

## New one & two-family home guide and checklist

New one and two-family home projects require review by Minneapolis Zoning Administration, Construction Code Services, and Public Works. Plans and documents are submitted through ProjectDox, our electronic plan review system.

This handout lets you know the process and submittal requirements. There are three sections:

- 1. Construction process guide** – Detailed steps for new one- or two-family home projects.
- 2. Plan checklist** – Items required for wrecking and building permits, admin site plan review, and surveys.
- 3. References** – Links to websites and documents with additional construction information.

### 1. Construction process guide

#### Step one: Electronic plan submission and Development Coordinator prescreen review

- Submit a building permit application to [development@minneapolismn.gov](mailto:development@minneapolismn.gov). *Note: a wrecking permit must be started before the building permit if there is a structure on the site.*
- A Development Coordinator (DC) starts a permit and sends you [ProjectDox](#) Invitation and Task emails.
- Upload all plans and documents through ProjectDox and complete your Task to start the Prescreen Review. *Plans must be complete for ALL stages of the project.*
- The DC verifies that all required items are included. If anything is missing, you receive a Resubmit Task.
- The DC is available to provide guidance from project initiation to completion. Status requests, plan revisions, and survey submittals during construction should be sent to the DC.

#### Step two: Zoning and construction code review

- The DC forwards your completed ProjectDox submission to the appropriate City divisions for review.
- Zoning Administration reviews for zoning and site plan compliance. *Note: Zoning contacts you to start the Admin Site Plan Review/land use application separate from your ProjectDox submission. Do not include Site Plan Review documents with your ProjectDox submission.*
- Construction Code Services Plan Review reviews building code compliance.
- Public Works reviews curb cuts and work related to public infrastructure if applicable.
- A ProjectDox notification is sent when the review is complete. If revisions or additional information are needed, you receive a Resubmit Task with reviewer comments.
- When all City reviews are approved, you receive a ProjectDox fee notification. After payment is complete, your stamped plans and issued permit will be available to download and print from ProjectDox.

#### Step three: Construction inspections

- When permits are issued and construction begins, contact inspections staff for all required inspections throughout the process. The inspector's name and contact information is listed on each permit.
- Printed copies of the approved plans must be available on-site during inspections.
- Inspections can include footing and foundation; concrete slab and under-floor; framing; and insulation and vapor barrier. Plumbing, electrical, and mechanical permit inspections are also required.
- Submit Top of Block/Top of Foundation survey to the DC prior to foundation inspection (*see checklist below*)

#### Step four: When construction is complete

- Submit Final As-Built survey to the inspector (*see checklist below*)
- Obtain a [Certificate of Occupancy](#) (COO) when all work is completed. An appointment date is set online. A Certificate of Occupancy will be issued after all final inspections are passed.

## 2. Plan checklist

### ***Submit and complete before building permit application:***

#### **Wrecking Permit Application**

- If a structure exists on the site, a wrecking permit is required. *The wrecking permit application must be started before the building permit is started.*
- Wrecking must be completed by a Minneapolis licensed wrecking contractor.
- SURVEY: One scaled and dimensioned copy of an existing conditions survey signed by a MN licensed surveyor. The survey must show the property address, front and side yard setbacks on adjacent properties (each side), spot elevations, and the floor level of the existing home at the main entry.
- Front, rear, and side photos of all existing structures AND adjacent neighboring structures.
- Notification of Pending Demolition: Provide copies letters to all adjacent property owners as proof that compliance to Chapter 33, section 3307 of the Minnesota State Building Code has been achieved.
- Soil Erosion Permit Application: A demolition Erosion Control Permit is required for any land disturbance activity more than 500 square feet (or 5 cubic yards).

### ***Submit through ProjectDox for building permit review:***

#### **General documents and forms**

- Building Permit Application
- Soil Erosion Permit Application
- Signed Residential Construction Management Agreement
- Energy Code Compliance Certificate/Worksheet
- Show radon system installation information- show on plans or as a separate attachment
- Provide a copy of the contract for cost verification

#### **Existing Conditions Survey (must be signed by Minnesota licensed Surveyor):**

- Show property address, all property lines, and a north arrow.
- Existing spot elevations sufficient to show the existing elevation and grade of the site.
- Location of existing building (survey to be completed prior to demolition when a building exists) including natural grade elevations at the building corners, 10 feet in front of the center of the structure, and floor level at main entry.
- Existing elevation at corners of building on adjacent lots (the closest front and rear corner).
- Front and side yard setbacks on directly adjacent properties on the sides of the home. For properties on corner lots and/or next to an alley, adjacent properties must be included on survey.
- 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.

#### **Proposed Site Plan:**

- Show all property lines, north arrow, date the plans were drawn, and proposed finished grading.
- All building footprints and square footages (include garages and other structures). Building footprint of structures on adjacent properties and the structures associated setbacks.
- Existing and proposed streets, sidewalks, and alleys. Existing and proposed curb cuts.
- (Other impervious surfaces (driveways, walkways, decks, parking areas, patios, etc.) and square footages. Walls, screens, fences, and trash enclosures (show location, type, and height).
- Mechanical equipment (air conditioning units, electrical transformers, etc.).
- Landscaping plan showing existing and proposed shrubs and trees (location, type, and number).
- Drainage Information: Indicate the direction of water drainage from the site and building by use of elevations, contours, drainage directional arrows, swales, etc.
- Locations of gutters, downspouts, and sump pump discharge areas.

**Construction Plan: documents must 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 building code**

**Foundation Plan:**

- Show all foundations and footings; size, location, thickness, materials, strength and reinforcing.
- Show all imbedded anchoring such as anchor bolts, hold-downs, and post bases. Reference the soil report if one is provided

**Floor Plan / Framing Plan:**

- 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.
- 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.

**Roof Plan / Roof Framing:**

- Show all elements including truss direction and bearing points (may be shown as part of floor plan of top floor if simple gable or hip roof).

**Building and Wall Section:**

- 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.
- Dimension floor to ceiling height for each level.

**Exterior Elevations:**

- Exterior elevations of all sides of proposed structures, including heights, construction materials, locations and dimensions of window and door openings, etc.
- NOTE: Rough openings will be measured to calculate window percentages.

**Protection of Adjoining Property/Shoring Plan:**

- A letter prepared by an engineer qualified in soil retention is required. The letter must state if measures are necessary for protection of adjoining property. Any protection plan must be submitted to the City.
- Any required protective measures shall be installed according to the engineer's direction.
- The engineer shall monitor the condition and effectiveness of any protective measures.

***Submit separately during review and inspections:***

**Site Plan Review (Land Use) Application and surveys during construction**

**Site Plan Review Application – *do not include with ProjectDox plan submittal***

- Completed Application Worksheet (included in application materials).
- A letter from the property owner, if other than the applicant, authorizing the application.
- The letter or email, sent to the applicable neighborhood group(s), explaining the proposed project.
- Additional documentation as needed to confirm design standard points listed on application

**Top of Block/Top of Foundation Survey- *email to DC before foundation inspection***

- Survey signed by a Minnesota Licensed Surveyor indicating the address, top of block/foundation elevation, natural (pre-construction) grade elevations at all corners of the new foundation as well as 10 feet in front of the center of the structure, and front and side yard structure setbacks.

**As-Built/Final Site Conditions Survey- *submit to building inspector before COO inspection***

- As-built survey signed by a Minnesota Licensed Surveyor indicating the address and all actual site conditions including all structures, finished grade elevations and contours must be submitted prior to issuance of a Certificate of Occupancy.

### 3. References

#### Development Review information and documents

- Minneapolis Development Review: <http://www.minneapolismn.gov/mdr>
- Wrecking Permits: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/mdr-permits/wrecking-moving-permits/>
- Building permits: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/mdr-permits/building-permits/>
- City of Minneapolis Residential Construction Management Agreement form: <https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Minneapolis-Construction-Management-Agreement.pdf> Energy Code Compliance Certificate: <https://www.dli.mn.gov/licenses-permits-and-plan-reviews/building-plan-review/energy-conservation> SAC info (Service Availability Charge): <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/development-review-services/sewer-availability-charge/>
- City of Minneapolis Parkland Dedication Ordinance: [https://www.minneapolisarks.org/park-care-improvements/park\\_dedication/](https://www.minneapolisarks.org/park-care-improvements/park_dedication/)
- Zoning code information: <http://www.minneapolismn.gov/cped/planning/index.htm>
- Administrative Site Plan Application: <https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Admin-Site-Plan-Review-1-3-Units-Application.pdf>

#### Additional permits and approvals

- Soil erosion permits: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/mdr-permits/soil-erosion-permits/>
- Residential Driveway and Curb Cut Info: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/building-requirements/installing-driveway/>
- Additional Construction Permits (plumbing, mechanical, electrical, etc.): <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/mdr-permits/>
- Public Works Permits (sidewalk, right-of way obstruction permits, utility connections, etc.): <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/streets-sidewalks-utility/>
- Erosion and Sediment Control Information: <https://www2.minneapolismn.gov/government/departments/public-works/surface-water-sewers/programs-policy/regulatory-controls-enforcement/>
- Street Use Permits (for projects requiring a dumpster on the street): <http://www.minneapolismn.gov/mdr/streetusepermits/index.htm>

#### Inspections information

- Inspections Process: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/general-permits/inspection-process-common-questions/>
- Certificate of Occupancy: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/building-safety/certificate-of-occupancy/>

#### Contact us

Minneapolis Development Review  
612-673-3000 or 311