



Retaining Wall

Requirements for Building Permit Application

1. Building permits are required for retaining walls that are greater than four (4) feet in height measured from the bottom of the footing to the top of the wall. *Retaining walls over four (4) feet require engineered design or to be designed by a licensed engineer.*
2. Completed Building Permit application form with signature.
3. Submit two (2) copies of a Certificate of Survey, drawn to scale indicating the lot dimensions, the location and ground coverage area of existing structure(s), and the location and area of the proposed structure. Indicate the setbacks from property lines. A Certificate of Survey for the property may be on file at City Hall.
4. Submit two (2) 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 **(952) 492-2535**.

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.

Required Inspections

1. Final – the best time for the inspection is during the half-way point of the retaining wall construction.

**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 the Minnesota Department of Commerce at (651) 296-2594.*

If you should have any questions or need to schedule an inspection, please call the Building Official at **(763) 479-1720** between 7:00 a.m. and 4:30 p.m. Monday through Friday.