

Demolition Checklist

Please use the checklist and packet below to assist with your demolition project. The Building and Energy department can be reached at 952-924-2588 or at inspections@stlouisparkmn.gov with any questions.

- ☐ **Demo Permit & Deposit Forms** Submit demo permit and demo deposit application forms. Email to inspections@stlouisparkmn.gov or drop off at City Hall (2nd floor).
- ☐ **Construction Management Plan (required for any residential addition 500 sq. ft. or more, and any second story additions of any size).** You will also need to include your construction management plan so we can share details of the project with neighbors. This will also need to be included with your online plan submittal when you are ready for the new build permit. For any questions with this, please reach out to Aaron Borken aborken@stlouisparkmn.gov.
- ☐ **Erosion Control Permit (required if excavating 50+ cubic yards or disturbing 5,000 sq. ft. area or greater)** St. Louis Park Engineering department may require an [erosion and sediment control permit](#) and deposit. Please contact Erick Francis efrancis@stlouisparkmn.gov to determine whether this is needed.
- ☐ **Sewer and Water Disconnect Permits** Two separate permit applications should be submitted for sewer and water disconnect. We will need to inspect/verify these have been capped before the demo permit would be issued. If a contractor is managing the project, they should apply for these permits.
- ☐ **Deposit Funds** The demolition damage deposit needs to be on file before the demo permit is issued. The fee is \$2,575, for residential and \$5,150 for commercial. Accepted payment methods include a cashier's check or money order. You can mail the check or stop by city hall (2nd floor).
City of St. Louis Park
Attn: Community Development
5005 Minnetonka Blvd
St Louis Park, MN 55416

Once all the above items are addressed and in place, we will collect payment for the demolition permit and deconstruction can begin. The permit fee is \$211 for residential and \$361 for commercial.

After Demolition If rebuilding, a building permit will need to be applied for online using [ePermits](#), and drawings will need to be submitted for review. Once the footing inspection is completed, the demo deposit will be released. If not rebuilding, the demo deposit will be released when turf is established.

Demolition building permit application

Job site address: _____ Unit number: _____ Zip code: _____

 Total project valuation: \$ _____ Applicant is: ☐ Owner ☐ Contractor
 (must include fair market value of material and labor cost)

Property owner *REQUIRED*

 Name: _____ Email: _____
 Address: _____ Unit number: _____
 City: _____ State: _____ Zip code: _____
 Phone: _____

Contractor

 Name: _____ Email: _____
 Address: _____ Unit number: _____
 City: _____ State: _____ Zip code: _____
 Phone: _____ License #: _____ Exp: _____ EPA#NAT- _____ Exp: _____

Property use	Type of structure	MPCA Requirements *NEW*
☐ Single family residential ☐ Single family attached ☐ Two family residential ☐ Three/four family ☐ Five+ family residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Public	☐ Principal building ☐ Garage ☐ Accessory building ☐ Temporary building ☐ Swimming pool ☐ Other: _____	☐ I have completed the MPCA Pre-Demolition Environmental Checklist and will have available, if asked for by the MPCA ☐ I have submitted the MPCA Demolition / Renovation Notification form to the MPCA Links to required MPCA forms

Miscellaneous information	Project information	Building permit fees
Vacant property _____ Rental property _____ Number of units _____ Number of buildings _____ Zoning/FEMA/TDM _____ Occupancy group _____ Type of construction _____	Number of stories _____ Total square footage _____ Height _____ Length _____ Width _____ Solar panels _____ Kw	Building permit fee _____ Plan review fee _____ Application fee _____ State Surcharge _____ Investigation fee _____ S.A.C. fees _____ W.A.C. fees _____ Total fees due _____

Specific description of work to be completed

Permit becomes void if work does not begin within 180 days or if suspended at any time over the 180 days. Permits issued and inspection made by the city are a public service and do not constitute any representation, guarantee or warrant, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of St. Louis Park regulating building construction. Some or all of the information that you are asked to provide on the application is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is annually to update our records and records of other governmental agencies required by law. If you refuse to supply the information, the permit may not be issued.

Applicant name and signature: _____ Date: _____

Office use only

 Permit #: _____ Fee: _____ Ck#: _____ CC ☐ Cash ☐ EPA ☐ SAC units: _____
 Entered: _____ Zoning app/date: _____ Building app/date: _____ CMP: _____ Issued: _____

Demolition damage deposit

Property address: _____

Applicant name: _____ Phone #: _____

Email: _____

Permit number: _____ Deposit amount \$: _____

Demolition description: _____

Residential demo permit fee: \$211 | Deposit amount: \$2,575 (cashier's check or money order only)**Commercial demo permit fee: \$361 | Deposit amount: \$5,150 (cashier's check or money order only)*****Code Sec. 6-68. Building Demolition*****(c) Deposit.**

- (1) Prior to issuance of a demolition permit, the applicant for such permit shall deposit with the city a cash security as shall be set from time to time by the city and a schedule of such cash security is listed in appendix A to this Code. The city may draw upon the security for any expense incurred by the city for damage to city property resulting from any work associated or related to the demolition. The city may also draw on the security for restoration of the property where demolition occurred if the applicant fails to restore the property in a reasonable period of time. Restoration may include filling, grading, erosion control, fencing or any other action necessary to maintain the property in a safe and code complying condition.
- (2) The city shall return the security deposit or remaining balance of such security deposit within 30 days after the work authorized by the permit is found to be in conformance with the applicable state building code requirements, and restoration of the site is finished.

Conditions of issuance: All utilities must be capped prior to demolition *and* erosion control must be maintained until turf is established.*I have read and understand the city code regarding building demolition deposits. I understand and accept the conditions of issuance listed above and any other conditions printed on the building demolition permit.***Name and Address of recipient of escrow funds when released:** _____

Applicant Signature: _____ Date: _____

City approval for demolition: _____ Date: _____

Office use only:Fee: _____ Check #: _____ Charge: ☐ Cash: ☐ Date issued: _____ Initials: _____

Sewer and water permit application

Job site address: _____ Unit number: _____ Zip code: _____

 Total project valuation: \$ _____ Applicant is: ☐ Owner ☐ Contractor
 (must include fair market value of material and labor cost)

Property owner *REQUIRED*		
Name: _____ Email: _____		
Address: _____ Unit number: _____		
City: _____ State: _____ Zip code: _____		
Phone: _____		
Contractor		
Name: _____ Email: _____		
Address: _____ Unit number: _____		
City: _____ State: _____ Zip code: _____		
Phone: _____ License #: _____		
Property use	Type of structure	Type of work (check only one)
☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Public	☐ Water line ☐ Fire line ☐ Sanitary sewer ☐ Storm sewer	☐ New fire line ☐ New sanitary sewer ☐ New storm sewer ☐ New water line ☐ Disconnect ☐ Repair ☐ Replacement
Specific description of work to be completed		

Permit becomes void if work does not begin within 180 days or if suspended at any time over the 180 days. Permits issued and inspection made by the city are a public service and do not constitute any representation, guarantee or warrant, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of St. Louis Park regulating building construction.

Some or all of the information that you are asked to provide on the application is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is annually to update our records and records of other governmental agencies required by law. If you refuse to supply the information, the permit may not be issued.

Applicant name and signature: _____ Date: _____

Office use only

 Permit #: _____ Fee: _____ Ck#: _____ CC: ☐ Cash: ☐ Issued: _____
 Entered: _____ Zoning app/date: _____ S&W app/date: _____

Construction management plan

Job site information

Project name: _____

Job site address: _____

Contractor

Name: _____ Email: _____

Address: _____ Unit number: _____

City: _____ State: _____ ZIP code: _____

Phone: _____

Estimated construction start date: _____ Estimated completion date: _____

Description of project:

Additional comments:

The construction on this site will follow normal industry and city accepted construction methods for a project of this type. Any references to start date or duration of specific items are estimated and included only for reference. The undersigned hereby acknowledges that they are responsible for getting all appropriate permits, the included conditions related to neighborhood notification and signage, and complying with all building and zoning requirements.

Applicant signature: _____ Date: _____

For office use only

Requirements

- ☐ Neighborhood notification
- ☐ Neighborhood meeting
- ☐ Site signage

Date of neighborhood notification: _____

Date of neighborhood meeting: _____

Site signage in place: _____

Building permit number: _____**Approval date and signature:** _____

The city recognizes that many households are looking for larger homes. As a result, significant additions and/or tearing down of existing homes and rebuilding larger homes is becoming more common. Because St. Louis Park is a fully built community, these major additions and construction of new homes impacts the surrounding neighbors. To address neighborhood issues and concerns related to construction the following is required:

- **Written neighborhood notification** – Required for major additions, demolitions and new construction.
- **Neighborhood meeting** – Required for demolition and new construction. Meeting must be held locally at a convenient date and time for neighbors to attend such as evenings or weekends. The city has meeting space available if you do not hold the meeting at the site.
- **Signage** – Required for demolition and new construction.

Definitions (for purposes of the construction management plan):

Major Additions: Means the construction of a second story of any size or a building addition totaling five hundred (500) square feet or greater.

Demolition: Means the removal or destruction of more than fifty percent (50%) of the area of exterior walls.

New Construction: Means the complete construction of a building.

Written neighborhood notification

At least seven (7) calendar days before demolition, new construction or construction of a major addition commences, written notification of the proposed activity and general construction schedule must be provided to all property owners within a minimum of two hundred (200) feet of the construction property.

For demolitions and new construction:

Neighborhood meeting — The applicant must conduct a neighborhood information meeting within the notification area before demolition or new construction commences. The date, time and location of the meeting must be included within the written neighborhood notification. If construction does not begin within three months of the meeting, a second neighborhood meeting must be held.

Site signage — A sign must be posted on the property before demolition or new construction commences, identifying the nature of the project, the permit holder, a contact name and phone number, and the site address. The sign must also display a city provided phone number. The sign must be between five (5) square feet and six (6) square feet in surface area. The sign and the content of the sign must be visible from the street and be kept in place until the completion of the project.

Best practices for new construction or major additions in St. Louis Park neighborhoods:

- Parking should be contained on the site when possible. Many St. Louis Park lots are small and this may not be possible. When parking on the street, follow all posted parking signs, park on one side of the street rather than parking trucks across from each other which makes the road very narrow and do not block driveways.
- No trailers overnight on the street.
- Storage of all building materials, dumpsters, trailers, etc. need to be on the property, they are not allowed to be parked/stored on the street.
- All unloading, including equipment, should be done at the property. Equipment should not be driven down the road or sidewalks because it can cause damage. You are responsible for any damage that happens to the public right of way caused by your construction work.
- If you have a portable toilet at the construction site it must be on the property (cannot be on the right of way) and should be cleaned regularly.
- Blowing trash and dust/debris can be a problem at construction sites. All trash and construction debris needs to be placed in a dumpster and monitored to make sure trash is not blowing around the neighborhood.
- Grass must be mowed and noxious weeds controlled during demolition and construction in compliance with the city's vegetation ordinance.

Written neighborhood notification letter

Per St. Louis Park City Code Section 6-71: *Written neighborhood notification*. At least seven (7) calendar days before demolition, new construction or construction of a major addition commences, written notification of the proposed activity and general construction schedule must be provided to all neighbors within two hundred (200) feet of the construction property. The city will provide the addresses within the notification area.

For demolitions and new construction: Neighborhood meeting. The applicant must conduct a neighborhood information meeting within the notification area before demolition or new construction commences. The date, time and location of the meeting must be included within the written neighborhood notification. If construction does not begin within three months of the meeting, a new written neighborhood notification is needed before construction commences.

The City of St. Louis Park encourages the following information to be included in the neighborhood notification letters:

1. Your company's name, primary contact's name, phone number and email address
2. Anticipated start date and construction schedule
3. The neighborhood meeting date, location and time for demolition and new construction (not required for major additions). The meeting must be held locally at a convenient date and time for neighbors to attend such as evenings or weekends. The city has meeting space available if you do not hold the meeting at the site.
4. City's noise ordinance language
5. City contact information mail or email a copy of the letter to Aaron Borken, aborken@stlouisparkmn.gov, to confirm compliance. To assist you, please see the following sample letter:

[Date to be mailed]

Dear Neighbor,

Our company, Building and Remodeling Co., will be removing the existing home and building a new two-story home at 123 2nd Avenue. We have applied for a demolition and building permit with the City of St. Louis Park and will begin removal of the existing home March 1. We plan to begin construction March 15, and it is anticipated to last four months.

We would like to share the plans* with the neighbors and discuss any questions or concerns you may have. We will be available February 26 from 5-6 p.m. at 123 2nd Ave. If you are unable to attend this meeting, you are welcome to contact me with questions or we can schedule an alternate time to meet individually.

The city's noise ordinance allows for construction activities to occur between the hours of 7 a.m. and 8 p.m. on weekdays and 9 a.m. and 8 p.m. on weekends and holidays. The initial stages of construction do require larger vehicles and there will be a lot of activity occurring at the lot over the next several months. We will do our best to be considerate of the neighbors during the construction of this new home.

The purpose of this letter is to inform you of the upcoming construction activity and increased noise and traffic you may see related to the construction. If you have any questions or concerns, you can contact me at 555.123.4567, building@remodeling.com, or you can contact Aaron Borken, St. Louis Park Permit Technician, at 952.924.2522 or aborken@stlouisparkmn.gov.

Sincerely,

The Builder

The Builder Building and Remodeling Co.

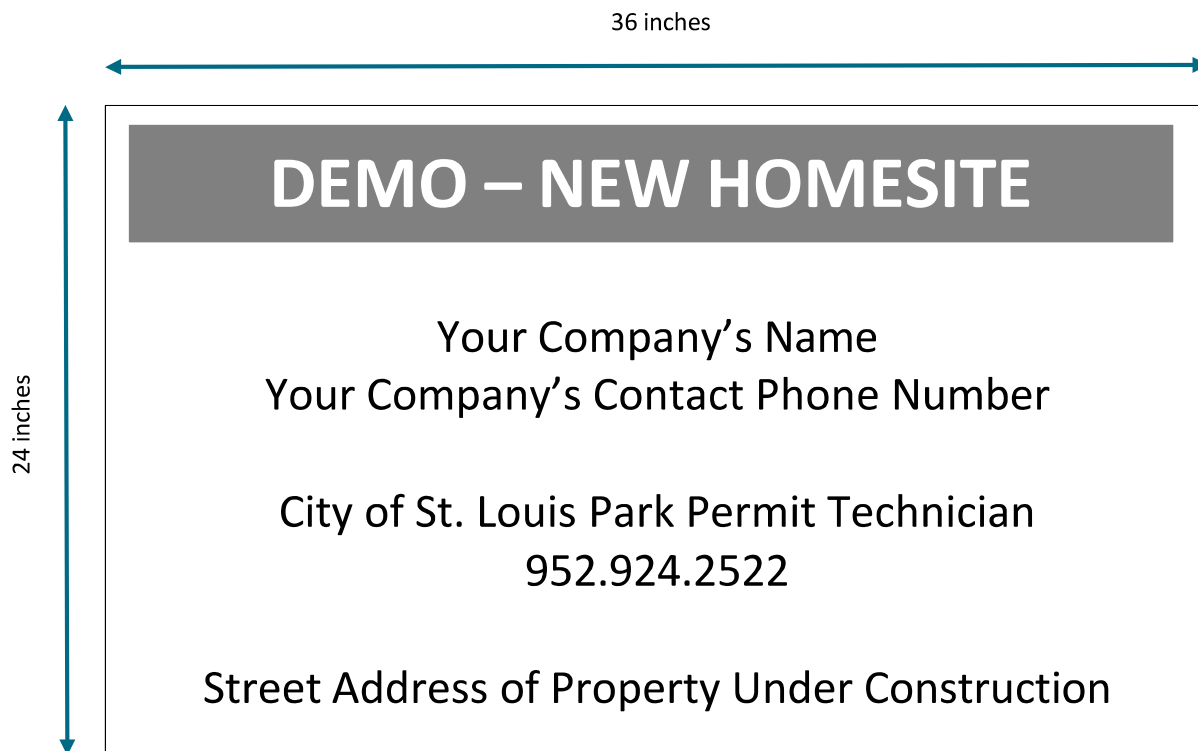
*Having a copy of the property's survey and house plans available for viewing at the meeting is highly recommended.

Demolition and new construction signage requirement

For demolitions and new construction: Site Signage (per St. Louis Park City Section 6- 71)

A sign must be posted on the property before demolition or new construction commences, identifying the nature of the project, the permit holder, a contact name and phone number, and the site address. The sign must also display a city provided phone number. The sign must be between five (5) square feet and six (6) square feet in surface area. The sign and the content of the sign must be visible from the street and be kept in place until the completion of the project.

Sample sign template



Email a photo of the posted sign to St. Louis Park Permit Technician Aaron Borken at aborken@stlouisparkmn.gov to confirm compliance.