

## RETAINING WALLS

- A building permit is required for a retaining wall when any portion of the wall being built exceeds 4' in height measured from the bottom of the footing to the top of the wall.
- A building permit is required if the wall will support a surcharge (a vertical load on the retained soil possibly adding lateral pressure in addition to the soil) regardless of the height of the wall.
- Along with the completed Building Permit Application, submit:
  - Two copies of the site plan drawn to scale with the proposed wall.
  - Two copies of a signed Certificate of Survey with proposed wall (if required by the municipality).
  - Two copies of plans drawn to scale showing the proposed layout and design, including:
    - Dimensions
    - Materials
    - Where the construction materials will be located
    - Minnesota engineering report and signed plans
- All materials and the installation of all materials must comply with the Minnesota State Residential Code and the manufacturers' or engineer's installation specifications for each product.
- Check with your Municipality and/or Watershed District for any additional restrictions or requirements.

### **PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:**

**POSTED** prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

### **INSPECTION REQUIREMENTS:**

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

**Inspections:** See your permit card to determine which of the following inspections are required for your project. (Depending on the size of the project, periodic inspections may be required as well.)

- **Footings/Drain Tile:** After footing base and/or drainage system is in place.
- **Geo-Grid Installation:** When first layer of geo-grid is installed and exposed. (Your project may require inspections of additional layers – see your permit card.)
- **Final:** When retaining wall is complete and all prior required inspections have been completed.

**Warning:** The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturer's installation requirements.

If a re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

**Note:** 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 Labor & Industry to the Municipality before a permit can be issued.

**Note:** 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 & Industry at 651-284-5065 or toll free 1-800-342-5354.

**Note:** For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: [info@mnspect.com](mailto:info@mnspect.com).