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New One- or Two-Family Home Construction Process Guide and Checklist

Construction of a new One- or Two-Family Residential Structure requires plan review by several different City of Minneapolis departments, including but not limited to: CPED-Planning, Construction Code Services Plan Review, Public Works, and Construction Inspection Services. All documents for construction projects, including re-submittals and amendments, should be submitted at the Minneapolis Development Review (MDR) Service Center.

This handout contains multiple sections with information that must be included with your application. It is broken into three (3) primary sections:

Construction Process Guide – The second page of this handout is a process guide that outlines the steps all applicants must follow in order to complete the construction of a new one- or two-family home in the City of Minneapolis. It is important to fully understand each step in the construction process and the role that is played by each City Department that will review your building application.

Construction/Site Plan Checklist – The third and fourth pages of this handout include a detailed checklist of the required components of a complete application. This checklist includes the necessary requirements for submitting a wrecking permit, site plan review, drainage/stormwater plan, and construction plan.

References – The last page of this handout includes a list of online references. These references are links to City of Minneapolis Web Sites that can provide additional information about building construction in Minneapolis, such as street use permits, Service Availability Charge (SAC) and certificate of occupancy.

Please be aware that the submission of site plans, elevations, and building plans to MDR does not constitute a determination of completeness for Minnesota State Statute 15.99 (60/120 Law). Further information may be required in order for individual approval processes to be undertaken.

Construction Process Guide

From your first contact with intake staff from Minneapolis Development Review (MDR) to receiving your final inspection approval and a certificate of occupancy, there are several departmental reviews conducted by City of Minneapolis staff. This short guide provides a brief description of the general steps that will occur in the construction process.

Step One: Minneapolis Development Review Intake

The first step to receiving a building permit to construct a new one- or two-family home in Minneapolis is submitting an application, and **complete** plans and documents at the MDR Service Counter (250 South 4th Street, Room 300). Plans submitted at this stage should be complete for ALL stages of the project. MDR Service Counter staff will check all paperwork for completeness.

Construction of a new One- or Two-Family Residential Structure requires plan review by several different City of Minneapolis departments. Upon application submission and plan acceptance a Development Coordinator (DC) will be assigned to your project. Your DC can provide guidance in understanding the construction process from project initiation to completion. Questions on the status of your project should be directed to your DC.

Step Two: Preservation, Site Plan, and Construction Code Reviews

Upon plan acceptance, MDR staff will forward your plans and documents to the appropriate City departments for review. These departments will include CPED-Planning which reviews for preservation, zoning and site plan compliance, Regulatory Services which review for Construction Code compliance, and (if necessary) Public Works which review for curb cuts, sidewalks, right-of-way encroachment regulations, and stormwater regulations. When all City review activities are successfully completed and approved, a building permit will be issued

Step Three: Construction Inspections

After permits are issued and construction begins, it is your responsibility to contact construction inspections staff for all required inspections during building activities. These inspections can include (but are not limited to): footing and foundation; concrete slab and under-floor inspection; rough-in inspection of plumbing; gas; electrical and mechanical; framing; and insulation and vapor barrier. For the final inspection see the next paragraph. Construction inspectors are listed on your permits.

Step Four: When Construction is Finished

When your construction is finished and to complete your permit, you must call (612) 673-2327 to set an appointment date for the Certificate of Occupancy inspection. After approval of your final inspection, a Certificate of Occupancy is issued. You have completed the City of Minneapolis construction review process.

Construction / Site Plan Checklist

<p>Wrecking Permits (if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wrecking application completed by a Minneapolis licensed wrecking contractor. <input type="checkbox"/> Photographs of existing principal and accessory structures (front, rear, and side views of each). <input type="checkbox"/> Photographs of adjacent neighboring structures (front, rear, and side views).
<p>Building Permit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Permit Application (Blue Form). <input type="checkbox"/> Copy of current Minnesota Residential Contractors License.
<p>Site Plan Review: 1-2 Unit Residential Projects</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Worksheet (included in application materials). <input type="checkbox"/> Correct fees paid (include in the application a check payable to Minneapolis Finance Dept.). <input type="checkbox"/> A letter from the property owner, if other than the applicant, authorizing the application. <input type="checkbox"/> Copy of a letter or email, sent to the applicable neighborhood group(s), explaining the proposed project (please include in application materials). <input type="checkbox"/> Verification of historic designation status of property and submission of any required preservation related applications. <input type="checkbox"/> Photographs (front, rear, and side views) of structures on immediately adjacent neighboring properties.
<p>Survey (Three copies of existing site conditions):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show all property lines and a north arrow. <input type="checkbox"/> Existing spot elevations sufficient to show the existing elevation and grade of the site. <input type="checkbox"/> Location of existing building (survey to be completed prior to demolition when a building exists) including finished grade elevations at the building corners. <input type="checkbox"/> Existing elevation at corners of building on adjoining lots (the front and rear corner closest to the subject property). <input type="checkbox"/> Existing streets, sidewalks and alleys, curb cuts, fire hydrants, and trees located in the public right of way (ROW). Indicate if public areas are to be vacated. <input type="checkbox"/> Indicate traffic flow on streets, alleys and drives. <input type="checkbox"/> Signature of a Minnesota Licensed Surveyor.
<p>Site Plan (Three copies of proposed work, scaled and dimensioned):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show all property lines, a north arrow, and the date the plans were drawn. <input type="checkbox"/> Plan showing proposed re-grading of the site. <input type="checkbox"/> Building footprint of any existing structures to remain. <input type="checkbox"/> Proposed building footprints and square footages (include garages and other structures). <input type="checkbox"/> Floor plan for each floor. <input type="checkbox"/> Adjacent uses (show location and identify). <input type="checkbox"/> Building footprint of structures on adjacent properties and the structures associated elevations. <input type="checkbox"/> Existing curb line. <input type="checkbox"/> Existing and proposed streets, sidewalks and alleys, include existing and proposed curb cuts. Indicate if public areas are proposed to be vacated. <input type="checkbox"/> Other impervious surfaces (driveways, walkways, decks, patios, etc.) and square footages. <input type="checkbox"/> Walls, screens, fences, and trash enclosures (show location, type and height). <input type="checkbox"/> Dimensioned parking spaces. Indicate how the parking will be designed. <input type="checkbox"/> Proposed and existing lighting (location, type and size). <input type="checkbox"/> Mechanical equipment (air conditioning units, electrical transformers, etc.). <input type="checkbox"/> Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount). <input type="checkbox"/> Drainage Information: Indicate the direction of water drainage from the site and building by use of elevations, contours, drainage directional arrows, swales, etc. <input type="checkbox"/> Locations of gutters, downspouts, and sump pump discharge areas. <input type="checkbox"/> Stormwater management plan for sites over one acre. <input type="checkbox"/> Erosion control plan for sites where more than 5,000 square feet or 500 square yards of dirt is disturbed and location soil will be temporarily stored or permanently placed.

New One or Two Family Home Construction Process Guide and Checklist

<p>Building Elevations (Three copies, scaled and dimensioned):</p> <ul style="list-style-type: none"><input type="checkbox"/> Building elevations for each facade showing the following: height of existing structures; height of existing structures on immediately adjacent neighboring properties; and proposed height of new site structures.
<p>Calculations (Three copies):</p> <ul style="list-style-type: none"><input type="checkbox"/> Proposed gross floor area.<input type="checkbox"/> Proposed width of structure.<input type="checkbox"/> Impervious surface.<input type="checkbox"/> Lot (building) coverage.<input type="checkbox"/> Window area/coverage.
<p>Construction Plan (Three copies)</p> <ul style="list-style-type: none"><input type="checkbox"/> Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the code. <p>Foundation Plan</p> <ul style="list-style-type: none"><input type="checkbox"/> Show all foundations and footings; indicate size, location, thickness, materials, strength and reinforcing.<input type="checkbox"/> Show all imbedded anchoring such as anchor bolts, hold-downs and post bases.<input type="checkbox"/> Reference the soil report if one is provided <p>Floor Plan / Framing Plan</p> <ul style="list-style-type: none"><input type="checkbox"/> Provide a dimensioned floor plan for each level of the building. Floor plans shall be scaled not less than ¼-inch per foot and shall show names of rooms, size and location of doors and windows, fire assemblies, draft stops, separations and related information.<input type="checkbox"/> The Framing Plan may be a part of the floor plan or may be drawn separately and shall indicate all structural members (joists, headers, posts, beams, rafters, trusses etc.) including their location, size, spacing, method of attachment and material. <p>Roof Plan / Roof Framing</p> <ul style="list-style-type: none"><input type="checkbox"/> Show all elements including truss direction and bearing points. <p>Building and Wall Section</p> <ul style="list-style-type: none"><input type="checkbox"/> Show and identify all materials used in the construction. From the footing through the ridge vent indicate all components/materials used such as for waterproofing, insulation, vapor barrier, moisture barrier, floor and wall sheathing, sills, plates, joists etc.<input type="checkbox"/> Dimension floor to ceiling height for each level. <p>Exterior Elevations</p> <ul style="list-style-type: none"><input type="checkbox"/> Exterior elevations are views of exterior walls showing heights, construction materials, locations of window and door openings etc.
<p>Energy Code Compliance Worksheet (exterior envelope & ventilation)</p>
<p>Protection of Adjoining Property/Shoring Plan</p> <ul style="list-style-type: none"><input type="checkbox"/> Plan or written explanation showing how adjoining property will be protected during the excavation and until the backfill is placed.
<p>Construction Contract</p> <ul style="list-style-type: none"><input type="checkbox"/> Provide a copy of the contract for cost verification.

References

Preservation & Site Plan Code Review

CPED – Preservation & Design group will review plans for conformance to the applicable Zoning Codes.

- Local historic designation status.
<http://www.ci.minneapolis.mn.us/hpc/>
- Wrecking permit information.
<http://www.ci.minneapolis.mn.us/mdr/permits/wreckingpermits/index.asp>
- Zoning code information.
<http://www.ci.minneapolis.mn.us/zoning/>

The document: “Administrative Site Plan Review for Single-to Four – Family Dwelling Units Application Requirements Checklist” outlines the submissions that are required for Zoning approval.

http://www.ci.minneapolis.mn.us/mdr/docs/review_admin_siteplan_3_4.pdf

The Site Plan website (<http://www.ci.minneapolis.mn.us/mdr/permits/SitePlan.asp>) and an example of a site plan (<http://www.ci.minneapolis.mn.us/inspections/docs/sample-resid-site-plan.pdf>) are helpful in understanding the site plan submission requirements.

Construction Plan Review

For help with Construction Plan Review, contact Minneapolis Development Review Service Center (612-673-3000).

<http://www.ci.minneapolis.mn.us/mdr>

When Plans have been Approved

- Street Use Permits (If the project requires a street dumpster).
<http://www.ci.minneapolis.mn.us/mdr/permits/streetusepermits/index.asp>
- SAC Credit and Address Verification/Assignment.
http://www.ci.minneapolis.mn.us/mdr/docs/sac_availability_charge.pdf
- Building Permits.
<http://www.ci.minneapolis.mn.us/mdr/permits/index.asp>
- Erosion and Sediment Control Information.
<http://www.ci.minneapolis.mn.us/stormwater/classroom-resources/erosioncontrollinks.asp>
Document: http://www.ci.minneapolis.mn.us/mdr/docs/principles_erosion.pdf
- Sidewalk Construction Permit
<http://www.ci.minneapolis.mn.us/sidewalks/docs/sidewalk-specification.pdf>

Inspections

- Inspection Information.
<http://www.ci.minneapolis.mn.us/mdr/permits/InspectionProcess.asp>

When Construction is Finished

- Certificate of Occupancy.
<http://www.ci.minneapolis.mn.us/mdr/Permits/CertificateofOccupancy.asp>