

This handout is written only as a guide; it is not intended nor shall it be considered a complete set of requirements. Information sheets are available at the City's website at IGHMN.gov.

CALL BEFORE YOU DIG. Contact Gopher State One Call at (651) 454-0002 or www.gopherstateonecall.org for protection against underground utility damage. Contact Gopher State One Call 48 hours before you intend to dig.

The current Minnesota State Building Code is available on the Department of Labor and Industry website.

PERMITS

A permit is required for all driveway installations.

APPLICATION SUBMITTALS

Per Application/Per Property Address

Applications are submitted online. Fees will be paid upon application approval.

SUBMITTAL REQUIREMENTS

- Permit Application Form.
- Site Map (showing the proposed driveway location).

DRIVEWAY REQUIREMENTS

- Requirements from City Code (Section 400.15, 515.51 & Chapter 40, Section 7) and applies to all single-family residential driveways:
 - Maximum Width: 30 feet (differs in PUD Zoning Districts. Contact Planning Department for specifications 651-450-2569)
 - Minimum Width: 9 feet (if not more than 150 feet long)
12 feet (if over 150 feet in length)
20 feet (when serving more than two dwellings or structures)
 - Minimum Overhead Clearance: 13 feet 6 inches
 - Setback from Side or Rear Property: 5 feet
 - Driveways connected to paved City streets with curb and gutter:
 - Must be constructed of bituminous, concrete, or concrete building blocks.
 - Driveways connected to City streets without curb and gutter:
 - Construction of driveways shall result in the least possible interference to drainageways.
 - All driveways shall include a culvert pipe not less than 15 inches in diameter, or larger size as may be determined by the Director of Public Works.
 - All culverts shall be corrugated metal (CMP), reinforced concrete (RCP), or dual wall corrugated high density polyethylene (HDPE) with smooth interior wall. Plastic tubing is not allowable.
 - CMP and HDPE culverts require a minimum of an 18 inch cover.
 - Culvert ends shall be fitted with flare-end sections of the same material as the pipe.
 - Drainage slopes into the ditch shall be graded at a ratio of 3:1 or greater, covered with topsoil or vegetation to prevent erosion.

DRIVEWAY SPACING

Along Curblines:

<u>Roadway Functional Classification:</u>	<u>Minimum Spacing Along Curbside:</u>
Major Arterial (100' R-O-W or greater)	150' - 300'
Minor Arterial (100' R-O-W or greater)	100'
Collector (80' R-O-W)	50'
Local (60' R-O-W)	10'

Relative to Street Intersections:

<u>If Driveway Enters</u> <u>Street Classified As:</u>	<u>Intersecting Street</u> <u>Classified As:</u>	<u>Minimum Distance of the Driveway</u> <u>from the Street Intersection (End of</u> <u>Radius):</u>	
		<u>Approaching</u>	<u>Leaving</u>
Local	Local	20'	20'
	Collector	20'	20'
	Minor Arterial	25'	25'
	Major Arterial	30'	30'
Collector	Local	30'	30'
	Collector	35'	30'
	Minor Arterial	35'	30'
	Major Arterial	40'	35'
Minor Arterial	Local	30'	20'
	Collector	35'	30'
	Minor Arterial	40'	35'
	Major Arterial	40'	35'
Major Arterial	Local	30'	25'
	Collector	35'	30'
	Minor Arterial	40'	35'
	Major Arterial	50'	50'



PERMITS & INSPECTIONS

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2550
permits@ighmn.gov

Zoning Permit Application

Site Address: _____

Owners Name: _____

Contact: _____ Email: _____ Phone: _____

Type of Work:

Retaining Wall <4 Feet

Pool Above Ground

Fence

Concrete Flat Work

Description of Work: _____

Setbacks: Front: _____ Back: _____

Right Side: _____ Left Side: _____

Height: _____

Valuation (include labor): _____

Drawing of Site Plan Attached? Yes No

Fees attached: Yes No

I hereby apply for a Sign Permit and I acknowledge that the information above is complete and accurate; that the work will be in compliance with the ordinances and codes of the City of Inver Grove Heights and with the Minnesota Building and Electrical Codes; that I understand that this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans. The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Inver Grove Heights.

BY CHECKING THIS BOX, I HEREBY AGREE TO ALL STATEMENTS HEREIN AND SUBMIT MY SIGNATURE ELECTRONICALLY TO THIS FORM.

Signature of Applicant

Printed Name of Applicant

Date

NOTICE: This is an application only. Permit will be issued after City approval and payment of fees.