



# CITY OF EDINA

4801 50<sup>th</sup> Street West, Edina, MN 55424-1394

## Building Inspections Department

(952) 826-0372 FAX (952) 826-0389 TDD (952) 826-0379

www.cityofedina.com/building

PERMIT NUMBER

HERITAGE LANDMARK  
CASE NUMBER

for office use only

# Building Permit Application

PRINT OR TYPE APPLICATION

### Site Information

Address \_\_\_\_\_ Suite/Unit number \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Tenant/Building name \_\_\_\_\_

Year structure built \_\_\_\_\_

### Work Description

Proposed starting date \_\_\_\_\_ Completion date \_\_\_\_\_

1 New     2 Addition     3 Alteration     3 Remodel     4 Repair     4 Replace

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Single Family Detached     | <input type="checkbox"/> 3&4 Family Residential        | <input type="checkbox"/> Recreation/Amusement     | <input type="checkbox"/> Private School              |
| <input type="checkbox"/> Single Family Attached     | <input type="checkbox"/> 5 & More Residential          | <input type="checkbox"/> Grade/Fill/Excavate Only | <input type="checkbox"/> Church/Religious Bldg       |
| <input type="checkbox"/> Residential Garage/Addn    | <input type="checkbox"/> Office/Warehouse              | <input type="checkbox"/> Demolition Single Family | <input type="checkbox"/> Hospital/Institutional Bldg |
| <input type="checkbox"/> Residential Addition/Porch | <input type="checkbox"/> Restaurant                    | <input type="checkbox"/> Demolition 2 Family      | <input type="checkbox"/> Antenna/Tower/Dish/Etc.     |
| <input type="checkbox"/> Residential Deck/Shed      | <input type="checkbox"/> Office/Bank/Professional      | <input type="checkbox"/> Demolition 3&4 Family    | <input type="checkbox"/> Other Nonresidential Bldg   |
| <input type="checkbox"/> Reroof                     | <input type="checkbox"/> Retail Store                  | <input type="checkbox"/> Demolition 5&More Family | <input type="checkbox"/> Pools                       |
| <input type="checkbox"/> Interior Remodel           | <input type="checkbox"/> Hotel/Motel                   | <input type="checkbox"/> Other Demolition         | <input type="checkbox"/> City Owned                  |
| <input type="checkbox"/> Basement Finish            | <input type="checkbox"/> Parking Garage/Ramp           | <input type="checkbox"/> Industrial Building      | <input type="checkbox"/> Heritage Landmark District  |
| <input type="checkbox"/> 2 Family Residential       | <input type="checkbox"/> Service Station/Repair Garage | <input type="checkbox"/> Public School            | <input type="checkbox"/> Retaining Wall              |

Job Description \_\_\_\_\_

Construction Type \_\_\_\_\_ Occupancy Classification \_\_\_\_\_ Fire Sprinklered  Yes  No

### Project Valuation

### Applicant is

Owner     Contractor     Designer

### Contractor Information

Company name \_\_\_\_\_ Contact name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ EMail \_\_\_\_\_ Fax \_\_\_\_\_

Contractors License # \_\_\_\_\_  \_\_\_\_\_ Lead Certification # \_\_\_\_\_   \_\_\_\_\_

### Designer Information

Company name \_\_\_\_\_  Architect     Engineer     Designer

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person name \_\_\_\_\_ MN License/Registration # \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**COMPLETE APPLICATION ON REVERSE SIDE**

**Owner Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**Applicant Signature**

I hereby apply for a permit and attest to the following:

All information on this application is complete and accurate.

All work will comply with Edina City Code and Minnesota State Building Code.

I understand this is an application only, not a permit. Work will not start without an approved permit.

All work will be done according to plans approved by the City of Edina when approved plans are required.

Erosion and sediment control, when applicable, will be installed before starting work.

Existing grades and drainage will not be altered without approved grading/drainage plans and schedule.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's printed or typed name \_\_\_\_\_

**Owner/Applicant Statement - To be completed only when the homeowner is the permit applicant**

I understand the State of Minnesota requires residential contractors, residential remodelers and residential roofers be licensed to work in the State unless they qualify for a specific exemption from the licensing requirements. By signing this statement, I certify that I am building or improving this dwelling myself. I claim to be exempt from state licensing requirements because I am not in the business of building on speculation or for resale. I certify I have not built or improved any other residential structures in the State within the past twenty-four months. I also acknowledge that, because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under MS 514.01.

I further acknowledge I may be hiring independent contractors to perform certain aspects of the improvements on this dwelling, and I understand some of these contractors may be required to be licensed by the State. I understand unlicensed residential contracting, residential remodeling and residential roofing activity is a misdemeanor under Minnesota law, and I forfeit my rights to reimbursement from the Contractors Recovery Fund in the event any contractors I hire are unlicensed.

Homeowner's signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner's typed or printed name \_\_\_\_\_

Contact the Minnesota Department of Labor and Industry to determine if a contractor is licensed or exempt or to check on contractor status. Metro 651-284-5005, Outstate: 1-800-342-5354 or [www.dli.mn.gov](http://www.dli.mn.gov) and follow links to [License Lookup](#)

**Approvals**

for office use only

Building Inspections Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

Engineering Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

Planning Dept/Heritage Preservation Board  
 By \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_

Health Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

Fire Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

Assessing Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

**Fees**

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Permit fee  Yes  No \_\_\_\_\_

Plan review fee  Yes  No \_\_\_\_\_

State surcharge  Yes  No \_\_\_\_\_

Contractor license fee  Yes  No \_\_\_\_\_

Investigation fee  Yes  No \_\_\_\_\_

SAC fee  Yes  No \_\_\_\_\_ # of units \_\_\_\_\_

Sewer assessment  Yes  No \_\_\_\_\_

Water assessment  Yes  No \_\_\_\_\_

Sewer REC  Yes  No \_\_\_\_\_ # of units \_\_\_\_\_

Water REC  Yes  No \_\_\_\_\_ # of units \_\_\_\_\_

TOTAL \_\_\_\_\_



EDINA BUILDING SAFETY POLICY/INFORMATION			
subject Exterior Finish Permits		code reference MSBC 1300.0120, IRC R703, IBC 1405	
department Inspections Department		approval <i>Steve G. Wickman</i>	
policy number BS-23-B	revision number none	effective date 3/27/08	page number 1 of 1
1. All Building Safety sheets adopted by Fire Department and Inspections Department. 2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			



**Purpose:** Provide information to contractors about City exterior finish permit requirements.

**Scope:** Applies to all structures to which exterior finish materials are being applied.

Exception: A separate permit is not required for exterior finish installation if the installation is included with an existing building permit.

The following are items contractors and customers should be aware of regarding your residential exterior finish projects and the building codes.

**INSPECTIONS:** Two inspections are required, the weather barrier, lathing (if applicable) and the final. Inspections will not be done unless the Permit and Inspection Record are posted on the site. Failure to complete required inspections is a violation of the building code. A violation of the building code is a misdemeanor.

**ELECTRICAL PERMIT:** Electrical permit is required. Final approval of the electrical permit is required prior to final inspection of the exterior finish permit.

**SHEATHING PAPER:** Approved weather resistive sheathing paper (house wrap) shall be installed underneath the exterior finish and taped or sealed to windows and doors jambs.

**SIDING MATERIAL:** All exterior finish material must be of weather resistant material and installed in accordance with the manufacturer's specs and the building code (be aware of code requirements for clearance to roofing, grade and solid surfaces).

**FLASHING:** Flashing must be installed over all exterior openings, continuously above all projecting wood trim and kick out flashing at wall and roof intersection. Casing beads and weep screed required for stucco finishes. Corroded, existing flashing must be replaced.

**CAULKING/SEALING:** Caulk and/or seal all exterior penetrations and around windows and doors.

**BACKING MATERIAL:** All backing material must be approved for such use.

**FASTENERS:** Nails and fasteners must be spaced according to the manufacturer's specs and the building code.

**FINISHING:** All sharp or jagged edges must be left smooth so as not to cause injury.

**HOUSE NUMBERS:** Four inch high house numbers must be installed a minimum of 60" above grade after the job is completed. Numbers shall be plainly visible and legible from the street or road fronting the property. Numbers must be installed prior to final inspection approval.

The State of Minnesota requires that residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. Contractors performing work involving only one special skill as well as contractors with less than \$15,000 in annual receipts are exempt from licensing. Any person claiming an income exemption must provide a copy of a Certificate of Exemption from the Department of Labor and Industry to the City before a permit can be issued.

To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor and Industry at 651-296-2594 or toll free at 1-800-657-3602

If you have any questions or need to schedule an inspection, please call the Building Inspection Department at 952-826-0372.



# Instructions for Completion of Request for Electrical Inspection Forms for Homeowners

At or before the commencement of any new electrical wiring installation required to be inspected by the Department of Labor and Industry, the person responsible for making such installation shall submit to the department a Request for Electrical Inspection and the appropriate inspection fee. **Note that an investigate fee may be required when a Request for Electrical Inspection is not filed at or before the commencement of electrical work required to be inspected.** The fee calculation portion of this form reflects the provisions of Minnesota Statutes 326.2441 as approved by the 2007 legislature and is subject to modification by subsequent legislative action.

Minnesota Statutes, section 326.01, subdivision 6e defines an "**Owner**" as "a natural person who physically performs electrical work on premises the person owns and actually occupies as a residence or owns and will occupy as a residence upon completion of construction."

An "owner" is exempt from electrical contracting license requirements and only applies to electrical work performed by the owner on single family residences and associated structures. Both primary and secondary residences, such as lake homes are included, however the exemption does not apply to condominiums, rental properties and wiring not used for residential purposes.

## **Important First Step: Verify that the Department of Labor and Industry is the inspection authority for your job.**

Approximately 40 cities have adopted local inspection authority and may have their own inspection forms and fee schedules. Inspection jurisdiction and inspector information is available at:

<http://www.electricity.state.mn.us/inspection.html> Do not submit a Request for Electrical Inspection form to the department if the job is located in a locality that has adopted local inspection authority.

The Request for Electrical Inspection form must be accurately completed. **It is essential that the job site address portion of the form identify the geographical location of the job.** This address (location) may be different than the mailing address. If this location does not have a specific street and number address, a map must be drawn on the back of the form. Complete location information must be provided, including county, city, and street address. When a street address has not been assigned to the location of the job, the township name or township number and range, section number, and fire number must be provided.

**Rough-in Inspection:** All electrical wiring must be inspected before it is concealed in any manner. The electrical inspector must be notified sufficiently in advance to complete the inspection before the installation of insulation, drywall, sheathing, paneling or filling of trenches and pouring concrete or other action that conceals wiring. Wiring that is concealed before inspection must be exposed to allow the required inspection. **If wiring will be concealed, check the "yes" box in the "rough-in inspection required" field on the form. If a rough-in inspection is not required, check either the "ready now" or "will schedule" box in the "inspection other than rough-in" field.**

**Final Inspection:** All electrical wiring must be inspected before it is utilized and the associated space occupied by the intended user. **Either the "ready now" or "will schedule" box in the "inspection other than rough-in" field must be checked.**

**Fee Calculation:** The online Request for Electrical Inspection form is in a fillable PDF format that will calculate the fee as entries are made. If the form is printed and subsequently completed, the submitter is required to complete all calculations. If the wiring is for a new structure, complete the left-hand portion of the fee calculation section. If the wiring is for an existing structure, complete the right-hand portion of the fee calculation section. See the "One-Family Dwelling and Associated Structure Fee Calculation Instructions" for step-by-step instructions for completing the fee calculation section of the form.

**Scheduling of Inspections:** Inspections must be scheduled by calling the inspector directly between the hours of 7:00 and 8:30 a.m. weekdays only. Some inspectors have websites that enable inspections to be scheduled online. Inspection area and inspector contact information is available on the department's web site at <http://www.electricity.state.mn.us/inspection.html> The person requesting or scheduling the inspection must arrange for the inspector to gain access to the installed wiring. Unless specific arrangements are made with the inspector, requested inspections are performed during normal business hours, Monday through Friday, exclusive of holidays.

**Expiration of Request for Electrical Inspection Certificates:** A Request for Electrical Inspection with an associated inspection fee of \$250 or less becomes void 12 months after the filing date. It is the responsibility of the person installing the electrical wiring (licensed contractor, master electrician, power limited technician, or owner) to schedule all inspections, including final inspections. In the event that a final inspection has not been scheduled and a Request for Electrical Inspection expires, a new Request for Electrical Inspection form must be filed with the proper inspection fee for all remaining wiring.

## **Procedure for Submission of Forms and Fees**

All forms must be signed by the **owner** responsible for the wiring.

## Instructions for Completion of Request for Electrical Inspection Forms for Homeowners

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**Department Copy:** The Request for Electrical Inspection form must be completed, signed and forwarded to the Department of Labor and Industry along with the appropriate inspection fee. **Note that the minimum inspection fee is \$35.** All checks must be payable to the Department of Labor and Industry. A map must be drawn on the back of the form where the job location is not identified by specific street address.

**Utility Copy:** A copy of the Request for Electrical Inspection is required by law to be filed with the electrical utility company that supplies power to the installation before connection or reconnection of electrical service. Make a copy of the original form, sign and submit it to the utility when required for the connection or reconnection of electrical service.

***PLEASE NOTE:** State law requires that the Request for Electrical Inspection be on file with the Department of Labor and Industry before the copy is submitted to the electrical utility.*

**Installer Copy: IMPORTANT** - You must keep a copy of the Request for Electrical Inspection for your records. You will **NOT** receive a copy or acknowledgement from the Department of Labor and Industry.

**Minnesota Department of Labor and Industry**  
443 Lafayette Road North, Saint Paul, MN 55155 - 4342  
[www.electricity.state.mn.us](http://www.electricity.state.mn.us) • (651) 284-5064 • TTY: (651) 297-4198

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