



CONVERSION OF DUPLEX TO SINGLE FAMILY DWELLING

Minneapolis Construction Code Services
Informational Bulletin
Revised January 2009

General

Zoning and Plan Review approvals are required to obtain a building permit to change the use of the building. Floor plans are required to be submitted. Once your plans are prepared you may bring them into the Minneapolis Development Review office and the staff will guide you through the zoning and plan review process.

Zoning and Plan Review Approvals

A staff person from the Zoning Department will verify that converting from a duplex to a single family dwelling is compliant with the City of Minneapolis Zoning Ordinance, and if so will provide a stamped approval on your plans. You will then go on to meet with a Plan Reviewer who will review your plans for compliance with construction and housing codes. If your plans are approved, a building permit will be issued to officially convert the building to a single family dwelling.

Plans Required

Floor plans drawn to scale (1/4" per foot works well) need to show the new layout of the dwelling along with any proposed changes. A "before and after" set of floor plans may be easier to draw and more useful. Floor plans are not required to be prepared by an architect; however, if you are unable to prepare plans that are sufficient to convey the information needed, then the services of an architect, contractor or drafting service will be of help to you.

Floor plans are needed for each level of the home and should include a basement, main floor, second floor and attic level, if needed. The floor plans show the outline of the foundation walls, interior and exterior walls, along with windows, doors and location of stairways. Identify the rooms by name such as Living Room, Dining Room, Kitchen (include arrangement of cabinets, stoves, sink, refrigerator), Bedroom, Laundry, Mechanical, Storage, etc. A simple designation of the room dimension such as 12 X 10 is sufficient.

Show any construction work such as where new walls are to be built, where old walls will be removed, changes to doors, windows, floor openings, and where extra kitchens will be removed to accomplish conversion to a single family dwelling. Be sure to bring two copies of the plan with you.

Location and Office Hours

Minneapolis Development Review is located in the Public Service Center, 250 South 4th Street, Room 300, Minneapolis, MN 55415. Walk in service hours are 8:00 am to 3:00 pm with the exception of Thursday which are 9:00 am to 3:00 pm. Free parking is available to customers in our parking lot located on 3rd Street between 2nd and 3rd Avenues. Visit our web site for a map to our location, helpful information and printable handouts.

www.ci.minneapolis.mn.us/mdr