



City of Birchwood Village

Zoning Permit Application

207 Birchwood Ave, Birchwood, MN 55110
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Two Sets of Plans Received: _____
Date Issued: _____
Permit No: _____

Project Address: _____

Permit Applicant: _____ Phone No: _____

▪ Contractor License No: _____ Expiration Date: _____

Homeowner (if different): _____ Phone No: _____

Type of Work: _____ Valuation: \$ _____

Sq. Feet: _____ Length: _____ Width: _____ Height: _____

PIN: _____ Proximity to Wetlands or Lakeshore: _____

Setbacks: Front Yard _____ Rear Yard _____ Side Yards _____ & _____

Proposed % Impervious Surface of the Lot (upon completion): _____

Removal of Trees and/or Vegetation: Yes No Explain: _____

Is there potential for damage to City property (e.g. street, curb, grass): YES NO Explain: _____

Description of Work (including the intended use and occupancy of the proposed work): _____

Attach a site plan to scale (showing location of proposed work and all existing structures and improvements on the lot) and elevation drawings if the structure has a height dimension.

Special Approvals	Required	Received			
Washington County			Cert. of Insurance OR Cash Escrow		City Fee \$
Rice Creek Watershed			Soil Investigation Report OR Shoring Plan		Planner Fee \$
WBL Conservation Dist			Existing Conditions Report		State Surcharge Fee \$
Dept Natural Resource			Demolition Notifications		Permit Escrow Fee \$
City Council			Construction Signage		TOTAL
			Stormwater / Erosion Control Plan		

Notice:

***The City and its representatives accept no responsibility for errors and/or damages caused due to incomplete and/or inaccurate information herein. It is the responsibility of the applicant to ensure the accuracy and completeness of this information.**

***The City will hold applicant responsible for any damage to public property that occurs in the course of performing the activities of this permit.**

***Any changes to this application will make the permit voidable unless amendments are approved by the City with prior consent. The applicant will provide (separate documents, surveys, and calculations) to the City with the building height, roof plane, grade plane, change in elevation, and impervious surface.**

***The applicant shall comply with all provisions of the State Building, Plumbing, Mechanical, Electrical, and Fire Codes, as well as all City Ordinances governing zoning and buildings. The State of Minnesota regulates all electrical work. The continued validity of this permit is contingent upon the applicant's compliance of all work done and materials used, with the plans and specifications herewith submitted, and with the applicable ordinances of the City.**

***Under penalty of perjury the applicant declares that the information provided in and enclosed herewith is complete and all documents represented are true and correct representations of the actual project/building which will be built in conformance with such representation.**

Signature of Applicant: _____

Date: _____

GENERAL PROVISIONS

These general provisions apply to all building and zoning permits and are in addition to the provisions of City Code that regulate the specific activities included in this application.

Visit www.cityofbirchwood.com/codes for the complete City Code.

- 301.055. PERMIT REQUIREMENTS. Unless otherwise specifically provided, the following are required for all activity in the City that requires a permit to be issued to conduct the activity:
1. **Certificate of insurance; coverage.** If the applicant is a licensed contractor or is using a licensed contractor in conjunction with a permit under this section they must furnish the city with a certificate of insurance evidencing the following required coverage:
 - A. Commercial general liability, including XCU (explosion, collapse and underground) coverage.
 1. Bodily injury.
 - (i) \$1,000,000.00 each occurrence.
 - (ii) \$1,000,000.00 aggregate products and completed operations.
 2. Property damage.
 - (i) \$1,000,000.00 each occurrence.
 - (ii) \$1,000,000.00 aggregate.
 - B. Comprehensive automobile liability (owned, nonowned, hired).
 1. Bodily injury.
 - (i) \$1,000,000.00 each occurrence.
 - (ii) \$1,000,000.00 each accident.
 2. Property damage. Property damage: \$1,000,000.00 each occurrence.
 - C. The minimum insurance coverage must be maintained until six months after the project has been completed or, if a new dwelling is being constructed, a certificate of occupancy has been issued. The city must be named as an additional insured.
 2. **Cash escrow.** If the applicant is the homeowner, they must furnish the city a cash escrow as set forth in Section 701 of the City Code. The City may draw on the cash escrow to reimburse the City for the repair of damage to public property or to remedy permit violations. If the City draws on the cash escrow, upon the City's demand the permit holder must deposit in escrow additional funds to restore the escrowed amount set forth in Section 701. The cash escrow must remain in place until the work under the permit for which the escrow was made has been completed.
 - A. The cash escrow amount will be required at the time of application fees and the application is received by the City. This charge will be used to cover additional staff time required and the cost of repair for any damage to City infrastructure or resources.
 - B. Unused cash escrow will be returned to the applicant upon completion of the project.
 - C. The applicant will be responsible for damages or costs in excess of the cash escrow, if applicable.
 3. **Soils investigation report and shoring plan.** Based upon soil types, topography, the location of adjacent structures and other pertinent information, the building official shall determine if a soils investigation report and/or shoring plan is necessary. If the building official determines that a soils report is necessary, the applicant shall have a soil report prepared and signed by a licensed professional soil scientist or licensed professional engineer. If the building official determines a shoring plan is necessary, the applicant must provide a detailed plan to ensure that adjacent property will not be damaged by reducing lateral support for driveways, foundations, fences or lawns caused by excavation, demolition or construction activity. The soils report and shoring plan must be approved by the building official. The permit holder must adhere to the approved plan(s).
 4. **Existing condition of property.** Before a permit is issued, the building official must photograph the existing condition of the property, curbs, sidewalks, streets, boulevard and trees adjacent to the property and any other public property that may be impacted by the permitted activity.
 5. **Written notification of demolition.** For a demolition permit, at least 15 calendar days before demolition commences, the permit holder must provide written notification to all property owners within 300 feet of the perimeter of the demolition site notifying the property owners of the proposed demolition and building plans, if applicable, and invite them to a neighborhood meeting. The neighborhood meeting must be held at least five days before demolition commences. A sign must also be posted on the demolition site at least five days before demolition commences identifying the nature of the demolition, the permit holder, a contact name and phone number, and the site address. The sign must also provide a city phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five and six square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until the completion of demolition.
 6. **Signage of construction.** For a building permit, a sign must be posted on the permit site at least five days before construction commences identifying the nature of the construction, the permit holder, a contact name and phone number, and the site address. The sign must also provide a city phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five and six square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until a certificate of occupancy has been issued.

7. **Stormwater and erosion control plans.** For a building permit, the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer. The plans must be approved by the city engineer and the permit holder must adhere to the approved plans. The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property and adverse impacts to the public stormwater drainage system. The erosion control plan must document how proper erosion and sediment control will be maintained on a continual basis to contain on-site erosion and protect on- and off-site vegetation. Permit holder must protect all storm drain inlets with sediment capture devices at all time during the project when soil disturbing activities may result in sediment laden stormwater runoff entering the inlet. The permit holder is responsible for preventing or minimizing the potential for unsafe conditions, flooding, or siltation problems. Devices must be regularly cleaned out and emergency overflow must be an integral part of the device to reduce the flooding potential. Devices must be placed to prevent the creation of driving hazards or obstructions.

301.060. PERMIT STANDARDS. For building permits.

- A. The permit holder must otherwise comply with the requirements of Section 203 as it relates to Building Regulations.
- B. Deliveries of equipment and material to the site, work crews on site and construction and demolition activity are prohibited except between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday, and 9:00 a.m. and 6:00 p.m. on Saturday. Work is prohibited on Sundays and holidays.
- C. The permit holder must repair any damage to public property, streets, and sidewalks. If damage occurs to the foregoing, it must be repaired within three working days after the damage occurs, unless the permit holder has received written permission from the building official to delay repairs to a later specified date.
- D. The permit holder must maintain a five-foot parking setback from driveways and a 30-foot parking setback from intersections. When parking on a street, a vehicle must be completely located on the street surface, parallel to and within 12 inches of the curb. Vehicles in violation of these requirements may be towed in accordance with Minn. Stats. § 168B.035. On-street parking of equipment other than licensed motor vehicles is prohibited. Stopping, standing or parking a vehicle is prohibited, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
 1. On a boulevard between the sidewalk and roadway;
 2. Within five feet of the intersection of any public or private driveway or alley with any street or highway;
 3. Where the vehicle will block a fire escape or the exit from any building;
 4. Where temporary signs prohibit parking.Parking is allowed on local streets if a 12-foot wide area is open for the traveled portion of the road. Off-street and off-site parking for on-site workers is required to the extent practicable.

City Parks and Open Spaces shall not be used for parking vehicles or staging of any materials or equipment.

Any violation shall be prosecuted as a misdemeanor offense.

Police officers, community service officers, and City Staff shall be responsible for enforcing the parking requirements and parking regulations of this section.
- E. The site must be maintained in a neat and orderly condition. Prior to leaving the construction site at the end of each day, the permit holder must remove empty cans, paper, plastic and other material that is not needed for construction from the site or deposit them in a dumpster. The permit holder must sweep streets and boulevard areas and keep adjacent properties clean from waste, materials or refuse resulting from operations on the site. Inoperable equipment and equipment not being used on the site must be removed within 24 hours after it becomes inoperable or is no longer in use. All materials related to the project must be stockpiled in appropriate areas on-site.
- F. Deliveries of materials that need to be unloaded from a truck and transported to the project site will be done so with care and consideration of the pavement surface. Protection from a tractor or forklift consist of plywood or boards laid out to protect the pavement and removed after the load has been transferred. This also applies to trailers parked temporarily on roads or streets to unload equipment.
- G. No building material, temporary sanitary facilities, dumpster or equipment may be placed within street right-of-way, or on a sidewalk. Motor vehicles may not be parked or stopped on a sidewalk. Public sidewalks must be left open and unobstructed at all times.