

Residential Building Permit Q&A



What type of work requires a building permit? 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 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 include painting, wallpapering, flooring, kitchen cabinets, and minor repairs.

Do I need to hire a contractor? Neither city ordinances nor any state regulations prohibit a homeowner from doing work on their own home. Whether you need to hire lies with knowing your own abilities to do the work proposed. You may wish to hire an electrical contractor to oversee the work you do yourself. Whether you hire a contractor or do the work yourself, 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 law requires residential builder, remodeler, and roofer contractors to be licensed by the Minnesota Department of Labor and Industry or provide proof of exemption. 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. A copy of the Builders License must be provided.

Do I need an architect or engineer to prepare my plans? No. You can prepare your own plans or you can hire a contractor or drafting service to 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, 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.

Are there erosion control requirements? A Minnehaha Creek Watershed District Erosion Control permit is required with land disturbances of 5000sf or more or stockpiling or excavating of more than 50 cubic yards of material (roughly an 800sf 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 to determine what other types of projects require a MCWD permit.

How are truck load limits handled in Greenwood? Building projects over \$20,000 are required to pay for a blanket special operating permit for overweight vehicles (section 730.00). The cost is **20% of the building permit fee**. If the project is less than \$20,000, a **\$100** per round-trip special operating permit is required for operation of a vehicle in excess of 7 tons per axle. During Spring Load Limit Restrictions when load limit signs are flagged, the per axle restriction is 5 tons on all streets. However, a **\$500** per round-trip operating permit may be obtained to exceed this limit.

How long does it take to get a permit? Permits for work that does not require a plan review are issued the same day (see the Required Plan Review list). Permits where review of plans is necessary can take up to 15 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 in advance so the permitting process does not delay the start of your project.

Who do I contact regarding the status of my permit? 952.939.8394, greenwoodpermits@minnetonkamn.gov

May I start my project before the permit is issued? No. Work cannot start prior to the issuance of the building permit.

What building code does the city use for inspections? The city of Greenwood has adopted the Minnesota State Building Code which adopts the International Building and Residential Codes with amendments by reference. Information of State Building Codes can be found on the Minnesota State Building Code Division website: doli.state.mn.us. The city of Greenwood contracts with the city of Minnetonka for inspection services.

Are as-built documents required? Yes, an as-built survey and as-built building volume calculation are required once the house has been constructed and the property has been graded. The as-built documents must be approved by the zoning administrator prior to the issuance of a Certificate of Occupancy.

Can I move in before the Certificate of Occupancy is issued? No. A Certificate of Occupancy (CO) must be obtained before a structure may be legally occupied or before any furniture or other items may be stored. Before the CO is issued, the city zoning administrator must confirm the completion of a satisfactory final inspection, the as-built documents comply with submitted plans, and that city conditions (if any) have been met.

Contact Information:

- Greenwood Zoning Administrator, Scott Richards, 952.221.0547, scott@planningco.com
- Building Inspector, City of Minnetonka, 952.939.8394, greenwoodpermits@minnetonkamn.gov
- Minnehaha Creek Watershed District, 952.471.0590, permitting@minnehahacreek.org

Updated 09.26.24