

Checklist for Wrecking or Moving Buildings



Minneapolis Development Review
300 Public Services Center
250 South 4th Street
Minneapolis, MN 55415

311 or (612) 673-3000
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Room 300, 250 S. 4th Street, Minneapolis, MN, 55415

www.ci.minneapolis.mn.us/mdr

Requirements for wrecking or moving buildings in Minneapolis

The purpose of this checklist is to assist you in completing all of the required actions for wrecking or moving a building in the City of Minneapolis. The required activities are listed below; supporting details and explanations are listed in the companion *Guidelines* document.

Checklist of Required Activities

If wrecking an existing building

- Hire a contractor (see exception information in the *Guidelines*).
- Pay all City utility fees.
- Hire a licensed plumbing contractor to disconnect water and/or sewer lines. This is a requirement to receive the *Certificate of Compliance*.
- Apply for a *Hydrant Permit* or arrange for a water truck.
- Apply for an *Elevator Permit* to remove the elevator, if applicable.
- Submit the *Wrecking Permit* after obtaining all of the required signatures.
- Request Service Availability Charge (SAC) determination for charges and/or credits, if applicable.
- Apply for a *Soil Erosion Permit*, if applicable.

If moving an existing building

- Hire a contractor.
- Pay all City utility fees.
- Hire a licensed plumbing contractor to disconnect water and/or sewer lines. This is a requirement to receive the *Certificate of Compliance*.
- Apply for an *Elevator Permit* to remove the elevator, if applicable.
- Submit the *Moving Permit* after obtaining all of the required signatures.
- Apply for a *Soil Erosion Permit*, if applicable.
- Notify police precincts through which the building will be moved.

If you're moving a building into the City or within the City, you must also:

- Apply for a code compliance inspection of the building to be moved and pay the established fee.
- Obtain a certified survey of the lot where the building will be located in Minneapolis.
- Submit two copies of the proposed footing/foundation plans.
- Receive routing approval from the Minneapolis Park and Recreation Board.
- Receive routing approval from the Department of Public Works, Traffic Division.

Checklist for Wrecking or Moving Buildings (continued)

Guidelines for Required Activities

See the companion *Guidelines* document for City standards and detailed information on how to complete the required activities.

Additional Resources

For information on hazardous waste removal and disposal, or for oil tanks, wells, or unmarked chemicals, contact: 612-673-5807 or 612-685-8528. Properly handle and dispose of materials containing the following hazardous materials prior to wrecking:

- Mercury: batteries, smoke detectors, fluorescent lights, thermostats, automatic lighting systems.
- Poly-Chlorinated Bi-Phenyls (PCBs): transformers, transistors, capacitors (old appliances, electronic equipment), light ballasts.
- Lead: woodwork, metal equipment, batteries, flashing molds and roof vents, lead pipe and solder.
- Chlorofluorocarbons (CFCs): air conditioning, fire extinguishers, dehumidifiers.
- Asbestos: boilers, flooring, electrical, piping, surfacing materials, roofing.
- Solid Waste: files, books, trash, furniture, appliances.
- Freon: air conditioning units.

For other information about regulations that pertain to wrecking/moving projects, contact:

- Minnesota Pollution Control Agency (MPCA) Demolition Team at 651-296-6300 www.pca.state.mn.us
- *MPCA Intent to Perform Demolition Notification* form www.pca.state.mn.us/publications/w-sw4-21.pdf
- *MPCA Pre-Demolition Fact Sheet* www.pca.state.mn.us/publications/w-sw4-20.pdf
- Minnesota Department of Health at 651-201-5000 www.health.state.mn.us
- Gopher State One Call at 651-454-0002.

Guidelines for Wrecking or Moving Buildings



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If wrecking or moving an existing building

- Hire a contractor.
 - Wrecking: Note that all wrecking must be done by Minneapolis-licensed wrecking contractors, with one exception: owners of single family dwellings in Minneapolis not over two stories in height may do the work themselves per the Minneapolis Code of Ordinances (MCO) chapter 277. Owners must sign an *Acknowledgement of Understanding for Wrecking* (AUW) and provide a timeline for the wrecking. The AUW is available online or at Minneapolis Development Review.
 - Contact Business Licensing to verify license information on wrecking contractors (612-673-2080 or www.ci.minneapolis.mn.us/business-licensing/). There shall be two (2) classes of building wreckers licenses. A building wrecker, Class A, shall be licensed to engage in the business of wrecking, demolishing or tearing down any building or structure regardless of size or height. A building wrecker, Class B, shall be licensed to engage in the business of wrecking, demolishing or tearing down buildings not exceeding three (3) stories or thirty-five (35) feet in height and not exceeding a total of ten thousand (10,000) square feet of floor area on all floor levels above grade.
 - Moving: Note that all moving contractors must be licensed by the State of Minnesota; call MNDOT at 651-284-5065 for more information.
- Submit wrecking application and photos to Minneapolis Development Review. The application and photos will be routed to CPED Preservation & Design for review (allow up to 10 business days).
- Pay all City utility fees. Utility Billing Office, 250 South 4th Street, PSC 2nd Floor. 612-673-1114.
- Hire a licensed plumbing contractor to disconnect water and/or sewer lines. This is a requirement to receive the *Certificate of Compliance*, issued by the Public Works Department, 250 South 4th Street, PSC 2nd Floor.
- Apply for a *Hydrant Permit* or arrange for a water truck (wrecking only). Water is needed to keep dust down – per MCO Chapter 52. Water Department, 250 South 4th Street, PSC 2nd Floor. 612-673-2865.
- Apply for an *Elevator Permit* to remove the elevator, if applicable, at Minneapolis Development Review. Note that only licensed elevator companies can perform this work. If the elevator is hydraulic, a company licensed to seal wells and borings must seal the boring into the earth. Proof of the sealing must be verified by permit and inspection (MN Dept of Health Rules 4725.3850 & .3875). 651-201-4600.
- Submit the *Wrecking/Moving Application* to Minneapolis Development Review with all of the required signatures. All projects exceeding \$100,000 in value will require confirmation of construction costs (Building Official Policy #06.104).

Guidelines for Wrecking or Moving Buildings (continued)

If wrecking or moving an existing building (continued)

- Request Service Availability Charge (SAC) determination for charges and credits (wrecking only).
 - Residential (1 and 2 family) buildings: the SAC credit determination will be based on the legal reference number of units as per Inspections records. The SAC credit will be determined at the Minneapolis Development Review.
 - Residential (3 or more units) buildings: the SAC credit will be determined by the number of legal reference units (per Inspections records) and per MET Council calculations. The SAC credit will be calculated at the Plan Review Counter.
 - Commercial buildings, including hotels/motels and mixed-used buildings: plans or drawings of the existing building must be submitted with the commercial SAC determination form. Submit these in person to Minneapolis Development Review (Attn: Construction Code Services) or via fax to 612-370-1416 (faxed plans must be no larger than 8 ½ x 11; anything larger must be delivered). The SAC determination form is available at Minneapolis Development Review or online at www.ci.minneapolis.mn.us/mdr. The SAC credit determination will be completed by the 5th business day after the completed form is received (allowing time for a site visit if needed).
- Apply for a *Soil Erosion Permit*. Minneapolis Development Review 311 or (612-673-3000).
 - Sites in excess of either five thousand (5,000) square feet of land area or five hundred (500) cubic yards of earth moved also require an erosion and sedimentation control plan approved by the City Engineer. Contact Public Works at least 48 hours before digging. Draw these plans to an appropriate scale and include sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed grading on water resources, and measures proposed to minimize soil erosion and off-site sedimentation. The owner/developer/contractor shall perform all clearing, grading, drainage, construction, and development in strict accordance with the approved plan.
 - Sites over one acre are required to obtain a Federal NPDES Storm water Construction permit prior to any soil disturbance.
- Notify police precincts through which the house will be moved (moving only).

If you're moving a building into the City or within the City, you must also:

- Apply for a code compliance inspection of the building to be moved and pay the established fee per MCO Section 91.70. Call 612-673-5805 for more information.
- Obtain a certified survey of the lot where the building will be located in Minneapolis. This survey must include the size and location of the building and setbacks from all property lines, *the established finish grade of the moved building and existing buildings on all sides (where applicable)* and the front setback of buildings on adjoining lots. *Additional information may be needed.*
- Submit two copies of the proposed footing/foundation plans, the survey documents, building permit application form, and code compliance orders to Minneapolis Development Review. The building permit scope should include any repairs to the building resulting from the code compliance inspection.
 - Additional Minneapolis permits are required for mechanical and plumbing work (612-673-5831). Permits for electrical work are obtained from the State of Minnesota, 651-284-5095 or 651-284-5064.
 - Post a \$2,000 cash deposit to ensure project completion in six months. Questions: 612-673-5805
 - Zoning requires that a house being moved onto a vacant lot meet the façade, door, window and other requirements for 1 – 4 dwelling unit review found in MCO Chapter 530.
- Receive routing approval from the Minneapolis Park and Recreation Board by contacting 612-230-6462.
- Receive routing approval from the Department of Public Works by contacting the Traffic Division. 300 Border Avenue or 612-673- 5755.

Guidelines for Wrecking or Moving Buildings (continued)

Required notifications and signatures (wrecking/moving permit)

- **Hennepin County Finance Division**, certifying that all real estate taxes (past and current) are paid in full. A-606 Government Center, 310 South 6th Street.
- **Department of Public Works, Water Works Division**, certifying that water bills chargeable against the property have been paid and that water connections have been discontinued at the curb line or main. 230 Public Service center, 250 South 4th Street (612-673-2865).
- **Department of Public Works, Sewer Division**, showing that the sewer has been plugged. 222 Public Service center, 250 South 4th Street (612-673-2451).
- **Utility companies**, certifying that the building has utility service cut off (as applicable).
 - CenterPoint/Minnegasco, Engineering Department. 700 Linden Ave. W. (612-321-5123)
 - Xcel Energy at 1518 Chestnut Avenue North (Service Dept.) (1-800-628-2121).
 - Qwest, Engineering Dept, 2800 Wayzata Blvd, 3rd Floor Engineering (612-381-5056).
 - TimeWarner and Comcast (TV, cable, and internet), 801 Plymouth Ave. North (612-522-2000).
- **Licensed pest control company** calls 612-673-5844, certifying that all nuisance pests have been exterminated from the structure and premises. The applicant gets the signature from the MDR Service Center (PSC Room 300).
- **Environmental Services**, certifying that any drinking water well on the premises has been properly abandoned or recapped, if applicable. (612-673-3179)
- **CPED Preservation & Design**, indicating approval to move or destroy the structure, pursuant to MCO chapter 599. Note: You must submit photographs of existing principal and accessory structures (front, rear, and side views of each. Photographs of adjacent neighboring structures (front, rear, and side views) must also be submitted to initiate the review process (evaluations can take up to 10 business days). Minneapolis Development Review 311 or (612-673-3000).
- **Regulatory Services, Construction Code Services** for **elevator** sign-off (612-673-3574).

Follow these regulations at the worksite:

- All foundations must be removed prior to the permit being finalized.
- Work starting before 7 AM or after 6 PM Monday through Friday and work done on weekends requires an After-Hours Work permit. Call Environmental Services at 612-673-3867.
- Wet down all debris with water from a fire hose, to reduce nuisance dust coming from site.
- All piping, heating elements, fuel storage tanks, appliances and other such debris must be removed from the site and disposed of properly (for information regarding hazardous wastes see the Additional Resources section above.
- All work must comply with Minneapolis Code of Ordinances (MCO) Chapter 117.
- Applicant must comply with Chapter 33, Section 3307 of Minnesota State Building Protection of Adjoining Property.