



RETAINING WALLS

PERMIT REQUIREMENTS

Permits are required for retaining walls that are greater than 4 feet in height measured from the bottom of the footing to the top of the wall. Retaining walls over 4 feet require an engineered design or to be designed by a licensed engineer.

Depending on the amount of earth to be moved, a grading permit may also be required. Check with the Building Department to determine if this applies to your project.

REQUIRED INFORMATION WHEN APPLYING FOR A PERMIT

- 1. A completed Building Permit Application
- 2. Effective September 1, 2011, new Minnehaha Creek Watershed District (MCWD) rules related to wetlands, floodplain and erosion control are in effect. These rules are now under the jurisdiction of the MCWD as regulatory authority and permitting was officially turned back to the District by the Mound City Council on August 23, 2011. You are directed to contact the MCWD (952-471-0590) related to the new regulations and applicable permits that may be needed to undertake the proposed new garage construction project. **Be advised that the building permit will not be released until the City is provided a copy of the MCWD permit(s) and/ or receipt of written confirmation from the MCWD that no permit is needed for the project.**
- 3. Two copies of a scaled site plan or survey of the property indicating the following:
 - Lot dimensions
 - Location and size of existing structures (house, garage, sheds, etc.)
 - Location and area of the proposed wall
 - Distance of wall from property lines
 - For lakeshore lots, distance of wall from the Ordinary High Water Level.

A survey may be on file at City Hall.
- 4. A completed Hardcover Calculation Sheet
- 5. Two copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information:
 - a. A plan view indicating the type of materials to be used (treated timbers, keystones, etc.) and the method of installation.
 - b. A cross section and an elevation drawing of the wall.

LOCATION OF RETAINING WALLS

For specific zoning requirements, please contact the Planning Department at Mound City Hall 952-472-0607.

In the 50 foot lake setback area: Retaining walls are permitted as long as the area is not defined as a bluff; if more than 10 cubic yards of dirt are moved during construction a grading permit is required; walls under 4 feet high do not require a permit.

DRAINAGE EASEMENTS

Drainage easements should not be altered. Prior to construction of any wall or alteration of grade, a search for easements on the property shall be completed and utilities shall be located (Gopher State One Call 1-800-252-1166).

REQUIRED INSPECTION

Final – The best time for the inspection is during the halfway point of the retaining wall construction.

<p>NOTE: IT WILL TAKE APPROXIMATELY 7 TO 10 BUSINESS DAYS TO GET A PERMIT ONCE THE PLANS AND APPLICATION HAVE BEEN SUBMITTED.</p>

*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. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Commerce 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 Commerce at 651-296-3978 or toll free 1-800-657-3602.

If you have any questions or need to schedule an inspection please call the Building Inspection Department at **952-442-7520** or toll free **1-888-446-1801** between 7:30 a.m. and 4:30 p.m. Monday thru Friday.