

**Community Planning and Economic  
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Development Services  
Customer Service Center**

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**City of Minneapolis**  
*Department of Community Planning  
& Economic Development - CPED*

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

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Construction of a new One- or Two-Family Residential Structure requires plan review by several different City of Minneapolis divisions, including but not limited to: CPED Zoning Administration, Construction Code Services Plan Review and Inspections; and Public Works. All documents for construction projects, including re-submittals and amendments, should be submitted at the CPED Development Services Customer 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 division that will review your building application.

**Construction/Site Plan Checklist** – Pages three through five of this handout include a detailed checklist of all required components of a complete application. This checklist includes the necessary requirements for submitting a wrecking permit application, site plan review application, surveys, and construction plans.

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

## Construction Process Guide

From your first contact with staff at the Development Services Customer Service Center to receiving your final inspection approval and certificate of occupancy, there are several different reviews that will be 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: Development Coordinator Review and Plan 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 Development Services Customer Service Center (250 South 4<sup>th</sup> Street, Room 300). Plans submitted at this stage should be complete for ALL stages of the project.

Construction of a new one- or two-family residential home requires plan review by several different City of Minneapolis divisions. Upon application submission and plan acceptance, a Development Coordinator (DC) will be assigned to your project. Your DC will check all paperwork for completeness and provide guidance in understanding the construction process from project initiation to completion. ***Incomplete plans will NOT be accepted for review.*** Questions on the status of your project ***and ALL plan revisions and survey submittals throughout the entire review and construction process*** should be directed to your DC.

### **Step Two: Preservation, Site Plan, and Construction Code Review**

Upon plan acceptance, your Development Coordinator will forward your plans and documents to the appropriate City divisions for review. These divisions will include CPED Zoning Administration which review for preservation, zoning and site plan compliance, Construction Code Services Plan Review which review for building code compliance, and (if necessary) Public Works which review for curb cuts and other permits related to the public infrastructure of the City. ***ALL revisions to original plan submissions MUST be clouded and accompanied by a completed Plan Revision Submittal Form containing a written explanation of each modification.*** When all City review activities are successfully completed and approved and all associated fees have been paid, a building permit will be issued.

***\*\*NOTE: Two additional surveys are required to be submitted to your Development Coordinator during the course of construction (see below).***

### **Step Three: Construction Inspections (ADDITIONAL SURVEY REQUIRED: Three scaled & dimensioned hard copies OR an electronic copy of a signed survey indicating the top of foundation elevation and front and side yard structure setbacks must be submitted prior to foundation inspection)**

After permits are issued and construction begins, it is your responsibility to contact construction inspections staff for all required inspections during building activities. 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. All construction inspectors and their contact information are listed on your permits.

### **Step Four: When Construction is Complete (ADDITIONAL SURVEY REQUIRED: Three scaled & dimensioned hard copies OR an electronic copy of an as-built signed survey indicating the actual site conditions including all structures and contours must be submitted prior to issuance of a Certificate of Occupancy)**

To obtain a certificate of occupancy after all necessary code work is completed, the contractor or owner (or their representative) must **call (612) 673-2327** to set an appointment date for the certificate of occupancy inspection. You need to **call 15 business days before the day you want the inspection, and at least 20 business days before the date you wish to occupy the site or from a scheduled closing**. After approval of your final inspection, a Certificate of Occupancy will be issued.

## Construction / Site Plan Submittal Checklist

### Wrecking Permit Application:

(If a structure is currently on the site of the proposed home a wrecking application will need to be applied for **prior to or included with the submission of plans.**)

- Wrecking application completed by a Minneapolis licensed wrecking contractor.
- SURVEY REQUIRED:** One **scaled and dimensioned** copy of an existing conditions survey signed by a MN licensed surveyor **must** be submitted with all wrecking permit applications. The survey is required to note the property address, front and side yard setbacks on directly adjacent properties on the sides of the home, spot elevations, and also must include the floor level of the existing home at the main entry. (\*\*A copy of the survey to be included with new construction plans will suffice if new construction will commence immediately following demolition.)
- Photographs of existing principal and accessory structures (front, rear, and side views of each).
- Photographs of adjacent neighboring structures (front, rear, and side views).
- Notification of Pending Demolition: Provide copies of 10-day notification 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 in excess of 500 square feet (or 5 cubic yards).

### Building Permit Application:

- Building Permit Application (Blue Form).
- Current Minnesota Residential Contractors License.
- Soil Erosion Permit Application: A separate Erosion Control Permit for new construction is required for any land disturbance activity in excess of 500 square feet (or 5 cubic yards).

### Site Plan Review Application: 1-2 Unit Residential Projects:

- Completed Application Worksheet (included in application materials).
- Correct fees paid (include in the application a check payable to Minneapolis Finance Dept.).
- A letter from the property owner, if other than the applicant, authorizing the application.
- Copy of a letter or email, sent to the applicable neighborhood group(s), explaining the proposed project (please include in application materials).
- Additional documentation as needed to confirm design standard points listed on application

### Minneapolis Residential Construction Management Agreement

- Signed agreement acknowledging contractor responsibility for compliance with all conditions listed in document must be included with submission of plans. A signed copy of this document must be kept on site during construction.

### Survey (Two scaled and dimensioned copies and one 8 1/2" x 11" copy of existing site conditions):

- 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 front and rear corner closest to the subject property).
- 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.
- Signature of a Minnesota Licensed Surveyor.

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## Site Plan (Two scaled and dimensioned copies and one 8 1/2" x 11" copy of proposed work):

- Show all property lines, a north arrow, and the date the plans were drawn.
- Plan showing proposed finish grading of the site.
- Building footprint of any existing structures to remain.
- Proposed 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, include existing and proposed curb cuts. Indicate if public areas are proposed to be vacated. **(New or changes to existing curb cuts require a separate submittal and review prior to permit issuance. See References page for link to submittal document.)**
- 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, number and overall amount).
- 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.
- Erosion control plan for sites where more than 5,000 square feet or 500 cubic yards of dirt is disturbed and location soil will be temporarily stored or permanently placed.

## Construction Plan (Two scaled and dimensioned copies and one 8 1/2" x 11" copy) :

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 building code.

- Foundation Plan:**
    - Show all foundations and footings; indicate 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 1/4-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.**

## New Construction Energy Code Compliance (exterior envelope and ventilation):

- Provide a copy of a completed New Construction Energy Code Compliance Certificate worksheet (copies available at the Development Review Customer Service Center).
- Show radon system installation information on plans or as a written description included as attachment.

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## Protection of Adjoining Property/Shoring Plan:

- A letter prepared by an engineer qualified in soil retention shall be submitted with the building permit application. The letter shall state if any protective measures are necessary for protection of adjoining property.
  - Any required protective measures shall be installed according to the direction of the engineer.
  - Any plan for protective measures prepared by the engineer shall be submitted to the city prior to issuance of the permit.
  - The engineer shall monitor the condition and effectiveness of any measures installed as long as the measures are needed to protect adjoining property.

## Construction Contract:

- Provide a copy of the contract for cost verification.

## Ground Water Information:

- When appropriate, discharges of groundwater from a construction site occurring during construction will require a Temporary Water Discharge Permit. **A Temporary Water Discharge Permit does not permit discharge of groundwater to the City sewer system or right-of-way upon completion of the project.** Projects shall be suitably designed and undertaken in a manner that does not rely on permanent groundwater discharge. It is the owner's responsibility to thoroughly evaluate the groundwater conditions of the site and select designs/practices accordingly. When appropriate, groundwater elevations and analysis may need to be provided prior to approval of plans.
- When Temporary Water Discharge Permits are necessary, submit copies of any permits issued throughout the construction process.

## Additional Surveys Required Throughout Construction Process:

### Survey Indicating Top of Foundation Elevation:

- Three scaled and dimensioned copies **OR** an electronic copy of a survey, signed by a Minnesota Licensed Surveyor, indicating the address, top of 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 **must be submitted prior to foundation inspection.**

### Survey Indicating As-built Final Site Conditions:

- Three scaled and dimensioned copies **OR** an electronic copy of an 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.**

## References

### Preservation & Site Plan Code Review

CPED Zoning Administration group will review plans for conformance to the applicable Zoning Codes.

- Local historic designation status: <http://www.minneapolismn.gov/hpc/>
- Wrecking permit information: <http://www.minneapolismn.gov/mdr/wreckingpermits/index.htm>
- Zoning code information: <http://www.minneapolismn.gov/cped/planning/index.htm>
- The document: “City of Minneapolis Residential Construction Management Agreement” applies to all unoccupied construction projects of wrecking, new build, or major remodeling of 1 and 2 unit dwelling structures:  
<http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/wcms1p-130342.pdf>
- 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.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/convert\\_268302.pdf](http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/convert_268302.pdf)
- Helpful information regarding site plan submission requirements:  
Site plan website: [http://www.minneapolismn.gov/mdr/permits/mdr\\_permits\\_siteplan](http://www.minneapolismn.gov/mdr/permits/mdr_permits_siteplan)
- Residential Drive Apron (Curb Cut) Submittal Requirements:  
<http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/wcms1p-125828.pdf>

### Construction Plan Review

- For questions regarding Construction Plan Review, contact the Development Review Customer Service Center (612-673-3000 or 311 within city limits): <http://www.minneapolismn.gov/mdr>
- SAC (Service Availability Charge):  
[http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert\\_281675.pdf](http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_281675.pdf)
- City of Minneapolis Parkland Dedication Ordinance FAQ:  
<http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/wcms1p-118221.pdf>

### When Plans Have Been Approved

- Construction Permits (building, plumbing, mechanical, etc.):  
[http://www.minneapolismn.gov/mdr/permits/mdr\\_permits\\_whattoknowaboutpermits](http://www.minneapolismn.gov/mdr/permits/mdr_permits_whattoknowaboutpermits)
- Public Works Construction Permits (sidewalk, right-of way obstruction permits, utility connections, etc.):  
[http://www.minneapolismn.gov/publicworks/permits/public-works\\_pw-construction-permits](http://www.minneapolismn.gov/publicworks/permits/public-works_pw-construction-permits)
- Erosion and Sediment Control Information:  
<http://www.minneapolismn.gov/publicworks/stormwater/erosion/index.htm>  
[http://www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/convert\\_256639.pdf](http://www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/convert_256639.pdf)
- Street Use Permits (for projects requiring a dumpster on the street):  
<http://www.minneapolismn.gov/mdr/streetusepermits/index.htm>

### Inspections Information

- [http://www.minneapolismn.gov/mdr/permits/mdr\\_permits\\_inspectionprocess](http://www.minneapolismn.gov/mdr/permits/mdr_permits_inspectionprocess)

### When Construction is Complete

- Certificate of Occupancy:  
[http://www.minneapolismn.gov/mdr/permits/mdr\\_permits\\_certificateofoccupancy](http://www.minneapolismn.gov/mdr/permits/mdr_permits_certificateofoccupancy)