



## City of Deephaven

20225 Cottagewood Road  
Deephaven, MN 55331  
(952) 474-4755

## Residential Building Permit Submittal Requirements

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### **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 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 200 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.

### **Who Locates Underground Utilities?**

BEFORE any digging, call Gopher State One Call at (651) 454-0002 to locate utilities. All utilities (gas, electric, phone, cable TV, etc.) will be located free of charge. Please note that all property owners will have to locate their own private sewer and water lines prior to digging.

### **Roofing and Siding Inspections**

A housewrap inspection is required before residing.

Pictures are required of weather barrier for final roofing inspections.

## **Minnehaha Creek and Riley Purgatory Bluff Creek Watershed Districts**

Many projects within the City require a permit from the City and also the Minnehaha Creek Watershed District or the Riley Purgatory Bluff Creek Watershed District depending on the location of the project. An Erosion Control permit from the appropriate Watershed District 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 or the Purgatory Creek Watershed District to determine what other types of projects require a watershed permit in conjunction with a City permit.

### **What is the Review Process?**

- 1) Contractor delivers one hard copy of the building plan to Deephaven City Hall.
- 2) Once Deephaven Planning staff approves the plan, the plan is submitted to Metro West for the plan review.
- 3) Once Metro West approves the plans, Deephaven staff calls the contractor with the permit fee amount.
- 4) Contractor comes to Deephaven City Hall to pay for the permit.
- 5) Staff alerts Metro West that the permit has been paid.

### **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 Deephaven has adopted the 2020 Minnesota State Building Code, which adopts the 2018 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: <http://www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes>.

### **Contact Information**

Building Inspector, Metro West (763) 479-1720

Minnehaha Creek Watershed District, (952) 471-0590, [permitting@minnehahacreek.org](mailto:permitting@minnehahacreek.org)

Riley Purgatory Bluff Creek Watershed District, (952) 807-6885, [tjeffery@rpbcwd.org](mailto:tjeffery@rpbcwd.org)

Deephaven Planning Director, Patrick Smith, (952) 358-9935, [pat@cityofdeephaven.org](mailto:pat@cityofdeephaven.org)

City Engineer, Bob Bean, (612) 756-3184, [Robert.Bean@bolton-menk.com](mailto:Robert.Bean@bolton-menk.com)

Deephaven Police Chief, Cory Johnson, [coryj@deephavenpolice.com](mailto:coryj@deephavenpolice.com)

## Residential Remodel Submittal Checklist

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

- 1. Completed City of Deephaven Building Permit Application Form.
- 2. **Two** copies of building plans for work to be completed shall be submitted to the City of Deephaven. 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. Two copies of signed truss specifications from the manufacturer must also be provided with plans for plan review.
- 3. 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 (***must be submitted in both hard copy and electronic form/format***). Surveys must comply with Deephaven Zoning Ordinance, Section 1312. 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. The layout of the proposed structure, driveway and other improvements, including setbacks and dimensions.
  - D. Tabulation of existing and proposed building and impervious surface coverage.
  - E. Topographic contours at 2-foot intervals over the entire lot and 50 feet outside of lot lines. The source for all topography must be indicated on the survey.
  - F. Location and elevation of any structures on the property and on adjacent properties within 50 feet of lot lines.
  - G. Any wetlands and wetland setbacks.
  - H. Established high water elevation and structural setback from the Ordinary High Water Level (OHWL) for properties adjacent to lakes, ponds, streams or wetlands.
  - I. 100-year flood elevation.
  - J. Identify top of bluff, bluff setback and bluff impact zone.
  - K. Slope of proposed driveway in percent grade.

- 2. A copy of the Minnehaha Creek Watershed District or Riley Purgatory Bluff Creek Watershed District permit(s) or written confirmation from the appropriate Watershed District that no permit is necessary for the project.
- 3. Construction Management Agreement is required for all new buildings and un-occupied major remodels.
- 4. Chief of Police Review of Construction Parking Plans. Email Construction Parking Plans directly to Police Chief Cory Johnson at coryj@deephavenpolice.com.
- 5. A construction site plan showing: all erosion control measures, location of soil stockpiling, locations of the temporary toilet, if required, and dumpster, site entrance and on-site parking areas, and/or proposed street parking plan.

### **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 Deephaven. 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. The Building Official may require soil test and an engineer's analysis if any questionable soils are encountered.
4. **As-built Foundation Surveys** are required for all new structures. Foundation surveys shall be submitted to the City before proceeding with the framing or further construction inspection is done by the building official.
5. **As-built Surveys** are required for new structures and additions increasing the existing footprint of a structure greater than 20%. The as-built surveys should be completed 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 Bob Bean, City Engineer, at Robert.Bean@bolton-menk.com for specifics.
6. 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 after approval of the as-built survey and final building inspection.
7. In the event that weather or other conditions prevent the completion of an as-built survey at the time of the Certificate of Occupancy is requested, the City may issue a temporary Certificate of Occupancy provided that a \$2,500 escrow is submitted to ensure completion of the as-built survey.