

CITY OF AVON
140 STRATFORD ST E
P O BOX 69
AVON MN 56310

320-356-7922
320-356-2259 FAX

NO PERMIT (BUILDING OR ZONING) WILL BE ISSUED THE SAME DAY. PROCESSING OF AN APPLICATION COULD TAKE UP TO 10 DAYS.

OFFICE HOURS FOR AMY PEASE
ZONING/BUILDING PERMITS
MONDAY-THURSDAY 7:30A-3:30P
AMY.P@CITYOFAVONMN.COM

Michael Friedrichs
Certified Bldg Official
MN License# BO 786949

15120 Chippendale Avenue, Suite 202
Rosemount, MN 55068
Toll Free 1-800-322-6153

E-mail: mfriedrichs@inspectroninc.com
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Inspectron, Inc
Code Compliance Inspection
www.inspectroninc.com

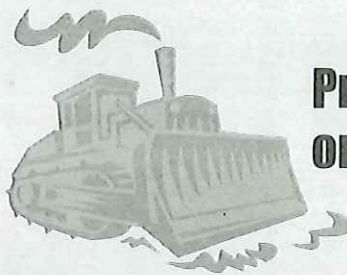
**Click or call
two working days
before you dig**

- Electric
- Gas-Oil-Steam-Propane
- Communication-CATV-Fiber
- Water
- Reclaimed Water-Irrigation
- Sewer
- Temporary Survey Markings
- Proposed Excavation

Gopher State One Call



www.gopherstateonecall.org



**Project disturbing
one acre or more?**

**Don't
Forget**

**Get your
construction stormwater
permit from the MPCA
before construction begins**



*Help protect
Minnesota's
water resources*



Minnesota Pollution Control Agency

www.pca.state.mn.us/water/stormwater/stormwater-c.html
Customer Assistance Center - Voice 651-297-2274 or 800-646-6247
TTY 651-282-5332 or 800-657-3864

FOR	Permit # _____	Trunk Fee _____
OFFICE	PID # _____	Permit Fee _____
USE	Date Recd _____	WAC/SAC _____
ONLY	Zoning District _____	Surcharge _____
		Plan Check _____
		Meter _____
		Total Fee _____
	Escrow deposit _____	

City of Avon
 PO Box 69 Avon MN 56310
 PH (320) 356-7922 FAX (320) 356-2259

Commercial Permit Application

1. Site Address _____, Avon MN 56310
2. Owner(s) _____ Daytime Phone _____
3. Owner's Address (if different from above) _____
4. Legal Description of Site:
 Note*If unknown, please refer to property tax statement or ask Zoning Administrator
 Lot _____ Block _____ Addition _____
5. Type of Improvement
 Build _____ Addition _____ Remodel _____ Roof Only _____ Other _____
6. Describe in detail work to be done _____

7. Building Covering Material(s), (If applicable) _____
8. Approximate Start Date _____
9. Estimated Cost of Project (Including Materials & Labor): \$ _____

Is there a well or abandoned well on this property? Y/N

THE CITY OF AVON REQUIRES A STORMWATER PLAN ON ALL COMMERCIAL PROJECTS

10. Type of Construction:

On Site _____ Modular _____ Prefabricate _____ Other _____ (Explain)

11. Dimensions of Structure: _____

12. Number of Stories in Structure (s) _____ Height of Structure: _____

13. Please Provide the Following: (If Applicable)

General Contractor _____ PH: _____

Plumbing Contractor _____ PH: _____

Mason & Concrete Contractor _____ PH: _____

Heating & Venting Contractor _____ PH: _____

Excavation Contractor _____ PH: _____

Sprinkler Contractor _____ PH: _____

14. All Setback Measurements must be measured from building line (lot line). **Please provide the Zoning Administrator with a copy of a survey or documentation that states the square footage or lot dimensions.**

Front Yard Setback _____ Rear Yard Setback _____ Side Yard Setbacks _____ / _____

Total Lot Size (square footage) _____ Total Impervious Area (%) _____

Impervious area includes: any area that water cannot saturate through which includes all driveways or parking areas

Required Forms & Items to Return with Application:

SITE PLAN

FULL SIZE SET OF CONSTRUCTION PLANS

ONE SMALL SET OF CONSTRUCTION PLANS ON 8 1/2 x 11 FOR FILE

Your application will be denied until all above items are provided.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. I have identified all property boundaries, easements, flood zones, and/or wetlands existing on the property on my site plan and application. The undersigned further agrees the City and its' administrative staff relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Avon, and its employees harmless from all liability arising from the granting of this permit.

Authorized Signature of Owner or Contractor

Building Official

Zoning Administrator

This Permit Expires One Year From:

PROPERTY DISCLAIMER

The undersigned is the owner of record or the Builder of the following property located within the City of Avon, Stearns County, Minnesota, whose address is: _____; that as part of the process of obtaining a building/zoning permit, the undersigned certifies that all of the information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, all easements, all underground utilities (including sewer and water lines) and/or wetlands existing on the subject property and has identified them on his/her site plan and application.

The undersigned further agrees the City of Avon, and its' administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and hold the City of Avon, and its employees harmless from all liability arising from the granting of this permit.

Signature of Property Owner/Builder

Date

Certificate of Compliance

Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
--	--------------------------------------

DBA (doing business as name) (if applicable)

BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
---	------	-------	----------

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent) _____

WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
--	----------------	-----------------

NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:

I have attached a copy of the permit to self-insure.

NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____
- Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
---------------------------------	-------	------

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.
 This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved in the past 24 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 Minnesota Statutes§514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota Statutes §326.92, Subd. 1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or City ordinance in connection with the work performed on this property.

Signature of Property Owner

Date

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 Commerce, Enforcement Division, at (612) 296-2594 or toll free at 1-800-657-3602.

F:\Wordfiles\Planning & Zoning Commission\Building Permit Forms\Improvements by Home Owner.doc



PO Box 69
Avon, MN 56310

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fax: 320.356.2259

Landscape/off premise damage escrow of \$5,000 to be held by the City until all waivers are signed off and approved by the City. I understand this \$5,000 escrow deposit will be used if the City needs to make any repairs or do any landscaping work on said property OR any adjacent properties affected by this construction. If the amount of repairs exceeds the escrow deposit the charges will immediately be billed to me and/or assessed to my property.

RE:

Property Address

Date of Certificate of Occupancy

Owner/Contractor

Date escrow deposit paid

STREET/SIDEWALK/CURB WAIVER

I hereby certify that I have inspected the street/sidewalk/curb in the area of my property and I agree that it is in new condition prior to any construction being done on my property. I also hereby certify that I am aware that if the street/sidewalk/curb in front of my property or the sidewalk of the adjacent properties is damaged during the construction of my home, that I will be fully responsible for any and all costs that the City of Avon may incur to repair the street/sidewalk/curb.

Signature of Owner or Contractor

Date

INSPECTION

I hereby state that prior to the **commencement** of construction at the property located at the above address, I have inspected the street/sidewalk/curb in the general area of this property and it is in _____ condition (attached photos/further explanation if necessary).

Signature of Public Works Department

Date

I hereby state that at the **conclusion** of construction at the property located at the above address, I have inspected the street/sidewalk/curb in the general area of this property and it is in _____ condition (attach photos/further explanation if necessary).

Signature of Public Works Department

Date

so as to materially affect the surface elevation of surrounding lots. The owner of any land subject to this ordinance will be responsible for the drainage of surface waters from their part of the property other than by natural watercourses. I hereby certify that I have read and examined this application and understand that I will be solely responsible for any damage/drainage problems that arise from the alteration of the original grading on the property.

Signature of Contractor/Owner

Date

INSPECTION

All grading has been inspected and approved by the City of Avon.

Signature of Public Works Department

Date

LANDSCAPING

I agree that either sod or grass seed will be in place within a year from the date of the Certificate of Occupancy on this property.

Signature of Owner

Date

INSPECTION

This property has been inspected and has either sod or seed in place.

Signature of Public Works Department

Date



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Attachment to City of Avon Commercial Building Permit Applications.....

Does this permit application involve the placement of a NEW access point onto a city street or a county road OR any curb cuts being done?

_____ Yes

_____ No

If you answered "Yes", please refer to Chapter 21, Subd. 12, General District Provisions in the City of Avon Zoning Ordinance.

I understand that any street access work or curb cuts done on my property will require the approval of the City of Avon.

I understand that a stormwater plan is required on all commercial projects. All stormwater plans need to be approved by the City engineer. All fees that the city incurs associated with this stormwater plan, including engineering fees, will be reimbursed by contractor/property owner.

attach stormwater plan

Contractor/Property Owner

Date

Property Address



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Avon, MN 56310

office: 320.356.7922
fax: 320.356.2259

In order to obtain a building permit for any construction in residential (R-1) zoning in the City of Avon, you will need to comply with the City of Avon's Ordinance No. 148 regarding maximum Lot Coverage. Any property that is outside of the 1,000 square feet of lakeshore must follow the 50% maximum impervious surface coverage. Any property within 1,000 square feet of lakeshore must follow the 25% maximum impervious surface coverage. Please complete the form below:

- _____ Total Square Feet of Lot.
- _____ Total Square Feet of House (include any porches, overhangs, etc.)
- _____ Total Square Feet of Garage (include any overhangs).
- _____ Total Square Feet of Driveway and Sidewalks.
- _____ Total Square feet of Existing Dog Kennels, Patios, Shed, Decks (any area that water cannot saturate through).
- _____ Total Square Feet of FUTURE Dog Kennels, Patios, Sheds, Decks (any area that water cannot saturate through) that are not included on this building permit.

***Please make sure the site plan shows where the structures are situated on the lot and all four setbacks. Also, please provide dimensions for all structures.**

AGREEMENT

I, _____, the undersigned, accepts this agreement with the understanding that all information is true and correct. I do understand that I am responsible for submitting the correct information regarding dimensions and square footage to the City of Avon to request a building permit and I understand the maximum impervious surface coverage is 25% for shoreland and 50% for non-shoreland.

If any information is deemed incorrect, the Permit will be null/void and thus the project will be considered in violation of Ordinance and punishable as stated within the ordinance.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I SIGN IT OF MY OWN FREE WILL.

Date: _____
Property Owner



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fax: 320.356.2259

WATER & SEWER APPLICATION FOR SERVICE

NOTE: Utility bills are in the **PROPERTY OWNER'S** name. If you are **NOT** the property owner, please forward this form to them. Thank you.

Date information received: _____ Staff _____

Date to begin service: _____

Name(s) of PROPERTY OWNER: _____

Date of Birth: ____ / ____ / ____ ____ / ____ / ____

Location Street Address: _____

Mailing Address (if different): _____

Phone Number(s): (h) _____ (w) _____ (c) _____

Name(s) of RENTERS if applicable: _____

Date of Birth: ____ / ____ / ____ ____ / ____ / ____

Phone Number(s): (h) _____ (w) _____ (c) _____

GENERAL INFORMATION

A final date must be provided PRIOR to moving out so that the City can order the meter read. The property owner will be responsible until a final read is taken.

Bills are sent out every other month. If payment is not received by the due date (23rd of the month), a 10% penalty will be charged to the account. The City of Avon will give notice to discontinue water service to accounts remaining 60 or more days delinquent.

An amount due for water and sewer charges may be certified to the county auditor for collection with real estate taxes in accordance with MN Statutes 444.075.

Signature (property owner)

Signature (renter)



Water/Sewer Information

Per policy sewer charges are billed using the actual water usage.

If you plan to water your lawn, fill pools, or use excessive water for anything, it is highly recommended that you install a second water meter. With this option, customers are billed for all the water used, but only sewer that goes through the sewer system. The cost of the second meter is \$350. This includes the meter and the City's labor. Homeowners are responsible for getting their own plumber to install the meter to their outside water hookup.

Another option for homeowners is to install a sand point.

Please feel free to call Kathy at (320) 356-7922 with questions or to learn more about having a second meter installed.

_____ I have read and understand the above and wish to purchase a second meter at the cost of \$350.

_____ I have read and understand the above and am choosing to opt out of purchasing a second meter at this time.

Name

Address

Signature

Date

City of Avon- REQUIREMENTS FOR INSTALLATION OF SEWER & WATER FROM CURB STOP TO HOUSE

WATER:

1. Curb stops in the driveway are highly discouraged. If a curb stop must be placed in the driveway, contact the Public Works Department at 320.345.0599 before starting work.
2. The curb stop must have concrete block placed under it. -
3. Water line must be a minimum of one inch (1") Type K copper with 200 psi rating. Plastic water line must meet same requirements. Plastic line must be [1"] copper tubing size.
4. Water lines must be insulated if less than eight feet (8') deep with two inch (2") thick by four foot (4') wide high-density styrofoam; water lines less than six feet (6') deep must be insulated with three inch (3") thick by eight foot (8') wide density styrofoam.
5. Water lines placed under driveways must be insulated with two inch (2") thickness by four foot (4') wide high-density styrofoam.
6. The water valve inside the house must be a lockable meter valve.
7. No couplings allowed unless approved by the City of Avon including the area from the curb stop to the first valve in the structure.
8. Water line must be flushed after installation.
9. After inspection by the City, water must be shut off at the curb stop.
10. All curb boxes must have a rod installed.
11. Curb box top must be level with surface.
12. If water line is installed during the winter and can't be tested by turning on the water, air testing must be done at the time of the initial inspection; minimum (100) psi for minimum of 5 minutes.
13. Water line must have twelve [12] gauge copper wire for location purposes.

SEWER:

1. Sewer line must be schedule 40PVC (ASTMD1785) or SDR26 PVC ASTM SPEC D3034 and a minimum of four inch (4") in diameter.
2. Sewer must have a clean out within two feet (2') of the outside wall and every seventy-five feet (75') thereafter. At no time may the outside clean out be located under a structure/deck unless it is a minimum forty-eight inches (48") above grade.
3. A twelve (12) gauge copper wire must be run on top of the sewer and water lines for locating purposes.
4. Sewer line must have a minimum one-eighth inch (1/8") per foot slope.
5. Industrial buildings must have testing manhole on service line to building.
6. Sewer line must be pressure tested, 5 psi minimum.

GENERAL REQUIREMENTS:

1. Contractor shall obtain a sewer/water dig-in permit at the Public Works Department prior to starting work; the contractor will be notified of the permit fee.
2. Contractor shall provide the City of Avon with a general liability certificate of insurance in the amount of \$100,000.00 minimum.
3. Contractor must have work inspected by the Public Works Department. Curb stop/box must be inspected and approved by the Public Works Department prior to Building Final. Please schedule inspections through the Public Works Department by calling 320.345.0599 or 320.774.8464.
4. All trenches must meet OSHA standards.
5. The City shall charge the contractor for labor and material if improperly installed.
6. Anyone conducting plumbing activities must provide evidence of a \$25,000.00 code compliance bond. Must also provide evidence of having a pipe layer certification card or plumber's license.

SW/WA INSPECTIONS WILL ONLY BE DONE MONDAY THROUGH THURSDAY. FRIDAY INSPECTIONS WILL NEED TO BE APPROVED.

\$ 20 Fee

Avon Sewer and Water Connection Permit Application

Avon Public Works Department
140 Strafford St E, Avon, Minnesota, 56310
Office: 320-356-7922 Fax: 320-356-2259

The undersigned whose company name is listed below hereby applies for a permit to
INSTALL SEWER AND WATER LINES TO STRUCTURE upon that certain tract of land described as follows:

PROJECT ADDRESS:	LOT:	BLOCK:	PLAT OR ADDITION:
PROPERTY OWNER:			

CONTRACTOR INFORMATION

INSTALLER	ADDRESS
PHONE	CITY/STATE/ZIP
FAX	E-MAIL

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

Certificate of Insurance (\$100,000.00 minimum) included ___ yes ___ no
Pipe Layer Certification or Plumber's License included ___ yes ___ no License # _____

Code Compliance Bond of \$25,000.00 included ___ yes ___ no

** Note: The Pipe Layer's Certificate satisfies the Bond requirement

The undersigned further agrees to pay fees or assessments at the time and in the amounts specified as follows:

INSTALLER'S SIGNATURE / DATE

CITY STAFF / DATE



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EXCAVATION PERMIT

- 1. Permits will be issued only to contractors licensed in accordance with Sections 4.11 as amended or to the public utility corporations.
- 2. The Contractor shall contact the City no less than 24 hours in advance of commencing his operations. Failure to do so may result in the City requiring the trench to be re-opened. He shall also contact Gopher State One Call at 1-800-252-1166 in accordance with Minnesota Statutes.

3. PURPOSE OF EXCAVATION

- _____ Water
- _____ Power Line or service
- _____ Sanitary Sewer
- _____ Telephone Line or service
- _____ Gas Main or service
- _____ Other (describe)

Size & Type of Pipe or Cable

4. LOCATION OF EXCAVATION

a) Will street be disturbed?
_____ Yes _____ No

b) If so, surface in place is:

c) Method of installation:
_____ Open Trench
_____ Jacking
_____ Boring
_____ Plowing

Street Name: _____
Address: _____
Owner: _____

It is expected that we will begin construction on: _____
And complete restoration on: _____

- 5. The Contractor hereby states that he/she is familiar with Appendix B of the MN Manual on Uniform Traffic Control Devices and that he will comply with its requirements. The Contractor shall erect signs for any detours necessary after receiving approval from Public Works Superintendent.
- 6. If approved, the Contractor shall carry this permit during his excavation work and present it immediately upon demand by any City employee.
- 7. Notice: Failure of the contractor to properly and completely repair disturbed property within 48 hours may result in withdrawal of the contractor's license.
- 8. The applicant hereby states that he is familiar with the provisions of Section 4.11 and complies with these provisions.

Applicant: _____ Date: _____

Approved by: _____ Date: _____
Public Works Supervisor/WWTP Supervisor

Excerpts from Minnesota State Law Chapter 216D. Sections 216D.03 - 216D.07

216D.03 NOTIFICATION CENTER

Subdivision 1 - Participation.

An operator shall participate in and share in the costs of one statewide notification center operated by a vendor selected under subdivision 2.

Subdivision 2 - Establishment Of Notification Center; Rules.

- (a) The notification center services must be provided by a nonprofit corporation approved in writing by the commissioner. The nonprofit corporation must be governed by a board of directors of up to 20 members, one of whom is the director of the Office of Pipeline Safety. The other board members must represent and be elected by operators, excavators, and other persons eligible to participate in the center. In deciding to approve a nonprofit corporation, the commissioner shall consider whether it meets the requirements of this paragraph and whether it demonstrates that it has the ability to contract for and implement the notification center service.
- (b) The commissioner shall adopt rules:
 - (1) establishing a notification process and competitive bidding procedure for selecting a vendor to provide the notification service;
 - (2) governing the operating procedures and technology needed for a statewide notification center; and
 - (3) setting forth the method for assessing the cost of the service among operators.
- (c) The commissioner shall select a vendor to provide the notification center service. The commissioner may advertise for bids as provided in section 16C.06, subdivisions 1 and 2, and base the selection of a vendor on best value as provided in section 16C.06, subdivision 6. The commissioner shall select and contract with the vendor to provide the notification center service, but all costs of the center must be paid by the operators. The commissioner may at any time appoint a task force to advise on the renewal of the contract or any other matter involving the center's operations.
- (d) An operator may submit a bid and be selected to contract to provide the notification center service under paragraph (a) or (c). The commissioner shall annually review the services provided by the nonprofit corporation approved under paragraph (a) or the vendor selected under paragraph (c).

Subdivision 3 - Cooperation With Local Government.

In establishing operating procedures and technology for the statewide notification center, the board of directors or the commissioner must work in cooperation with the League of Minnesota Cities, the Association of Minnesota Counties, and the Township Officers' Association. The purpose of this cooperation is to maximize the participation of local governmental units that issue permits for activities involving excavation to assure that excavators receive notice of and comply with the requirements of sections 216D.01 to 216D.07.

Subdivision 4 - Notice To Local Government.

The notification center shall provide local governmental units with a master list, by county, of the operators in the county who are participants in the notification center, and the telephone number and mailing address of the notification center.

216D.04 - EXCAVATION; LAND SURVEY.

Subdivision 1 - Notice Required; Contents.

- (a) Except in an emergency, an excavator shall and a land surveyor may contact the notification center and provide notice at least 48 hours, excluding Saturdays, Sundays, and holidays and not more than 14 calendar days before beginning any excavation or boundary survey. An excavation or

boundary survey begins, for purposes of this requirement, the first time excavation or a boundary survey occurs in an area that was not previously identified by the excavator or land surveyor in the notice.

- (b) The notice may be oral or written, and must contain the following information:
 - (1) the name of the individual providing the notice;
 - (2) the precise location of the proposed area of excavation or survey;
 - (3) the name, address, and telephone number of the individual or individual's company;
 - (4) the field telephone number, if one is available;
 - (5) the type and extent of the activity;
 - (6) whether or not the discharge of explosives is anticipated
 - (7) the date and time when the excavation or survey is to commence; and
 - (8) the estimated duration of the activity.

Subdivision 1A - Plans For Excavation.

- (a) Any person, prior to soliciting bids or entering into a contract for excavation, shall provide a proposed notice to the notification center to obtain from the affected operators of underground facilities the type, size, and general location of underground facilities. Affected operators shall provide the information within 15 working days. An operator who provides information to a person who is not a unit of government may indicate any portions of the information which are proprietary and may require the person to provide appropriate confidentiality protection. The information obtained from affected operators must be submitted on the final drawing used for the bid or contract and must depict the utility quality level of that information. This information must be updated not more than 90 days before completion of the final drawing used for the bid or contract.
- (b) This subdivision does not apply to bids and contracts for:
 - (1) routine maintenance of underground facilities or installation, maintenance, or repair of service lines;
 - (2) excavation for operators of underground facilities performed on a unit of work or similar basis; or
 - (3) excavation for home construction and projects by home owners.
- (c) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preliminary design meetings during the design phase to communicate the project design and coordinate utility relocation. Affected facility operators shall attend these meetings or make other arrangements to provide information.
- (d) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preconstruction meetings to communicate the project design and coordinate utility relocation. Affected facility operators and contractors shall attend these meetings or make other arrangements to provide information.
- (e) This subdivision does not affect the obligation to provide a notice of excavation as required under subdivision 1.

Subdivision 2 - Duties Of Notification Center; Regarding Notice.

The notification center shall assign an inquiry identification number to each notice and retain a record of all notices received for at least six years. The center shall immediately transmit the information contained in a notice to every operator that has an underground facility in the area of the proposed excavation or boundary survey.

Subdivision 3 - Locating Underground Facility; Operator.

- (a) Prior to the excavation start time on the notice, an operator shall locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator and provide readily available information regarding the operator's abandoned and out-of-service underground facilities as shown on maps, drawings, diagrams, or other records used in the operator's normal course of business, without cost to the excavator. The excavator shall

determine the precise location of the underground facility, without damage, before excavating within two feet of the marked location of the underground facility.

- (b) Within 96 hours or the time specified in the notice, whichever is later, after receiving a notice for boundary survey from the notification center, excluding Saturdays, Sundays, and holidays, unless otherwise agreed to between the land surveyor and operator, an operator shall locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator, without cost to the land surveyor.
- (c) For the purpose of this section, the approximate horizontal location of the underground facilities is a strip of land two feet on either side of the underground facilities.
- (d) Markers used to designate the approximate location of underground facilities must follow the current color code standard used by the American Public Works Association.
- (e) If the operator cannot complete marking of the excavation or boundary survey area before the excavation or boundary survey start time stated in the notice, the operator shall promptly contact the excavator or land surveyor.
- (f) After December 31, 1998, operators shall maintain maps, drawings, diagrams, or other records of any underground facility abandoned or out-of-service after December 31, 1998.
- (g) An operator or other person providing information pursuant to this subdivision is not responsible to any person, for any costs, claims, or damages for information provided in good faith regarding abandoned, out-of-service, or private or customer-owned underground facilities.

**Subdivision 4 - Locating Underground Facility;
Excavator Or Land Surveyor.**

- (a) The excavator or land surveyor shall determine the precise location of the underground facility, without damage, before excavating within two feet on either side of the marked location of the underground facility.
- (b) If the excavator or land surveyor cancels the excavation or boundary survey, the excavator or land surveyor shall cancel the notice through the notification center.
- (c) The notice is valid for 14 calendar days from the start time stated on the notice. If the activity will continue after the expiration time, then the person responsible for the activity shall serve an additional notice at least 48 hours, excluding Saturdays, Sundays, and holidays, before the expiration time of the original notice, unless the excavator makes arrangements with the operators affected to periodically verify or refresh the marks, in which case the notice is valid for six months from the start time stated on the notice.
- (d) The excavator is responsible for reasonably protecting and preserving the marks until no longer required for proper and safe excavation near the underground facility. If the excavator has reason to believe the marks are obliterated, obscured, missing, or incorrect, the excavator shall notify the facility operator or notification center in order to have an operator verify or refresh the marks.

216D.05 PRECAUTIONS TO AVOID DAMAGE.

An excavator shall:

- (1) plan the excavation to avoid damage to and minimize interference with underground facilities in and near the construction area;
- (2) use white markings for proposed excavations except where it can be shown that it is not practical;
- (3) maintain a clearance between an underground facility and the cutting edge or point of any mechanized equipment, considering the known limit of control of the cutting edge or point to avoid damage to the facility;
- (4) provide support for underground facilities in and near the construction area, including during backfill operations, to protect the facilities; and
- (5) conduct the excavation in a careful and prudent manner.

216D.06 - DAMAGE TO FACILITY.

Subdivision 1 - Notice; Repair

- (a) If any damage occurs to an underground facility or its protective covering, the excavator shall notify the operator promptly. When the operator receives a damage notice, the operator shall promptly dispatch personnel to the damage area to investigate. If the damage results in the escape of any flammable, toxic, or corrosive gas or liquid or endangers life, health, or property, the excavator responsible shall immediately notify the operator and the 911 public safety answering point, as defined in section 403.02, subdivision 19, and take immediate action to protect the public and property. The excavator shall also attempt to minimize the hazard until arrival of the operator's personnel or until emergency responders have arrived and completed their assessment. The 911 public safety answering point shall maintain a response plan for notifications generated by this section.
- (b) An excavator shall delay backfilling in the immediate area of the damaged underground facilities until the damage has been investigated by the operator, unless the operator authorizes otherwise. The repair of damage must be performed by the operator or by qualified personnel authorized by the operator.
- (c) An excavator who knowingly damages an underground facility, and who does not notify the operator as soon as reasonably possible or who backfills in violation of paragraph (b), is guilty of a misdemeanor.

Subdivision 2 - Cost Reimbursement.

- (a) If an excavator damages an underground facility, the excavator shall reimburse the operator for the cost of necessary repairs, and for a pipeline the cost of the product that was being carried in the pipeline and was lost as a direct result of the damage.
- (b) Reimbursement is not required if the damage to the underground facility was caused by the sole negligence of the operator or the operator failed to comply with section 216D.04, subdivision 3.

Subdivision 3 - Prima Facie Evidence Of Negligence.

It is prima facie evidence of the excavator's negligence in a civil court action if damage to the underground facilities of an operator resulted from excavation, and the excavator failed to give an excavation notice under section 216D.04 or provide support as required by section 216D.05.

216D.07 EFFECT ON LOCAL ORDINANCES.

- (a) Sections 216D.01 to 216D.07 do not affect or impair local ordinances, charters, or other provisions of law requiring permits to be obtained before excavating.
- (b) A person with a permit for excavation from the state or a public agency is subject to sections 216D.01 to 216D.07. The state or public agency that issued a permit for excavation is not liable for the actions of an excavator who fails to comply with sections 216D.01 to 216D.07.

To use table 1800.5800, a person needs to determine the occupancy.

Some examples are but not limited to

- A assembly nonexempt you cannot design
- B business office <2250 gsf you can design
Small business <1000 gsf you can design
- E educational you cannot design
- F factory 1 story <3000 gsf you can design
- H hazard you cannot design
- I institutional you cannot design
- M mercantile 2 story <1500gsf you can design
- R 1 4 units or more you cannot design
- R 3 you can design
- S 1 storage you cannot design
- S 2 storage <5000gsf you can design
- S 3 storage you cannot design
- S 5 storage <3000gsf you can design
- U utility call me

Use this as a reference

Commercial Projects including but not limited to New Commercial Construction, Additions, Major Remodeling, Changes of Occupancy

Step 1. Use Minnesota Rule Table 1800.5800 to determine if design professional is **REQUIRED** and verify with Building Official

Step 2. If determined a design professional IS required the following information must be submitted with permit application

Plans stamped by Design Professional licensed to do business in the State of Minnesota with a complete code analysis

Site plan (civil engineering maybe required if determined by city or Building official)

Architect to spell out Special Inspections (as per building code)

Structural design (structural engineer)

Mechanical design (mechanical engineer)

Plumbing design (approved by Environmental Services)

Energy Code Calculations

Accessibility Drawings

Ventilation calculations 7676 Energy Code

Sprinkler Plans approved by the State

Any other plans required based on building code

If a design professional is not required at a minimum the highlighted areas need to be submitted with permit application

Time must be given for proper application and plan review. City zoning and building official have 30 working days to respond in writing the status of a permit. However normal turnaround time is under 2 weeks.

1800.5800 CLASSES OF BUILDINGS.

M.S.B.C Occ'y Group		Use	No. Stories and Basement	Maximum Gross Square Footage (GSF)
A	1	Assembly - 100 or more persons w/stage	NONEXEMPT	
	2	Assembly - less than 1000 persons, w/stage		
	2.1	Assembly/Educ. - 300 or more persons w/o stage		
	3	Assembly/Educ. - less than 300 persons w/o stage		
	4	Assembly - Stadia, Reviewing Stands, Etc.		
B		Business - Office, Service (other than group H occupancies below)	2-story and basement	2250 GSF
		Business - Dining/Drinking less than 50 persons (other than group A occupancies above)	1-Story, no basement	Seating for not more than 20 persons or 1000 GSF
E	1	Educational, 50 or more persons through 12th grade for more than 12 hrs/week or 4 hrs/day	NONEXEMPT	
	2	Educational - Less than 50 persons through 12th grade form more than 12 hrs/week or 4 hrs/day		
	3	Educational - Day care for more than 6 persons		
F	1	Factory/Industrial - moderate hazard	NONEXEMPT	
	2	Factory/Industrial - low hazard	1-story, no basement	3000 GSF
H	1	Hazardous - explosive hazard	NONEXEMPT	
	2	Hazardous - moderate explosive hazard		
	3	Hazardous - high fire or material hazard		
	4	Hazardous - repair garage (other than group S-3 occupancies)		
	5	Hazardous - aircraft hanger/heliport (other than group S-5 occupancies)		
	6	Hazardous - semiconductor fabrication w/hazardous production material		
	7	Hazardous - other health hazard		
I	1.1	Institutional - full time nurseries for children under 6 years of age, hospitals, sanitariums, nursing homes, and similar buildings (each accommodating more than 4 persons)	NONEXEMPT	

M.S.B.C Occ'y Group		Use	No. Stories and Basement	Maximum Gross Square Footage (GSF)
I cont.	1.2	Institutional - detoxification centers, homes for children 6 years of age or over (each accommodating more than 5 persons)	NONEXEMPT	
	2	Institutional - nursing homes, homes for children under 6 years (each accommodating more than 4 patients or children)		
	3	Institutional - mental hospitals, jails, sanitariums, etc.		
M		Mercantile - retail/wholesale display and sales	2-story, basement	1500 GSF
R	1	Residential- hotels, apartment houses/condominiums (4 units or more), and congregate residences (each accommodating more than 10 persons)	NONEXEMPT	
	3	Residential - dwellings, lodging houses, attached single-family dwellings/townhomes, and congregate residences (each accommodating 10 persons or less)	EXEMPT	
S	1	Storage - Moderate Hazard (Other than Group S-2 or Group H Occupancies)	NONEXEMPT	
	2	Storage - Low Hazard and Noncombustible	1-Story, No Basement	5000 GSF
	3	Storage - Repair Garage and Parking (Other than Group S-4 Occupancies)	NONEXEMPT	
	4	Storage - Open Parking Garage		
	5	Storage - Aircraft Hangers and Helistops	1-Story, No Basement	3000 GSF
U	1	Utility - Private Garages, Barns, Carports, Sheds, and Agricultural Buildings (see 1800.5200 Subd. 2 Statutory Exception above)	1-Story, No Basement	1000 GSF
	2	Utility - Fences Higher than 8' 0", Tanks and Towers	NONEXEMPT	
Mixed Use or Occupancy		NONEXEMPT Exception: Buildings containing only R-3 and U occupancies may be considered exempt subject to the limitations listed above. See MSBC for further information regarding buildings of mixed use or occupancy.		
Buildings and Structures requiring special inspections in accordance with MSBC		NONEXEMPT Exception: exempt buildings and structures requiring special instructions for limited structural elements may be considered exempt for the purposes of architectural design only. Those limited structural elements requiring special inspections shall be designed by an engineer licensed and practicing pursuant to Minnesota Statutes, section 326.03 to 326.15.		