New Single-Family Home Requirements

City of Prior Lake Requirements

This handout is intended to be a guide only.
Specific code language can be found in the City Codes at: PriorLakeMN.gov
Planning and Zoning - Chapter 10 & MN Dept Labor & Industry: 2020 Minnesota Residential Code

Dear Contractor / Home Builder:

The following forms and handouts are required for new construction - please fill out and/or read as part of our building permit process for the City of Prior Lake. Apply for permits via our on-line permitting at: Apply for a Permit | City of Prior Lake | BS&A Online (bsaonline.com) Upload all required documents as attachments.

FORMS TO BE COMPLETED

- ☐ Building Permit Application Form
- ☐ Single Family Home Worksheet
- ☐ Heating Calculation Worksheet

ALSO REQUIRED TO SUBMIT:

- ☐ Building Plans
- ☐ Copy of Contractor's License
- ☐ Certificate of Survey
- ☐ Erosion Control Plan
- ☐ Tree Preservation Plan - unless on file with subdivision plan
- ☐ Existing and Proposed 1' contours - unless on file with subdivision grading plan or lot is designated as a custom graded lot

INFORMATIONAL HANDOUTS

- ☐ Building Permit Application Procedures
- ☐ Residential Construction Checklist
- ☐ Survey Requirements
- ☐ Erosion Control Standards for Construction Sites

ADDITIONAL FORMS FOR SHORELAND DISTRICT HOMES

- ☐ Impervious Surface Calculations – by a surveyor
- ☐ Retaining Wall / Grading Application (if applicable)
- ☐ "As Builts" are Required

IN THE FLOOD PLAIN

- ☐ Flood Elevation Certificate (Prior foundation Inspection)
- ☐ The Regulatory Flood Protection Elevation/Lowest Floor
  - Prior Lake 907.9 Spring Lake 915.4

  The Finished Fill Elevation 15' Surrounding Structure(s)
  - Prior Lake 906.9 Spring Lake 914.4
- ☐ Foundation Inspection
- ☐ "As-Builts are Required

BLUFF AREAS

- ☐ Bluff Agreement / Retaining Wall Application
- ☐ Engineering Report on Bluff

If you have any questions regarding this information, please contact the Building Department at (952) 447-9850 or permits@PriorLakeMN.gov.

BUILDING PERMIT APPLICATION PROCEDURE

Each application for a building permit shall be accompanied by the data indicated below. **Failure to submit complete information will result in rejection of the permit application**. Please carefully read the listed requirements.

ALL APPLICATIONS: Submit Applications and all required submittal documents online:

Apply for a Permit | City of Prior Lake | BS&A Online (bsaonline.com)

1. Completed application forms including all information required in the numbered spaces, dated, and signed by the applicant.

2. Submit one **PDF** file of the building plans drawn to scale, together with specifications containing the following minimum information: (requirement for building plans may be waived by the Building Official for small structures or minor work).

   a) **Certificate of Survey**. - Certificates of Survey are required for all new construction projects. One survey should address Erosion Control per the Engineering Department. (See attached Certificate of Survey requirements.)

   b) **Erosion Control Plan** - Submit Erosion Control Plan with all new construction projects. Erosion control plan shall show the rock construction entrance and location of silt fence or other approved erosion control systems.

   c) **Floor Plans** - Each floor or level including basement or foundation, decks, porches, garage, or carport. Size, spacing, and direction of floor and ceiling framing members, girders, beams, columns and piers. Location and size of all permanently installed cabinets, plumbing fixtures, heating, ventilation, and air conditioning equipment.

   d) **Exterior Elevations** - All sides of the building showing windows, doors, finished grades, exterior finish, depth of footings, foundation walls, piers and finished floor elevations.

   e) **Details and Sections** - A minimum of one section detail through exterior wall for each type of construction proposed, showing materials and dimensions of each member from footing to the highest point of the roof. **Details including calculations and stress diagrams together with manufacturer's specifications are required for all roof trusses**. Fireplaces, if proposed, must be detailed in plan and cross section. Details and calculations are required for each critical construction detail including beams, overhanging or cantilevered joists, stairways, balconies, or other unique structural features. Information and calculations pertaining to thermal transmittance values and resistance values of each proposed material are required and may be shown either on plans or in specifications. (See detailed energy requirement sheet for complete listing of information.)

   f) **Mechanical Designs** - Complete calculations details and specifications are required for heating, ventilation, humidification/de-humidification, and air conditioning installation as to type, manufacturer, and model. Identification of and specifications for water heating equipment shall also be provided.

g) **Specifications** - May be separate or part of drawings and shall include description of materials to be used, identified as to grade, species, type, manufacturer, and conditions of use. If not included on plan, specifications shall include detailed thermal transmittance calculations together with supporting data used in computations. (U Comp Form).

3. In any instance where an application requires a variance to existing codes or ordinances or special use permits, and an approval of variance or special use permit by the local governing body, is not submitted with the permit application, such application will be returned together with necessary instructions for use in application to the local government for the required zoning section.

4. All applications for structures which require driveway access or involve a change in use of an existing access to a county or state highway, must be accompanied by an access permit issued by that highway department.

5. Applications for permits for structures, alterations, or modification of structures served by individual on-site sewage treatment systems will be processed only after a permit has been approved for such sewage systems.

6. One set of building plans and specifications noted with correction or code compliance data and stamped as approved by the Building Official will be returned with the permit. This approved copy must be kept on the individual job site, available to inspection personnel throughout the construction.

7. A Certificate of Occupancy is required prior to the use of occupancy of any structure or part of structure erected, altered, or changed in use. This certificate will be issued by the Building Official at such time as final inspections demonstrate that code compliance has been achieved. For extensive remodeling projects, the Certificate of Occupancy may be revoked.

EMAIL permits@PriorLakeMN.gov TO SCHEDULE INSPECTIONS OR CALL THE SCHEDULING LINE AT (952) 447.9850 BETWEEN THE HOURS OF 8:00 A.M. TO 4:30 P.M. PROVIDE A 24-HOUR NOTICE WHEN SCHEDULING INSPECTIONS. DURING PEAK SEASON PROVIDE UP TO A 3-DAY NOTICE.

THE FOLLOWING IS A LIST OF REQUIRED INSPECTIONS:

FOOTING INSPECTION
POURED WALL
FOUNDATION PRIOR TO BACKFILL
RADON RETARDER (*Photos Accepted*)
FRAMING
INSULATION
PLUMBING ROUGH-IN & FINAL
RADON PIPING
GAS LINE AIR TEST
HEATING ROUGH-IN & FINAL
GRADING PRIOR TO SODDING
FINAL INSPECTION
***ADDITIONAL INSPECTIONS MAY BE REQUIRED BY THE FIELD INSPECTOR**

Your Building Permit does not include the State Electrical Permit or Electrical Inspections. Please contact Justin Doebbeling, at 612.419.6150 between 7:00 A.M. and 8:30 A.M. to speak with him regarding electrical permits or to schedule an inspection. Email: justin.doebbeling@state.mn.us.

Apply for Electrical Permits at this link: Permits | Minnesota Department of Labor and Industry

MN BUILDING CODE 1300.0120 SUBP 10. VALIDATION OF PERMIT & SUBP 11. EXPIRATION

Validation of permit. The issuance or granting of a permit or approval of plans specifications, and computations shall not be construed to be a permit for any violation of the code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of the code or other ordinances of the jurisdiction are not valid. Any permit issued becomes invalid if the work authorized by the permit is suspended or abandoned for more than 180 days. The 180 days commences the first day the work was suspended or abandoned. **Expiration** - Every permit issued expires unless the work authorized by the permit is commenced within 180 days after its issuance. The building official shall grant, in writing, extensions of time, for periods not more than 180 days each if the applicant demonstrates justifiable cause for the extension to the building official.

SINGLE FAMILY WORKSHEET:

See above link to Single Family Worksheet required for all new construction, additions, and remodeling permits.

NOTICE:	**Certificate of Occupancy must be obtained before a building is to be occupied.**
TEMPORARY CERTIFICATE OF OCCUPANCY:	Must be kept current, if allowed to expire, part or all of the Builders Deposit will be forfeited.
MAINTAIN EROSION CONTROL:	All soil shall remain on the construction site. Failure to do so may result in the forfeiture of all or part of the Builder's Deposit and a stop work order may be posted. The contractor must replace the Builder's Deposit before construction is to resume. Silt fences shall be maintained.
CLEAN THE STREETS:	If mud is tracked onto the street, the mud must be removed at the end of each day or inspections will be withheld.
FINAL GRADE INSPECTION	Call the City of Prior Lake Building Inspections Department, 952.447.9850 for a final grade inspection which must pass **before installing sod**.
SOD & TREES:	The applicant is responsible for meeting the requirements of the Development Agreement. The Builder's Deposit will not be returned until all requirements are met. A temporary thirty (30) day Certificate of Occupancy may be issued to allow for the installation of sod and trees after the home is occupied.
BUILDER'S DEPOSIT:	The Builder's Deposit is not an escrow account. Loss of the Builder's Deposit does not reduce the permit holder's responsibility to complete the project.

SEPARATE PERMITS REQUIRED:	Separate permits are required for plumbing, electrical, heating, fireplace, etc.
CALL FOR INSPECTIONS:	It is the responsibility of the applicant to call for all required inspections. Email permits@PriorLakeMN.gov or call (952) 447-9850 between the hours of 8:00 AM – 4:30 PM. Provide the address and permit number.
UTILITY & DRAINAGE EASEMENTS:	No construction activity is allowed in utility or drainage easements.
JOB SITE ADDRESS:	Post job site address prior to all inspections.
PLAN CHANGES:	All changes in approved plans shall be reviewed and approved before inspections.

Residential Construction Requirement Checklist

The following checklist has been designed to aid contractors in obtaining inspection approval. The items represent various common IBC/IRC/State Amendment code requirements and City policies/procedures:

FOOTINGS INSPECTIONS:

- Erosion control must be in place prior to footings inspection.
- Job site address must be posted.
- Permit card must be posted on site or available to the inspector.
- Approved plans and survey must be on-site.
- Engineer's soil report must be available (when requested by the inspector)
- Excavation and form work must be completed.
- Loose soil and debris must be removed from footing form work.
- Location and placement of form work must be in accordance with approved plans and survey.
- Survey stakes, hubs, and property irons must be in place and visible.

FOUNDATION INSPECTIONS:

- Poured foundation must be inspected after reinforcing has been placed but prior to pouring. Do not spray form oil on reinforcement bars.
- All foundations must be inspected prior to backfill.
- All foundations to be waterproofed and insulated prior to inspection. Exterior drainage/tile required.
- Minimum width of a hollow masonry unit on bearing walls shall be 6" or 4" with solid filled cores.
- Remove all excess fill from the site.
- Foundations require waterproofing and drainage systems with an approved filter membrane material on exterior walls enclosing habitable or usable space below grade.

FRAMING INSPECTIONS:

- If an exterior door leads outside to a future deck, deck ledgers must be permanently fastened to house rim to support 480# linear feet, flashed and sealed prior to a framing inspection. Or, permanently secured at no more than a 4" opening.
- All foundations designed to hold over eight (8) feet of unbalanced backfill must be engineered.
- Foundations reinforcement per engineered design or Section R404 MN Residential Code.
- All walk-out foundations require R-10 minimum from footing to sill plate.
- All foundations must be insulated with a minimum of an R15 Per Section R402.2.8.
- ½" anchor bolts are required with 7" minimum embedment in masonry, 6'-0" on center minimum with at least 2 bolts per sill plate and within 12" of the ends of each plate.
- Rock construction entry and erosion control requirements shall be in place in accordance with the approved erosion control plan or inspections will not be done.
- Clips or spacing is required on orientated strand board roof sheathing.
- Permit cards must be posted on-site.
- Rough-in electrical, plumbing, and mechanical work must be completed, inspected, and approved.

- Approved plan must be available on-site.
- All windows and doors to be in place.
- Exterior fiberboard sheathing must be properly nailed three (3") inches O.C. at exterior edges and six (6") inches O.C. at intermediate supports).
- Engineered truss drawings and layout must be on-site.
- Wood members used in the structural support of balconies and porches must be approved wood of natural resistance to decay; or, treated wood. These members include posts or columns, beams, joists, and decking.
- Holes bored in studs may not exceed 40% of the stud width.
- Notches in the top or bottom of joists may not exceed 1/6 the depth of the joist.
- Notches in joists may not be located in the middle third of the joist span.
- Holes may not be located within two (2) inches of the top or bottom of the joist and may not exceed 1/3 the depth of the joist.
- Ends of joists must have 1-1/2 inch of bearing on wood and three (3) inches on masonry.
- Trimmers must be doubled when the span of the header exceeds four (4) feet.
- Ends of header joists more than six (6) feet long, and tail joists over twelve (12) feet long must be supported by joist hangers.
- Bearing partitions perpendicular to joists may not offset from supporting girders, wall, or partitions more than the joist depth.
- All beam splices shall occur over support with full width bearing.
- Provide solid blocking at bearing points continuous to the foundation.
- Top plates notched or cut, must be sheathed, or fastened with a metal tie across each side of the opening.
- Center bearing stud partition walls must be provided with two (2) inch blocking when not covered.
- Plywood sub-floor must be properly nailed (six (6") inches O.C. at edges, and ten (10") inches O.C. at intermediate supports).
- Floor framing shall be blocked to the sill plates in accordance with MSBC, Section R404, items 4 & 5, along with Table 404.1(2). In addition, approved metal angle clips shall be used to fasten floor joists or blocking to the sill plate at intervals not exceeding six (6) feet with eighteen (18) gage fasteners at each anchor bolt location. Clips shall also be used not less than twenty (20) gauge and be fastened at twenty-four (24) inches on center to both the joist rim and sill plate with at least 5-8d common nails in each leg or approved connectors for 230# per linear foot for unbalanced loads on opposite sides, such as daylight basements.
- Cantilevered floor systems with exterior doors must be designed to support 480# per linear foot for deck ledger support.
- Deck ledgers must be designed and permanently installed, flashed and sealed to house rim to support 480# per linear foot prior to framing inspection.
- Where foundation walls are parallel to floor framing, solid blocking shall be installed at sill anchor bolts not greater than six (6) feet on center in the first three (3) joist or truss spaces.
- Cantilevers must be wrapped with #15 felt or equivalent.
- Wind wash at top of exterior wall between trusses up to ventilation chute to attic is required.
- Stairways must be constructed, having not more than a seven and three quarter (7 ¾) inch maximum rise and ten (10) inch minimum run.
- Stairways must have headroom clearance of not less than six (6) feet eight (8) inches.
- Firestopping must be installed at all interconnections between concealed vertical and horizontal spaces; such as soffits, drop ceilings, tops of wall spaces or wall plates and fireplace cavities.
- Engineered, pre-manufactured roof trusses shall not be cut or notched.
- Where required, proper framing hangers must be installed at joists, beams, trusses, and girder trusses.
- Horizontal guards with spindles and open stair risers shall have a distance that will not let a four (4) inch sphere to pass through.

- Attic access opening must be provided not less than 22" x 30", with minimum clear heights of not less than thirty (30) inches.
- Provide attic ventilation equal to 1/150th attic area. If 50% or more is provided in upper portion of roof and remainder is provided in soffit vents, it may be reduced to 1/300th attic area.
- One-layer No. 40 coated roofing or self-adhered coated glass base sheet shall be applied from the eaves to a line twenty-four (24) inches inside the exterior wall line of house and garage and in valleys with all laps cemented together.
- Protection against wind wash must be in place at the edge of attic insulation and cantilevered floor or bay windows.
- Escape or rescue windows from sleeping rooms must have a minimum net clear opening of not less than 5.7 square feet, a minimum net clear opening height dimension of not less than twenty-four (24) inches; a minimum net clear opening width dimension of not less than twenty (20) inches and a finished sill height of more than forty-four (44) inches above the floor.
- Exception: Grade floor openings shall have a minimum net clear opening of five (5) square feet.
- Windows having a glazed area in excess of nine (9) square feet where the lowest edge is less than eighteen (18) inches above a walking surface, windows within twenty-four (24) inches of a door jamb, or windows within sixty (60) inches from a stairs nosing or landing or within sixty (60) inches from a tub or shower standing surface must be of "Approved" safety glazing.

INSULATION INSPECTION:

- Approved roof covering materials must be installed.
- Framing work must be completed, inspected, and approved.
- All fire stops are to be sealed on interior and exterior walls.
- Vapor barriers must be a minimum of four (4) mills thick and continuous with joints overlapped.
- Insulation must be installed around all exterior window and door frames.
- Floor insulation must be installed on all exterior projections, such as cantilevers.
- Full width insulation chutes must be installed in each rafter space.

FIREPLACE INSPECTIONS:

- Rough-in and final are the minimum required inspection. Other inspections may be required.
- Separate permit required for gas fireplaces.
- A twenty-five (25) pounds per square inch (PSI) air test for twelve (12) hours is required on rough in gas piping.
- Manufacturer's installation manual must be attached to each factory-built fireplace.

REQUIREMENTS FOR WALLBOARD – NO INSPECTIONS REQUIRED:

- Water resistant rock shall not be applied over a vapor barrier.
- 5/8" Type "X" gypsum is required on ceilings with framing twenty-four (24) inch O.C., habitable or usable space above garages and shall run perpendicular to framing members.
- Screws required; one (1) on each seam and three (3) in the field – twelve (12) inch O.C. and six(6) inches O.C. on ends maximum distances.
- Screws shall be long enough to penetrate 7/8" minimum into the wood framing.
- If ring shank nails are used, maximum spacing – seven (7) inches on center.
- Fasteners shall be applied in such a manner as not to fracture the face paper.

FINAL INSPECTIONS:

- Permit cards must be posted on job site.
- Plumbing, mechanical, and electrical work must be completed, inspected, and approved.
- Final grade prior to sodding must be approved by City of Prior Lake.
- Minimum four (4) inch high house numbers must be installed to be visible from street front.
- Exposed polyethylene vapor barriers must be of an "Approved" fire resistance material, or protected by not less than1/2 inch thick gypsum wallboard.
- Provide 6" wood earth separation.
- Enclosed space under stairs must be protected on the enclosed side with 1/2 inch thick gypsum wallboard with in entire enclosure.
- Landings must have a dimension measured equal to the width of the stairway and shall not be less than 36 inches measured in the direction of travel.
- The top of handrails must not be less than 34 inches, or more than 38 inches measured in a vertical line above the nosing of the treads.
- Handrails must be continuous the full length of the stairs, having ends which are returned to the wall or newel posts.
- Stairways having four (4) or more risers must be installed with handrails.
- Landings more than thirty (30) inches above grade or floor below must be protected with a guard not less than thirty-six (36) inches in height.
- Smoke detectors shall be hard wired to commercial power supply with battery backup. Smoke detectors shall be located in each sleeping room and in corridors leading to sleeping rooms. Smoke detectors shall be located on every floor and in the basement. In levels separated by walls or doors restricting the flow of smoke from the lower level to the upper level will be considered separate floors.
- Openings for required guards on the sides of stair treads shall not allow a sphere 4 3/8 inches to pass through.
- The separation wall between the house and garage must be installed with materials approved for one- hour fire resistive construction (1/2" Type "X" gypsum wallboard, tight fitting solid wood core or steel 20 minute rated insulated door). If the garage ceiling is sheet rocked, at twenty-four (24) inches O.C. or has habitable or usable space above, 5/8" Type "X" gypsum is required. The walls supporting the roof trusses must be sheet rocked with ½" Type "X" drywall minimum. In all cases the fire wall must be firetaped.
- Exterior door, window and other openings exposed to the weather must be flashed and sealed in such a manner as to make them waterproof. House wraps are required under the I.R.C.
- Foundation insulation exposed to the weather must be protected from sunlight and physical damages. Minimum of R10 for the full height of the foundation.
- Attic insulation certification report must be posted with permit cards, or the attic access panel must be removed for inspection.
- In recently platted subdivisions, sod is required in the front and side yards with two (2)-2 ½" tree plantings on inner lots and with four (4)-2 ½" trees on corner lots as required per the subdivisions development plan.
- Curb box must be raised to finish grade.
- Hard surface driveway and walks to front entrance shall be installed.
- Gas fireplaces to be operable and performance tag placed by the installer.
- Appliances installed.
- All floor coverings completed.
- Natural gas connected when available in street.
- Accesses for bathtub "P" traps and whirlpool electrical pumps installed.

- Erosion control in place and maintained until sod has been installed.
- Patio doors blocked or guards installed until a future deck is installed. A separate permit is required.
- Construction debris removed from site.
- Exterior landing, concrete and steps as measured from the top of door threshold to the top of landing at 7 ¾ inches maximum.
- A clean furnace filter installed.
- Secure sump cover; sump pump shall be hard piped to the exterior.

NOTE: The City of Prior Lake will issue a temporary Certificate of Occupancy to allow the installation of sod and trees. This construction checklist should only be used as a guide, as each construction site is unique and is site specific. In the event you have questions that are not covered in this handout, please email permits@PriorLakeMN.gov or call the Building Department at 952-447-9850.

Residential Survey Requirements

Section 10-1012 of the Zoning Ordinance requires the issuance of a building permit prior to the construction, alteration, or expansion of a structure. This handout presents the minimum information required on a survey submitted with a building permit application. All requirements listed are intended to be general. Please contact the Planning Department at (952) 447.9810 or permits@PriorLakeMN.gov for information on your specific project.

MINIMUM REQUIREMENTS FOR ALL SURVEYS:

- ☐ Location of all existing and proposed structure(s), including future decks
- ☐ Front, side, and rear yard setbacks
- ☐ Easements of record
- ☐ Street name, location, and width
- ☐ Lot area and dimensions (Note: On lake lots, only land above ordinary high-water mark is considered part of lot area.)
- ☐ Existing catch basins, manholes, etc.
- ☐ Legal description
- ☐ Signature of licensed surveyor
- ☐ Original survey date and revision dates
- ☐ Scale
- ☐ North arrow

ADDITIONAL REQUIREMENTS FOR *NEW* RESIDENTIAL STRUCTURES:

- ☐ Elevations:
  - -- At property corners
  - -- Existing grade at all proposed grade locations
  - -- Proposed at structure corners
  - -- Lowest floor elevation
  - -- Garage floor elevation
  - -- Top of block elevation
  - -- Top of curb at center of driveway
  - -- Grade at offset hubs or side property lines
- ☐ Arrows indicating direction of surface water run-off
- ☐ All wetlands and wetland setbacks
- ☐ Significant trees 6 caliper inches or larger; include existing location, size, type, and removal plan
- ☐ Erosion control and rock construction entrance
- ☐ Dimensions of eaves, cantilevers, fireplace, etc.
- ☐ Well and septic location, if applicable (Note: Permits for well and septic must be obtained from Scott County Environmental Health at (952) 496-8177.)
- ☐ No overhangs in easements.

ADDITIONAL REQUIREMENTS FOR CONSTRUCTION IN THE ***SHORELAND*** DISRICT

- ☐ Ordinary high-water mark and proposed setback(s) (see Planning Department for specific ordinary high-water level)
- ☐ Total impervious surface (Note: On residential lots, impervious surface is limited to 30 percent. See impervious surface worksheet.)
- ☐ If averaging shoreland setback, note setbacks of structures within 150 feet
- ☐ Bluff areas: (Note: See the Planning Department for a determination on your project.)

--A bluff is defined where:

1) the slope rises at least 25 feet above the ordinary high-water level of the waterbody;
2) the grade of the bluff to a point 25 feet or more above the ordinary high-water level averages 30 percent or more; and
3) the slope drains toward the lake.

-- All structures are required to be set back to the point where the upper end of a segment at least 25 feet in length has an average slope less than 18 percent

-- Provide location and elevation of top and toe of bluff

- ☐ Proposed and existing one (1) foot contours for all lots without an approved subdivision grading plan
- ☐ As built Surveys are required at the completion of the project
- ☐ Tree Inventory – size – type - removed

ADDITIONAL REQUIREMENT FOR CONSTRUCTION IN THE **FLOODPLAIN DISTRICT**

- ☐ Elevations 15 feet beyond the limits of any structure
- ☐ Elevation Certificate due at completion of foundation

EROSION CONTROL STANDARDS FOR CONSTRUCTION SITES

The City's lakes and numerous natural areas enrich the lives of its residents and attract visitors from around the area. They are the legacy to be left to future Prior Lake citizens. These valued and unique natural amenities are key to preserving the quality of life in Prior Lake."

City of Prior Lake 2030 Vision and Strategic Plan Natural Resources Vision Element

INTRODUCTION

Each year soil erosion costs the City of Prior Lake thousands of dollars to clean up. Soil erosion fills ponding areas, catch basins, and natural areas. Construction site erosion is a major contributor to erosion. This handout describes the City of Prior Lake's standards for construction site erosion control. Details are also provided to assist in proper implementation of erosion control standards.

EROSION CONTROL FOR CONSTRUCTION SITES

As a part of every building permit, the City requires an escrow deposit. The deposit is used by the City if contractors do not clean up or install the minimum erosion control measures needed for their site. This deposit will be used in cases where the contractor has failed to install the minimum construction site erosion control measures within 24 hours notice from the City.

In cases where a deficiency is noted by the City Inspector, the Contractor will be notified. The Contractor must notify the City once the deficiency has been corrected; if not the City will assume the work is not corrected and will proceed to use the escrow deposit to correct the work after the 24 hour period.

FAILURE/CONSEQUENCES FOR DEFICIENT EROSION CONTROL MEASURES:

- Building Permit Inspections Immediately Halted
- 24 Hour Notice to Builder
- Stop Work Order
- Use of Escrow
- Citation

MINIMUM CONSTRUCTION SITE EROSION CONTROL MEASURES

Every construction site must include a rock construction entrance and site perimeter protection. The minimum erosion control measures for a typical home site are shown graphically in the drawing below. These erosion control measures must be installed prior to any site construction activity including foundation excavation.

MINIMUM EROSION CONTROL MEASURES
FOR A TYPICAL HOME SITE

NOTES:

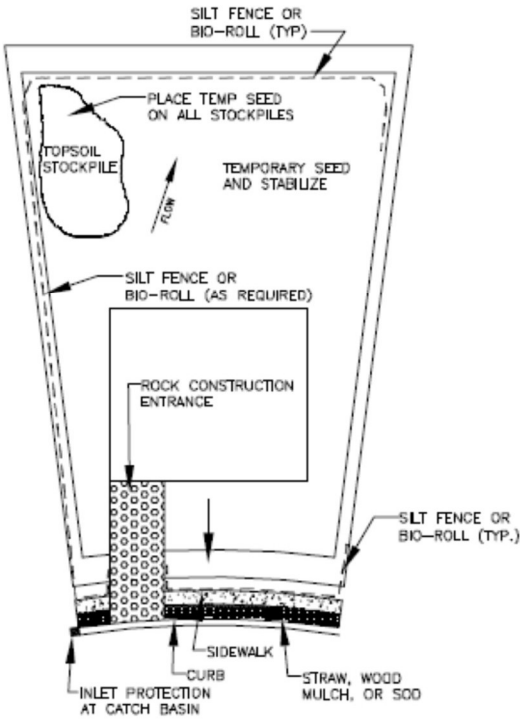
INSTALL ALL EROSION CONTROL MEASURES PRIOR TO ANY EXCAVATION

MAINTAIN THROUGHOUT CONSTRUCTION

INSPECTIONS WILL BE WITHHELD IF EROSION CONTROL MEASURES ARE NOT IN PLACE OR PROPERLY MAINTAINED

TEMPORARY TOPSOIL STOCKPILES SHOULD NOT BE LOCATED IN CURB AND GUTTER OR DRAINAGE SWALES

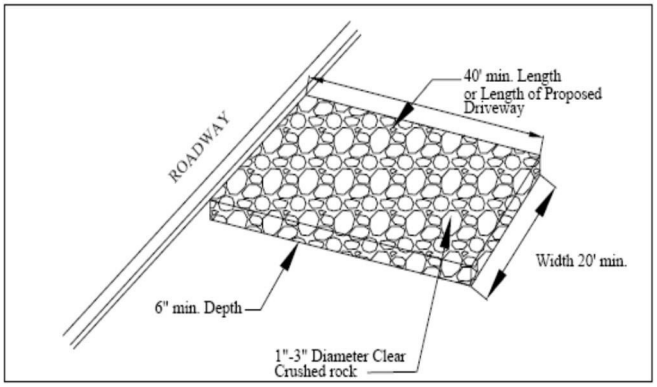
SWEEP STREETS IF SEDIMENT TRACKING OCCURS



Rock Construction Entrance

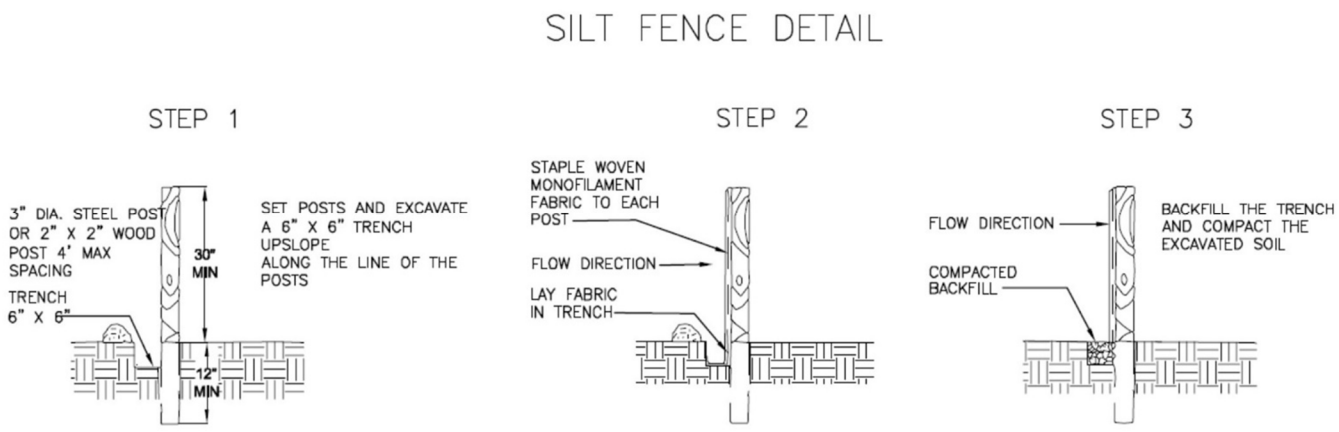
The rock construction entrance must be installed using 1” diameter to 3” diameter clear crushed rock at a minimum depth of 6 inches. The rock construction entrance must be a minimum of 20 feet wide and extend a minimum of 40 feet into the construction site or the length of the proposed driveway. The detail depicts the minimum rock construction requirements. Excluding small utility installation, all access to the site should be limited to the location of the rock construction entrance. If more than one access point is needed for construction, another rock construction entrance will be required.

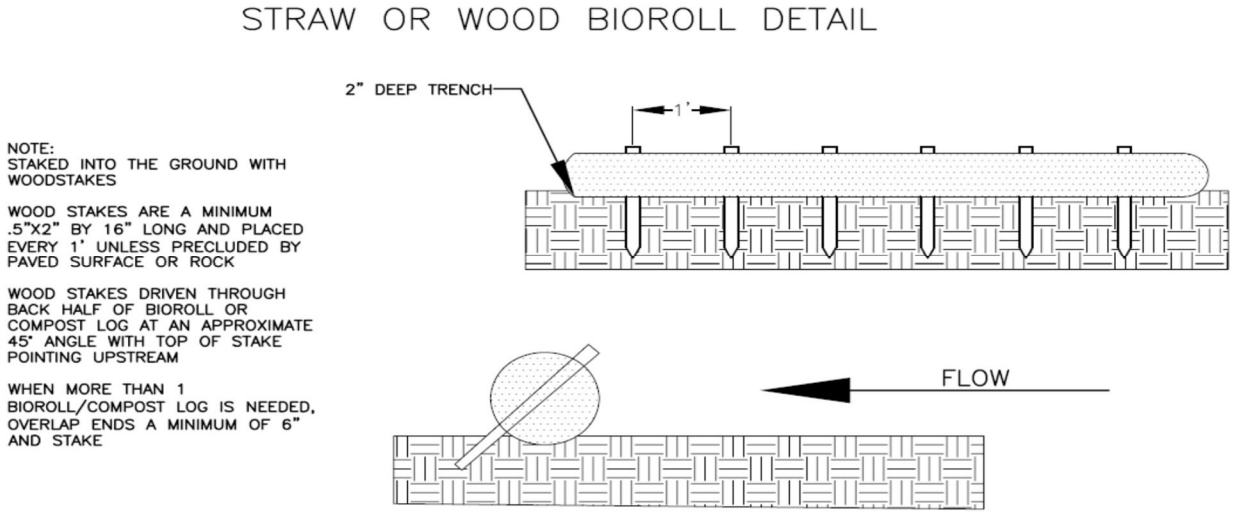
Rock Construction Entrance



Site Perimeter Protection

Silt fencing or bio-rolls are required in the front and rear of the construction site and in areas that drain away from the construction site. These perimeter protection measures must be installed properly. The detail below shows proper installation of silt fence and bio-rolls. Silt fencing material must be properly trenched to prevent soil from eroding under the fabric. Bio-rolls must be staked every foot to prevent movement.





Special Construction Sites

Sites with slopes over 3:1 or abut natural amenities should include additional erosion control protection. Additional measures can include: double row silt fence, heavy duty silt fence, sedimentation basins, or rock check dams. All sites draining directly to a pond, creek, lake, or wetland must include a double row of heavy duty silt fencing.

Example of Poor Erosion Control

Example of Good Erosion Control

MAINTENANCE STANDARDS OF EROSION CONTROL MEASURES

Maintenance of erosion control measures on construction sites is critical to the erosion prevention. Storm events and construction activity can decrease the effectiveness of each erosion control measure.

- SILT FENCE: Storm events transport sediment to downstream silt fencing. When enough sediment has been transported to fill against the silt fence to 1/3 the capacity, it will be considered deficient and must be corrected.
- BIO-ROLL: Sediment is also transported to downstream bio rolls. When enough sediment has been transported to fill against the bio-roll to 1/3 the capacity, it will be considered deficient and must be corrected.
- ROCK CONSTRUCTION ENTRANCE: Regular use of the rock construction entrance may require its replacement. At the point where the rock construction entrance is no longer removing sediment, it must be replaced so as to provide the 6 inch depth of clear crushed rock.
- INLET PROTECTION: Inlet protection must be checked and cleaned out when the sediment has reached a level 1/2 the capacity. For the purposes of street maintenance on public streets, all inlet protection must be removed from the street catch basins by November 15th. The reinstallation of the inlet protection can occur after March 30th or earlier if weather permits.
- SEDIMENT REMOVAL FROM STREETS: If sediment is transported to the street, the contractor must sweep the street that day and correct the reason for the sediment transport.
- TEMPORARY SEED: Temporary seed is needed for stockpiles or open soils not in use for 7 days.

FROZEN GROUND STANDARDS

Perimeter protection is still required during frozen ground conditions. Contractors may use properly installed-rolls during frozen ground conditions. A frost pin may be needed to install the stakes for the bio-roll. In the spring when the ground is thawed, the Contractor must check capacity of the bio-roll or silt fence.

TURF ESTABLISHMENT AND CLEANUP

Turf establishment is the easiest way to eliminate the erosion control liabilities on a construction site. Once the site is ready to receive sod or seed, the contractor is encouraged to install the turf as soon as possible. The escrow deposit can also be returned once turf has been established and the required trees have been planted.

CONTACT INFORMATION

If you have erosion control questions or would like to report a site that appears to be non-compliant with these standards, please contact the City of Prior Lake at (952) 447-9810 or **Permits@PriorLakeMN.gov**. The City of Prior Lake thanks you for keeping our water bodies free of sediment.

Impervious Surface

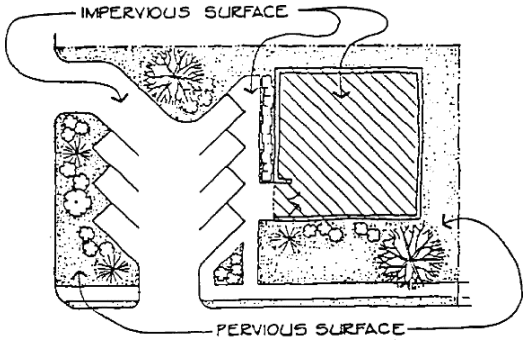
City of Prior Lake Requirements

This handout is intended to be a guide only.
Specific code language can be found in the City Codes at: PriorLakeMN.gov
Planning and Zoning Chapter 10

Impervious Surface is a constructed hard surface that either prevents or greatly reduces the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate.

Examples of Impervious Surfaces

- Rooftops
- Covered decks
- Decks or platforms with less than ¼ inch spacing between joints
- Sidewalks
- Patios
- Swimming pools
- Driveways: concrete, asphalt, gravel, and permeable pavers/asphalt/concrete systems



City Code Requirements

To promote rainwater infiltration and natural groundwater recharge, City Code states that residential lots in the Shoreland Overlay District shall not exceed 30% impervious surface coverage of the lot area. Such impervious surface coverage shall be documented by a certificate of survey at the time of any zoning or building permit application. Additional requirements for lots within the Shoreland Overlay District can be found in the City's Zoning Code.

How do I calculate impervious surface on my lot?

- Original certificate of survey from when your home was constructed.
- Hire a licensed land surveyor to complete an updated lot survey (*necessary for permitting).
- Manually estimate using the *Impervious Surface Calculations* worksheet.

What can I do to minimize impervious surfaces?

- Remove existing impervious surface area that is no longer needed (i.e.,remove excess patio, walkway, or parking areas).
- Swap impervious surface on the property of the same size (i.e., remove old pool deck to add new shed).
- Direct flow from drain spouts and roof gutters to pervious areas, such as lawns, instead of directly down the sidewalk or driveway.

The Community Development Department can be reached for questions at 952-447-9810.