

- This handout is written only as a guide—it is not intended to nor shall it be considered a complete set of requirements. Additional information is available on the [City's website \(ighmn.gov\)](http://www.ighmn.gov).
 - The current Minnesota State Building Code is available on the [Department of Labor and Industry's website \(dli.mn.gov\)](http://www.dli.mn.gov).
 - **CALL BEFORE YOU DIG.** Contact Gopher State One Call at 651-454-0002 or www.gopherstateonecall.org 48 hours before you intend to dig to protect against underground utility damage.
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PERMITS

- A Building Permit is required for any wall that exceeds 4 feet in height.
- A Building Permit is required for a wall of any height that supports a surcharge or impounding Class I, II, or IIIA liquids.
- A Stormwater Management Permit may be required for the disturbance of land. Please contact the Engineering department at 651-450-2573 for additional information.

APPLICATION SUBMITTALS

- Application must be submitted through the permit portal: <https://cv.ighmn.gov/cityviewportal>.
- Permit fees are payable after the application is reviewed & approved.

SUBMITTAL REQUIREMENTS

1. Building Permit Form
2. Site Plan, drawn to scale, indicating:
 - Location and size of all structures on site.
 - Setbacks from property lines of the proposed and existing structures.
 - Location and size(s) of proposed retaining wall(s).
 - Top and bottom elevations of the retaining wall(s).
3. Plans prepared by a Minnesota Licensed Structural Engineer, including:
 - Details of how the wall will be constructed.
 - Plan view.
 - Cross section.
 - Elevation drawings.
4. Special Structural Testing and Inspection Program Summary Schedule*
 - *Only required for commercial properties and housing developments.

INSPECTIONS

Standard inspections for this permit type, which must be completed & approved in the order listed; requirements may vary depending on scope of work.

1. Footings/Drain Tile
 - After footing base and/or drainage system is in place.
2. Geo-Grid Installation
 - When first layer of geo-grid is installed and exposed.
 - Some projects may require inspections of additional layers.
3. Final

GENERAL CODE REQUIREMENTS

- The construction of a retaining wall cannot change the drainage patterns of any lot area without approval from the Engineering department. Please call Engineering at 651-450-2573 with questions related to drainage.
- No retaining wall of any height can be constructed in an easement without approval from the Engineering department.
- No portion of a retaining wall or its reinforcement can encroach over a property line without consent of the adjacent property owner.
- No excavation for a retaining wall may encroach over a property line without the consent of the adjacent property owner. Excavation materials must be protected to prevent erosion.
- Tiered walls, separated by less than two times the heights of the lower wall, are considered as one wall for calculating the total wall height.



Building Permit Form

Form must be submitted as part of the permit application on the portal: <https://cv.ighmn.gov/CityViewPortal>

Property Information

Site Address _____ Owner's Name(s) _____

Use of Building Single-Family Single-Family Attached Multi Family Mixed Use
 Business Educational Government Religious

Contact Information

Contractor _____ Phone _____ License No. _____

Project Manager _____ Phone _____ Email _____

Architect / Engineer _____ Phone _____ Email _____

Construction Information

Class of Work New Addition Alteration / Remodel Retaining Wall

Description of Work

Valuation (including labor) \$ _____

Utilities City Water City Sewer Well Septic

Structure Height _____

| | | | | |
|----------|------------------|-------------|-----------------------------|--------------|
| Setbacks | Front _____ | Square Feet | Basement _____ | Garage _____ |
| | Right Side _____ | | 1 st Floor _____ | Porch _____ |
| | Left Side _____ | | 2 nd Floor _____ | Deck _____ |
| | Rear _____ | | 3 rd Floor _____ | Other _____ |

Acknowledgment

I acknowledge that this application is complete and accurate, that the work will be in conformance with Local and State Codes, and that work will not start until this permit has been reviewed and approved. I understand that answering 'Yes' will be treated in the same manner as a handwritten signature, for the purpose of validity, enforcement, and admissibility. Check the box if you agree: Yes

Applicant Name _____ Date _____

OFFICE USE ONLY

Permit Number _____

Zoning _____

Occupancy _____

Type of Construction _____

Bedrooms / Dwelling Units _____

Max Occupancy Load _____

Sprinklered _____

Fee Type

Building Permit _____

Plan Review _____

Surcharge _____

Utilities _____

Technology _____

Other _____

Total _____