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Room Addition to a Single Family Home Construction Process Guide and Checklist

Construction of an addition to a single 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/Inspections, and Public Works. 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 an addition to a single family residential structure 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 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 the construction application and construction plans for review.

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.

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, several departmental reviews may 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: Minneapolis Development Review Intake

The first step to receiving a building permit to construct an addition to a single-family residential structure 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 an addition to a single-family residential structure may require plan review by several different City of Minneapolis departments. Typically, permits for smaller residential additions can be reviewed, approved and issued the same day the building permit application is submitted – often while the applicant waits. However, larger proposed additions often require more detailed review by City staff. These plans cannot be approved the same day and will need to be submitted and checked in at the MDR permit counter. At this time 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: Zoning 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 Zoning which reviews for preservation 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; insulation and vapor barrier; and final inspection. Construction inspectors are listed on your permits. You have completed the City of Minneapolis construction review process.

Construction / Site Plan Checklist

<p>Erosion Control Permit (if applicable):</p> <ul style="list-style-type: none"><input type="checkbox"/> Erosion control plan is required 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.
<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 or proof of property ownership.
<p>Survey</p> <ul style="list-style-type: none"><input type="checkbox"/> Applicants for permits shall provide two copies of surveys, partial surveys, or property line locations established using found property boundary monuments. The following types of projects required surveys:<ul style="list-style-type: none">A. Additions/expansions to existing one and two family dwellings. Note: Exceptions are additions to dwellings where all new construction is recessed from the side wall of the existing structure by a minimum of three feet.B. Construction of or additions to accessory structures (including sheds, garages, decks, gazebos, pools, hot tubs).C. Egress windows/window wells that encroach into a zoning setback.D. Fences and retaining walls. <p>The first step in locating your property lines is to determine the dimensions of your lot. You can get this information from your deed or Hennepin County web site; http://www16.co.hennepin.mn.us/pins</p>
<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 and a north arrow.<input type="checkbox"/> If re-grading of the site show proposed elevations.<input type="checkbox"/> Footprint of any existing structures and proposed addition.<input type="checkbox"/> Footprint of any existing structures on adjacent properties and the structures associated elevations.<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"/> Fences (show location, type and height).<input type="checkbox"/> Dimensioned parking spaces. Indicate how the parking will be designed.<input type="checkbox"/> Mechanical equipment (air conditioning units, electrical transformers, etc.).<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"/> Proposed gross floor area.<input type="checkbox"/> Lot (building) 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 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 Building Elevations</p> <ul style="list-style-type: none"><input type="checkbox"/> Exterior elevations are views of exterior walls showing heights, construction materials, locations and sizes of window and door openings etc.<input type="checkbox"/> Building elevations for each facade showing the story and proposed height of existing structures and proposed height of new site structures.
<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"/> If installing a full basement include a 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

Zoning & Site Plan Code Review

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

- Local historic designation status.
<http://www.ci.minneapolis.mn.us/hpc/>
- Zoning code information.
<http://www.ci.minneapolis.mn.us/zoning/>

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>
- 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

Inspections

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