



The attached checklist should be submitted along with a Building Permit application when required.

What Types of Work Require Building Permits

A building permit is required any time you do work that is regulated by the building code. This would include any work to the permanent weather resistive surfaces of the dwelling such as the siding, windows (if altered) or roof. Any structural alterations or repairs to those members require a permit. If you change the use of a space or finish unfinished space, a permit is required. Dwelling additions, garages and decks require permits.

Work that is exempt from a permit includes painting, wallpapering, flooring, kitchen cabinets, minor repairs and detached storage buildings not exceeding 120 square feet.

Do I Need to hire a Contractor?

Neither city ordinances nor any state regulations prohibit a homeowner from doing work in their own home, as long as it has been homesteaded. So the answer to whether you need to hire a contractor largely lies with knowing your own abilities to do the work proposed. If you feel uncomfortable doing electrical wiring for example, you may wish to hire an electrical contractor, although you may do the work yourself. In either case, make sure you check on the permitting requirements for the type of work you are proposing to do.

Are Contractors Required to be Licensed?

Minnesota has a law requiring residential builders, remodelers and roofers to be licensed as a means to help protect homeowners. Contractors are required to include their license number in any contracts submitted to clients as well as in any advertising. Contractors are required to provide proof of licensure when they obtain building permits.

Do I Need an Architect or Engineer Prepare My Plans?

The short answer is no. You can prepare your own plans or your contractor or a drafting service can prepare them for you. If you are having multiple contractors bid on your project, you will be better able to compare the bids if you prepare the plans and specs yourself rather than have each contractor prepare a set.

If your project is very complex, you may find it advantageous to hire a professional designer to assist you. Also, if your design involves complicated framing techniques or the use of steel I-beams, for example, you may be required to verify that the designs meet code as a part of the plan review process. The inspections division may require that a licensed engineer provide this verification.

Electrical Permits

Electrical permits are required for all electrical wiring. In Excelsior, the State Board of Electricity issues these permits and performs all the inspections. Your electrical permit does not include the inspection of electrical work. A separate Request for Electrical Inspection form with the required fees must be submitted to the Board of Electricity at or before commencement of any electrical installation that is required by law to be inspected.

If you have questions or need to schedule an inspection, call Brian Luce, the State Electrical Inspector, at (952) 233-8988, between the hours of 7:00-8:30 a.m. weekdays.

Roofing and Siding

Pictures are required of weather barrier for final inspection.

Site Alteration Permits

The City of Excelsior has close to 20 single family residences that are designated as historic preservation sites. Any exterior alterations to a designated historic preservation site require a Site Alteration Permit from Excelsior's Heritage Preservation Commission. Alterations that require a Site Alteration Permit, include but not limited to, painting the exterior, addition or deletion of awnings, any additions or demolitions, changing a structure's architectural style or changing the roofing or siding (Sec. 20-5). Please check with the City Planner to determine if your residence is either designated a historic preservation site or located in a historic preservation district.

Minnehaha Creek Watershed District (MCWD)

Many projects within the City require a permit from the City and also the Minnehaha Creek Watershed District. A MCWD Erosion Control permit is required when land disturbances of 5000 square feet or more OR stockpiling or excavating of more than 50 cubic yards of material (roughly an 800 SF expansion). Wetland protection permits are required for any increase in impervious area that is uphill from a wetland. Please contact the Minnehaha Creek Watershed District to determine what other types of projects require a MCWD permit in conjunction with a City permit.

How Long Does it Take to Get a Permit?

Permits for work that do not require a plan review are issued the same day and generally at the time the permit application is submitted. Permits where review of plans is necessary can take up to fifteen working days. Some plans may need to be reviewed by more than one city department. For this reason, it is important that you plan ahead and have your permit application and plans submitted far enough in advance of the start of work that the permitting process does not delay the start of your project.

Building Codes

The City of Excelsior has adopted the Minnesota State Building Code, which adopts the 2006 International Building and Residential Codes, with amendments by reference. Information of State Building Codes can be found on the Minnesota State Building Code Division Web Site: www.doli.state.mn.us.

Contact Information

Building Inspector, Metro West Inspection Services, Inc., (763) 479-1720
Minnehaha Creek Watershed District, (952) 471-0590, permitting@minnehahacreek.org
Excelsior City Planner, Patrick Smith, (952) 653-3674, psmith@ci.excelsior.mn.us
Electrical Inspector, Brian Luce, (952) 233-8988
City Engineer, Morgan Dawley, (763) 287-7173

Residential Remodel Submittal Checklist

The items listed below are the minimum requirements to obtain a City of Excelsior Building Permit:

- 1. Completed City of Excelsior Building Permit Application Form.
- 2. **Two** copies of building plans for work to be completed. Requirements as follows:
 - A. All plans must be drawn to scale.
 - B. Provide floor plans of all levels, including accurate measurements, size, direction and description of all materials.
 - C. Provide cross-section(s) indicating all construction components, including the stairs.
 - D. Include detailed information for fireplaces, decks, porches and finished areas.
 - E. All plans shall be legible to the City's requirements, including the dimensions and quantity of all beams and headers and describe materials and spacing where applicable. One copy of signed truss specifications from the manufacturer must also be provided with plans for plan review.
- 3. Application for a Site Alteration Permit for Historic Structures and Historic Districts, if applicable.
- 4. Decks require a site plan (to scale). If increasing impervious surface area, a survey is also required to be submitted.

Additional Submittal Requirements for Residential Additions and New Residences

- 1. Two copies of certificates of existing and proposed surveys. Surveys must comply with Excelsior Zoning Ordinance, Article 9. Surveys shall be to scale, dated and have the surveyor's original signature (***must be submitted in both hard copy and electronic form/format***). The following must be included on the surveys:
 - A. Legal description and address.
 - B. Lot size, including all the dimensions, location and size of all easements.
 - C. Indicate the layout of the structure, driveway and other improvements, including setbacks.
 - D. Indicate the garage slab elevation. A minimum of 18 inches above the curb is required and the driveway cannot exceed a 10% slope.
 - E. Show the proposed drainage.
 - F. Tabulation of existing and proposed building and impervious surface coverage.
 - F. Indicate the location, size and species of all significant trees six inches or greater in size.
 - G. On one lot survey, show the location of silt fencing for erosion and sediment control. Also indicate the location of the stock pile for excess dirt.
 - H. Show Shoreland boundary, Wetland boundary, and Floodplain boundary if applicable.
 - I. Indicate all existing and proposed elevations, such as house corners, offset hubs, property corners, major swales, fences and retaining walls, existing adjacent houses and elevations for all proposed openings, including egress windows.
- 2. One copy of the **Energy Calculations** for the proposed structure.

- 3. The applicant shall provide a copy of the Minnehaha Creek Watershed District (MCWD) permit(s) or written confirmation from the MCWD that no permit is necessary for the project.
- 4. For new houses, include wall opening tabulations that demonstrate that exterior walls that face a public street or sidewalk have at least 15% window and door openings, and 10% of window and door openings of the total area of all exterior walls that do not face a public street or sidewalk. Garage doors are not considered wall openings for this provision.
- 5. Landscape Plan and Tree Preservation plan must comply with Excelsior Zoning Ordinance, Article 22, Tree Protection, Care and Management.

Tree Protection:

When required by the City, fencing must be installed and maintained until final grade is established. The fence shall be orange safety fencing or orange silt fencing and should be attached to steel posts and must be installed at or beyond the drip line of the tree. The fence must be installed and inspected prior to any clearing, digging, fill removal or any activity that would harm or cause trees to die. Penalties will be assessed for trees illegally removed or damaged.

- 6. A signed Construction Management Agreement for un-occupied new build or major remodeling of one and two unit dwelling structures.
- 7. A \$2000 Escrow for un-occupied new build or major remodeling of one and two unit dwelling structures.

Escrow Release:

The escrow will not be released until the As-built survey has been submitted to the City, turf established, required trees planted and all inspections completed and approved.

OTHER RELATED BUILDING REQUIREMENTS

1. All contractors must be licensed by the Minnesota Department of Labor and Industry or provide proof of exemption to do business within the City of Excelsior. A copy of the Builders License must be provided.
2. Work is not permitted to start prior to the issuance of the building permit.
3. **As-built Surveys** are required by the builder once the house has been constructed and the lot has been graded. As-built surveys must be approved prior to placement of trees, sod, and lawn irrigation systems. Contact Morgan Dawley, City Engineer, at (763) 287-7173 for specifics.
4. A **Certificate of Occupancy** must be obtained before a structure may be legally occupied or before the storing of any furniture or other items in that structure will be permitted. Homes will be issued a Certificate of Occupancy with the completion of a satisfactory final inspection.
5. The Building Official may require soil test and an engineer's analysis if any questionable soils are encountered.

CITY OF EXCELSIOR
BUILDING PERMIT

Permit No. _____

Date _____

CONTRACTOR'S LICENSE NO.		1. DATE
2. SITE ADDRESS		ZIP CODE 55331
3. LEGAL DESCRIPTION PROPERTY I.D. NO.		
SECTION _____ LOT _____ BLOCK _____		
ADDITION _____ PLAT NUMBER _____ PARCEL NUMBER _____		
4. OWNER	(Name)	(Address) (Tel. No.)
5. ARCHITECT	(Name)	(Address) (Tel. No.)
6. BUILDER	(Name)	(Address) (Tel. No.)
7. TYPE OF WORK Fireplace <input type="checkbox"/> Septic <input type="checkbox"/> Heating <input type="checkbox"/> Plumbing <input type="checkbox"/> Reroofing <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Addition <input type="checkbox"/> Finish Basement <input type="checkbox"/> Residing <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Garage <input type="checkbox"/> Chimney <input type="checkbox"/> Misc. _____		
8. SIZE OF STRUCTURE (Height) (Width) (Depth)	9. NO. OF STORIES	10. ESTIMATED VALUE
11. COMPLETION DATE	12. PROPERTY DIMENSION Width Depth	13. NO. OF FAMILIES (if applicable)
14. PROPOSED ELEVATION IN RELATION TO CURB OR WATERWAY. _____ ELEV.	15. PROPERTY AREA OR ACRES Sq. Ft.	16. CULVERT SIZE Yes No
17. FRONT YARD set back from road property Ft.	18. REAR YARD set back Ft.	19. SIDE YARDS set back _____ Right Sd. _____ Left Sd.
20. MISCELLANEOUS _____ _____ _____ _____ _____ _____		
SPECIAL CONDITIONS It is my responsibility to locate and establish the elevations if needed of all site improvements. Required adjustments at my expense.		

FEES	
PERMIT FEE	_____
PLAN CHECK FEE	_____
INVESTIGATION FEE	_____
ENGINEERING FEE	_____
SITE FEE	_____
DRIVEWAY FEE	_____
CULVERT \$	_____
FIREPLACE _____/SC	_____
PLUMBING FEE _____/SC	_____
SEPTIC FEE	_____
MECHANICAL FEE _____/SC	_____
WATER METER FEE	_____
WATER FEE	_____
SEWER FEE	_____
SURCHARGE FEE	_____
ADMIN. FEE	_____
OTHERS	_____
CONTRACTORS LICENSE	_____
TOTAL FEE	_____

CODE ANALYSIS	
TYPE OF CONST.	_____
USE OF BLDG.	_____
OCCUPANCY GROUP	_____
OCCUPANCY LOAD	_____

ZONING DISTRICT	_____
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VARIANCE GRANTED, DATE	_____
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OFF STREET PARKING	
SPACES REQ.	_____
SPACES ON PLAN	_____

MATERIAL FILED W/APPLICATION	
SOILS REPORT	<input type="checkbox"/> Borings
	<input type="checkbox"/> Percolation
	<input type="checkbox"/> Compaction tests
PLANS AND SPECS.	<input type="checkbox"/> Sets _____
SURVEY	<input type="checkbox"/> Copies _____
ENERGY CALCULATIONS	<input type="checkbox"/>
PILING LOGS	<input type="checkbox"/>

FIRE SPRINKLERS REQUIRED	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

SPECIAL APPROVALS	
ZONINGS	_____
FIRE DEPT.	_____
HEALTH DEPT.	_____
PUBLIC WORKS	_____
COUNTY	_____
OTHER	_____

CERTIFICATE OF OCCUPANCY ISSUED	
DATE	BY _____

ACKNOWLEDGMENT AND SIGNATURE:

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said CITY OF Excelsior applicable thereto.

SIGNATURE OF APPLICANT

APPROVED BY BUILDING INSPECTOR

White - City's Copy

Yellow - Inspector's Copy

Pink - Applicant's Copy

Gold - Assessors's Copy



CITY OF EXCELSIOR

339 THIRD STREET
EXCELSIOR, MINNESOTA 55331
TEL: 952-474-5233
FAX: 952-474-6300

Building Permit Fee Schedule – January 2015

Residential Application

Processing Fee - .5% of estimated job value - Minimum - \$5.00; Maximum - \$100.00

Commercial Application

Processing Fee - 1.5% of estimated job value – Minimum - \$5.00; Maximum - \$200.00

Building Permit Fees

\$1.00 - \$500.00	\$25.00
\$501.00 to \$2,000.00	\$25.00 for 1st \$500 + \$3.25 ea. add'l \$100
\$2,001.00 to \$25,000.00	\$73.75 for 1st \$2,000 + \$14.75 ea. add'l \$1,000
\$25,001 to \$50,000.00	\$413.00 for 1st \$25,000 + \$10.75 ea. add'l \$1,000
\$50,001 to \$100,000.00	\$681.75 for 1st \$50,000 + \$7.50 ea. add'l \$1,000
\$100,001 to \$500,000.00	\$1,056.75 for 1st \$100,000 + \$6.00 ea. add'l \$1,000
\$500,001 to \$1,000,000.00	\$3,456.75 for 1st \$500,000 + \$5.00 ea. add'l \$1,000
\$1,000,001.00 and up	\$5,956.75 for 1st \$1,000,000 + \$4.00 ea. add'l \$1,000

Plan Review - 65% of permit fee

Surcharge - .0005 times value – Minimum .50; Flat Permit Fee - \$5.00