



Retaining wall

1245 West Hwy 96 Arden Hills, MN 55112

651-792-7800

www.cityofardenhills.org

This handout is intended only as a guide and is based in part on the 2020 Minnesota State Building Code, Arden Hills City ordinances, and good building practice. While every attempt has been made to ensure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor. For specific questions regarding code requirements, refer to the applicable codes or contact your local Building Department.

BUILDING PERMITS

Building permits are required for most projects including decks with the following exception: freestanding decks, regardless of size, if they are not more than 30 inches above adjacent grade. Freestanding decks do not require footings that extend below the frost depth.

Other projects that are exempt from permit are:

1. One story detached accessory structures that do not exceed 120 square feet in floor area.
2. Retaining walls not over 4 feet in height, measured from the bottom of the footing to top of wall. Retaining walls under 4 feet require a zoning permit.
3. Sidewalks and driveways not part of an accessible route. New driveways require a zoning permit.
4. Decks and platforms that are not part of an accessible route, less than 30" in height above adjoining grade, and not attached to a principal structure. Decks not attached to a principal structure or less than 30" in height require a zoning permit.
5. Painting, papering, tiling, carpeting, cabinets, counter tops unless it involves moving the sink.
6. Swings and other playground equipment.
7. Patios made of concrete or pavers on grade
8. Installing gutters

Please note all work still needs to comply with all City code regulations.

Building permits can be obtained from the Building Department by filling out and signing an application and submitting your building plans. Building permits are typically processed within 5 -10 business days after receiving a complete set of plans. **If your application is incomplete it will delay your project.**

GENERAL NOTES

1. The stamped "Approved" plan and the Inspection Record Card shall be made available to the inspectors during their inspections. As per MN2020 IRC, in accordance with 1300.0120 Subp. 13, the building permit shall be kept on site of the work until the completion of the project. Pursuant to Minnesota Statutes, Section 15.41, It shall be posted in a prominent location in the area of construction. If the card is not on site, the inspection may be failed as per Subp. 12
2. Separate permits are required when installing electrical wiring, heating equipment, or plumbing fixtures. Contact the Building Inspection Division for information regarding plumbing and heating, or call the contracted electrical inspector for electrical information.
3. Call the Building Inspection Division between the hours of 8:00 a.m. and 4:30 p.m. to arrange for an inspection. Please provide the permit number with your request. Call the contracted Electrical Inspector between the hours of 7:00 a.m. and 8:30 a.m. to arrange for an inspection. Please provide the permit number with your request.

PERMIT EXPIRATION

If you suspend work on your project for more than 180 days since permit issuance or your last inspection, your permit will expire. If unforeseen circumstances delay construction, contact the Building Department **before** your permit expires.

PLANS

The Building Department has a handout illustrating what needs to be included on your plans. It is very important that your plans depict exactly how your project will be built. Plans must be neat and be of a scale of at least $\frac{1}{4}'' = 1'$. **Computer generated plans from home stores are not acceptable and will be returned.** Plans are reviewed for code compliance and a copy is returned to the applicant with notes to identify required corrections. The plan review can only be as good as the information provided on the plans. **PLEASE REVIEW THE PLANS WHEN THEY ARE RETURNED TO YOU SO THAT YOU WILL BE AWARE OF ANY CORRECTIONS NEEDED.** The City only maintains plans for one year after completion of a residential deck. You may wish to retain a copy of your approved plans, permits, and inspection record cards for any future needs.

INSPECTIONS

1. Call 24 hours in advance or preferably 2 days in advance.
2. Have address, permit number, and type of inspection (ex. footing) ready.
3. Let the inspector know if you wish for an exact time and they will try to accommodate you.
4. Footing Inspection - Holes dug, loose material/water removed. Plans and record card on-site.
5. If work is approved, the inspector will sign the permit card and you may proceed with the next step.
6. Final Inspection - All work is complete plans and permit card on-site.
7. If corrections are noted, a correction notice will be left on the site. If a re-inspection is required it will be noted on the notice.

Please do not hesitate to call the Building Department at 651-792-7800. If necessary, we will be happy to meet with you on the site to help resolve any concerns or problems.

CALL BEFORE YOU DIG

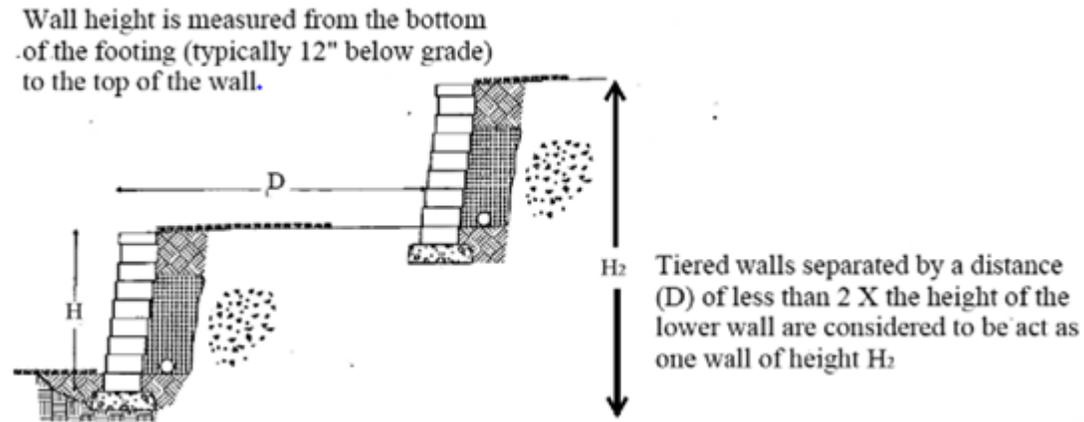
- Call **Gopher State One Call** at **(651) 454-0002** for protection against underground utility damage. Call 48 hours before you intend to dig to receive locates of underground utilities.
www.gopherstateonecall.org

PERMITS

- A Building Permit is required for any wall that exceeds four (4) feet in height (from the bottom of footing to the top of the wall) or that supports a surcharge or any Class I, II or IIIA liquids, regardless of height, unless determined otherwise by the City.
- A Zoning Permit is required for retaining walls that are less than four (4) feet in height.
- Permit applications are available at City Hall or via the City's website: www.cityofardenhills.org
- **Exterior work authorized by a building permit issued in accordance with the Minnesota State Building Code must be completed within 180 days of permit issuance.**
- **The following must be included with the Building Permit application:**
- **Two copies of plans are required.** The plans must show the details of how the wall will be constructed including plan view, cross section and elevation drawings.
- **Two copies of a site survey** drawn to scale indicating the location of the wall on the property, structures on the site, and all easements.

GENERAL BUILDING CODE REQUIREMENTS

- The construction of a retaining wall **cannot change the drainage** patterns of any lot area without approval of the Engineering Department.
- **No retaining wall of any height may be constructed in an easement without prior approval from the Engineering Department.** In no case can any portion of a retaining wall or its reinforcement encroach over a property line without consent of the adjacent property owner.
- No excavation for a retaining wall may encroach over a property line without the consent of the adjacent property owner. Excavation materials must be protected to prevent erosion.



REQUIRED INSPECTIONS

- **Footings**
- **Foundation / Backfill**
- **Final** – final grading must be complete

NOTE: For specific code requirements, please contact the Building Inspection Division. Questions regarding design and cost should be referred to a professional builder or architect.

Building Inspector: 651-792-7818 - Zoning Department 651-792-7800.

This handout is written as guide to common questions and problems.
It is not intended nor shall it be considered a complete set of requirements.