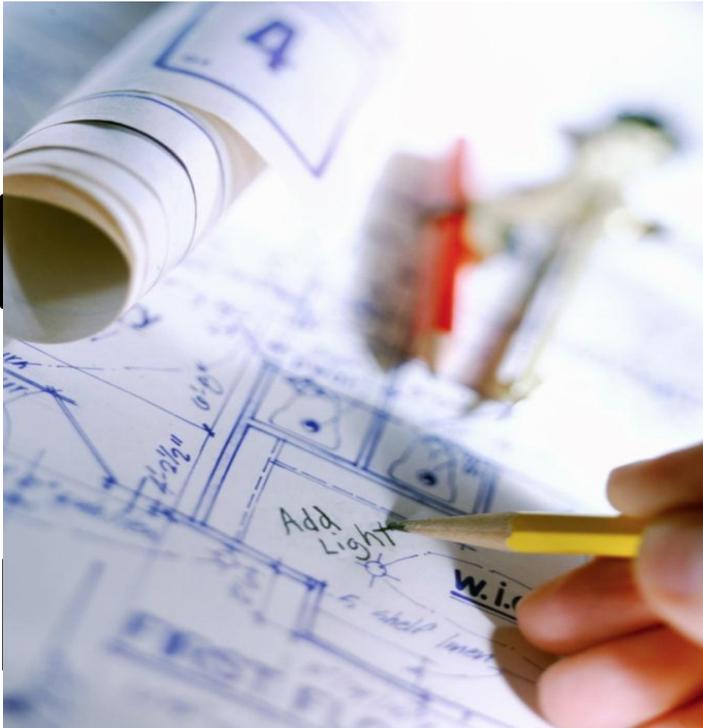
Final Inspection

Future Changes



Development Coordinator

Plan Review



- All plans and applications are submitted to the DC for distribution and review by each city department, which may include:
 - **Construction Plan Review** – compliance with building code requirements
 - **Zoning Code Review**
 - **Health Department Review** – New or changes to existing dining and drinking establishments
 - **Mechanical Plan Review**
 - **Plumbing Plan Review**
 - **Business Licenses (food/liquor)**
 - **Soil Erosion Plan Review** – required for land disturbance activities exceeding 500 sq. ft.

Zoning, Land Use, and Preservation

- Zoning determines if a use is allowed at a given location, how much parking is required, if a building is historic, etc.
 - Common zoning requirements include dumpster enclosures, fixing up a parking lot, and maintaining windows
- Always check with the City before signing a lease

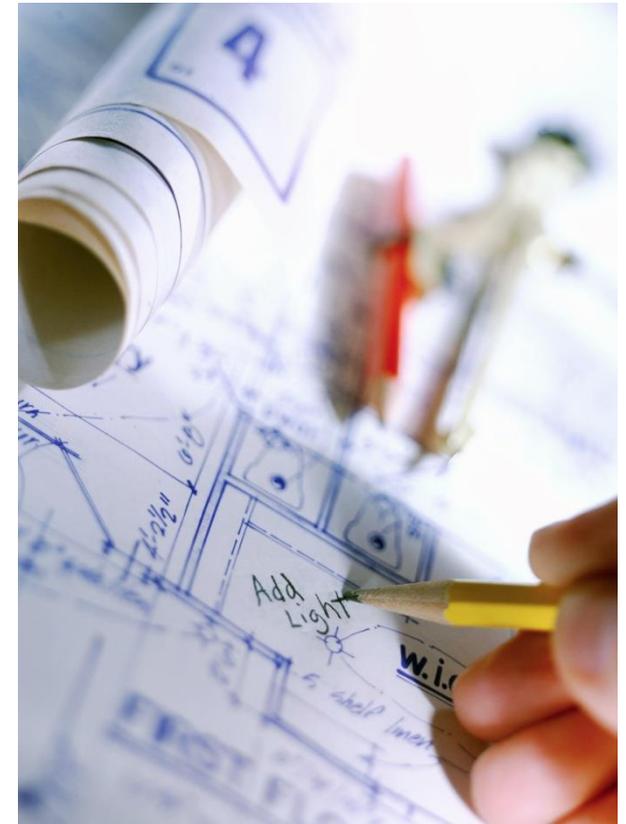


Construction Plan Review

- Two sets of construction plans (signed when required by MN Rule 1800.5200 through 1800.5900)
- Construction contract for projects exceeding \$100,000
- Building Permit Application Form

Construction Plan Review Timelines (Business Days):

Project Type	1 st Submittal	Resubmittal
New 1 or 2 Family Dwellings	15	5
Most Remodels	10	5
Commercial Multi Family <50,000 sq. ft./\$5,000,000	20	10
Commercial Multi Family >50,000 sq. ft./\$5,000,000	25	10



Development Coordinator

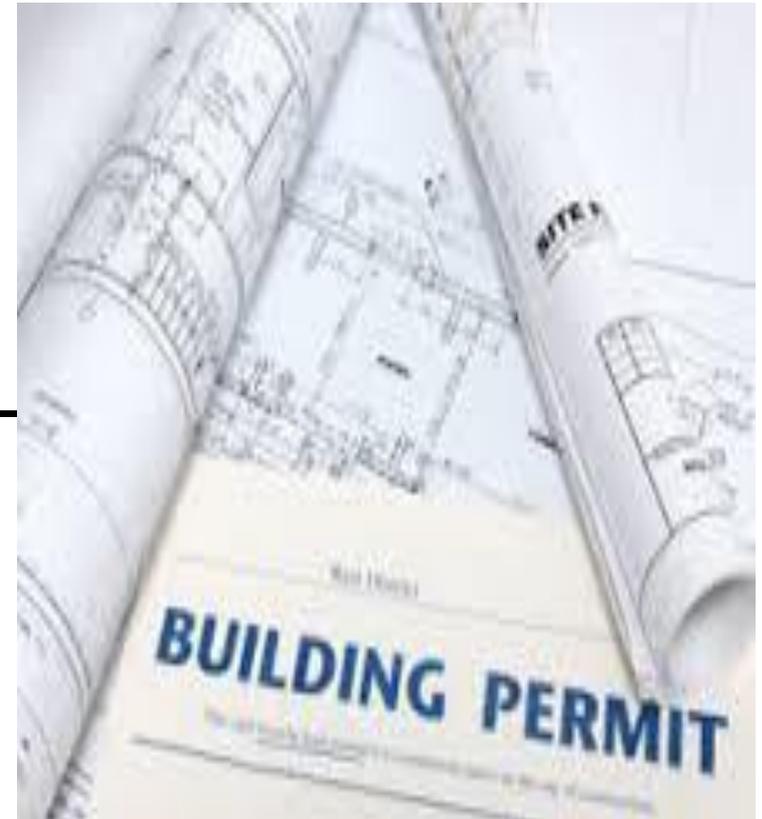
Project Concept

Plan Review

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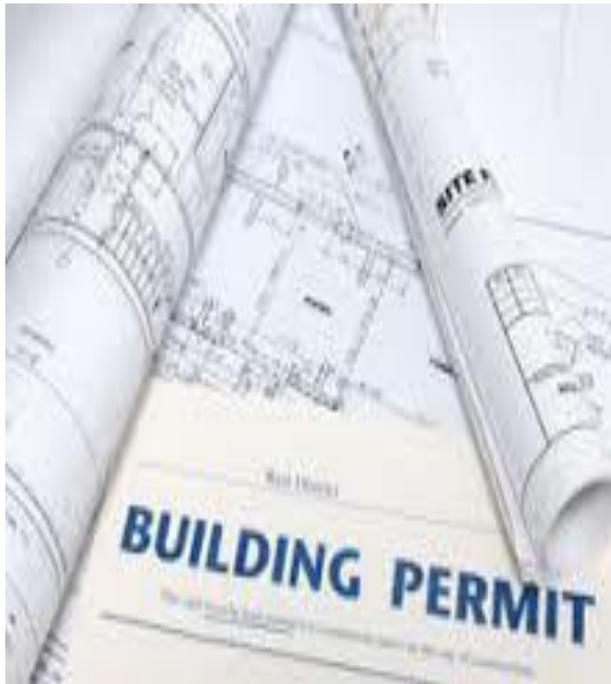
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Development Coordinator

Permit Issuance



- When all City review activities are successfully completed and approved, construction permits may be issued
- DC will contact permit applicants and/or owners to inform them of which permits have been approved and can be issued, the cost, and which are still required, if applicable

Development Coordinator

Project Concept

Plan Review

Permit Issuance

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Development Coordinator

Final Inspection



- During the construction process, modifications or amendments to the approved plans may be necessary.
- Additional reviews, plans, and/or permits may be required.
- A Development Coordinator should be contacted to discuss and coordinate the submittals for the proposed changes which need review by city staff.

Development Coordinator

Project Concept

Plan Review

Permit Issuance

Final Inspection

Future Changes



Development Coordinator

Future Changes



- Development Coordinators are available for businesses thinking of expanding or changing their current business plan - examples include:
 - Expansions into privately owned spaces or to the public right of way for indoor or outdoor seating - possible SAC charges or accessibility requirements
 - Adding or changing equipment in a dining and drinking establishment - possible SAC charges or Health Dept. requirements

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Questions or Comments?

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