

# Dakota County City Policies addressing Commercial waste, recycling, and organics



*Prepared for:*  
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Exceptional outcomes.

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# 1.0 Executive Summary

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Under Minn. Stat. § 473.823, subd. 6, the Minnesota Pollution Control Agency (MPCA) may only issue a certificate of need (CON) for landfills if there are no reasonable and prudent alternatives. The MPCA holds the position that no new CONs will be issued unless resource recovery facilities are operating at full capacity. Currently, resource recovery facilities are not operating at full capacity, and are unlikely to operate at full capacity in the future due to air permit restrictions. Therefore, Dakota County remains, and is likely to remain, the only metro county with municipal solid waste (MSW) landfills.

Extending the life of landfills in Dakota County (County) is a significant priority for several reasons. Having metro county landfills maintains short driving distances, which keeps disposal costs low, reduces vehicle emissions, and limits the miles of road wear and tear. Dakota County also receives host fees from landfills, which support many department programs. Landfills also create jobs and generate energy. Carefully phased approaches to landfill diversion prolongs the many benefits these facilities offer to Dakota County.

Additionally, under Minn. Stat. § 115A.551, sub. 2(a), Dakota County is required to meet a 75% by weight diversion rate by 2030. In 2016, Dakota County's recycling rate decreased from 49% to 48%. If yard waste is removed from that percentage, the County currently has a 30% recycling rate, which is 5-23% lower than other metro counties and about 10% lower than the metro area average. To reach 75% by 2030, the County will need to make significant changes to its waste management strategies.

The County priorities have traditionally focused primarily on single-family residential recycling programs. However, the County recognizes that single-family recycling alone will never reach a 75% diversion goal. In response to increased recycling goals, the County is expanding efforts to address commercial recycling and organics collection. The State has demonstrated support for this position, and in 2016, Minn. Stat. § 115A.151 required commercial buildings in North American Industrial Classification System (NAICS) sectors 42-81 recycle a minimum of three materials.

In 2016, as a first step to improve commercial recycling, the County implemented a Business Recycling Incentive Program. The program provides technical assistance and up to \$10,000 for businesses subject to the State commercial recycling mandate. Funds may be used to implement recycling and organics diversion initiatives, including up to \$7,500 for waste enclosure improvements.

To enhance commercial recycling program development, which includes multi-unit dwellings, the County initiated a research and inventory project to evaluate potential commercial recycling barriers in Dakota County cities with populations over 10,000. These cities include Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Rosemount, South St. Paul, and West St. Paul. Results revealed the following:

- ▲ City-level zoning codes regarding recycling enclosures are a substantial barrier. Wenck recommends the County work with city policy makers to address the high cost associated with recycling enclosure design specifications, and collaborate to determine reasonable minimum design requirements. The County should also

collaborate with cities to secure temporary exemptions from enclosure requirements, and reduce setback and parking space barriers.

- ▲ To increase residential access to recycling, and enhance diversion rates, Wenck recommends the County adopt an ordinance requiring that any owner or manager of multi-unit dwelling or senior living associations must contract for recycling services, and provide model language to cities.
- ▲ The County does not collect data relative to how much solid waste individual commercial entities generate and which entities currently recycle. Without such information, the County is not able satisfactorily prioritize implementation of a commercial mandate based on generator volume. Wenck recommends the County consider implementing a registration and information reporting compliance system, similar to information reported by hazardous waste generators.
- ▲ Wenck recommends the County adopt a commercial recycling ordinance consistent with Minnesota Statute § 115A.151, that focusses on a tiered, generation based implementation strategy.
- ▲ The County acknowledges that a successful regulatory program includes: identification of the regulated community, a required action, enforcement/compliance system, and funding to support implementation and financial burdens on the regulated community. Wenck recommends the County prioritize its Business Recycling Incentive Program funds to focus on multi-unit dwellings, stand-alone commercial buildings, and high volume generators in geographic locations with low enclosure barriers.
- ▲ Based on identified expenses associated with enclosure development, Wenck recommends the County expand or supplement its Business Recycling Incentive Program funding through Commercial Strategies recommended in the 2016 SERA Report, such as tipping fees, taxes, or pay as you throw programs.

## 2.0 Introduction

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Wenck Associates, Inc. (Wenck) was authorized by Dakota County (County), to conduct a city policy inventory and provide prioritized strategies relative to commercial solid waste, recycling, and organics management. Dakota County cities with populations over 10,000 were evaluated in the scope of this work, which includes: Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Rosemount, South St. Paul, and West St. Paul. The following cities are not included in the project: Lilydale, Mendota, and Sunfish Lake.

The overall goal of this project was to develop a comprehensive inventory of city codes related to:

- ▲ commercial recycling, hauler collection, licensing, applications, and data reporting;
- ▲ building permits/applications, plan review, and waste/recycling space specifications;
- ▲ zoning waste enclosure specifications and set-backs; and,
- ▲ other policies and practices that support these city codes.

Wenck conducted a comprehensive review of all city waste and recycling, building, and zoning codes, the statutory authorities for such regulations, and completed a series of interviews with key city staff. The following report summarizes these research findings and provides options for prioritized strategies to increase commercial recycling in Dakota County.

Conclusions and recommendations contained in this report have been made to assist Dakota County in evaluating commercial solid waste, recycling, and organics program development and master planning. Completed research and inventory activities have led to the following recommendations:

- ▲ Work with city policy makers to address the high cost associated with recycling enclosure design specifications, and collaborate to determine reasonable minimum design requirements.
- ▲ Collaborate with cities to secure temporary exemptions from enclosure requirements at businesses that want to add recycling space. This may be accomplished by amending city codes to provide such exemptions.
- ▲ Partner with cities to reduce setback and parking space barriers on a site-by-site basis.
- ▲ Adopt a County ordinance requiring that all owners/operators of multi-unit dwelling and senior living associations must contract for recycling services, and provide model language to cities.
- ▲ Establish a registration and waste generation information reporting system for businesses with NAICS 42-81. Work with city fire departments to obtain updated building and business contact information.
- ▲ Adopt a County commercial recycling ordinance consistent with Minnesota Statute § 115A.151, that focusses on a tiered, generation based implementation strategy.

- ▲ Prioritize Business Recycling Incentive Program funds to focus on multi-unit dwellings, stand-alone commercial buildings, and high volume generators in geographic locations with low enclosure barriers.
- ▲ Expand Business Recycling Incentive Program funding through Commercial Strategies recommended in the 2016 SERA Report, such as tipping fees, taxes, or pay as you throw programs.

## 3.0 Background and Scope

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### 3.1 PURPOSE AND BACKGROUND

#### Statutory Requirements

Under Minnesota Statute Section 115A.551, sub. 2(a), metropolitan counties are required to meet a 75% by weight diversion rate by 2030. The legislature also tasks counties with additional responsibilities that include master planning, annual reporting, and program development, which are activities subject to Minnesota Pollution Control Agency (MPCA or Agency) approval.<sup>1</sup> Master planning is a statutorily mandated process required at the regional (MPCA) and local (county) level.

The MPCA publishes a regional master plan that governs waste and recycling goals and policies in the metropolitan area.<sup>2</sup> County master plans must be consistent with the regional plan and must receive Agency approval. After Agency approval, the county plan governs waste and recycling within the county's geographic jurisdiction.<sup>3</sup>

Dakota County (County) is currently in the master planning process. Part of the statutory requirement for county master plans includes describing existing and proposed "municipal ordinances and license and permit requirements relating to solid waste management...and existing and proposed regulation and enforcement procedures."<sup>4</sup> This requirement is reflected in the MPCA regional master plan.

For purposes of this research, commercial includes multi-unit dwellings over four units.

#### MPCA Master Plan Policy

The MPCA Commissioner adopted the Metropolitan Solid Waste Policy Plan on April 6, 2017. The Plan includes options for strategies specific to county relationships with municipalities:

"Counties should work with cities to modify codes that do not allow enough flexibility for recycling infrastructure. By 2022, all cities in the [Twin Cities Metro Area] TCMA must update city ordinances to be consistent with this requirement." To implement, counties may:

- Require cities to update codes to receive recycling funding.
- Provide technical assistance to cities updating their ordinances.
- Provide model code language for enclosure requirements.
- Work with developers and city planning staff to increase awareness of recycling space needs.<sup>5</sup>

#### Dakota County City Code Inventory

Dakota County has traditionally carried out its responsibility to collaborate with municipalities through funding, and partnerships like the household hazardous waste (HHW) collections. The County allocates funding to cities through annually renewed Joint Powers Agreements (JPAs). Funds may be used to implement landfill abatement priorities consistent

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<sup>1</sup> Minn. Stat. §§ 115A.46, 551, 552, 557.

<sup>2</sup> Minn. Stat. § 473.149.

<sup>3</sup> Minn. Stat. § 115A.46, subd. 5.

<sup>4</sup> Minn. Stat. § 115A.46, subd. 2(h).

<sup>5</sup> MPCA Policy Plan p. 23 (2017).



with County priorities. County priorities for cities have focused primarily on residential recycling programs. However, the County recognizes that residential recycling is not enough to reach a 75% diversion goal. In response, the County is expanding its focus to commercial recycling, and organics collection.

With emphasis on commercial recycling and organics recovery, and in light of the MPCA Policy Plan requirement to assist municipalities with code modification, the County requested consulting services to research and inventory city policies addressing commercial solid waste, recycling, and organics management.<sup>6</sup> The County will consider strategies and recommendations resulting from this research to help satisfy its solid waste and recycling management obligations.

### 3.2 SCOPE

The following scope of services was completed for this research inventory:

1. Attended a kick off meeting to review project goals and develop a final Work Plan.
2. Engaged staff (in administrative, planning, recycling and others, as necessary) from Dakota County cities with populations over 10,000 to identify municipal mechanisms that address mixed municipal solid waste management from commercial entities and multiunit buildings located in their respective jurisdictions. The following Dakota County cities were included:

- |                       |                   |
|-----------------------|-------------------|
| ▲ Apple Valley        | ▲ Lakeville       |
| ▲ Burnsville          | ▲ Mendota Heights |
| ▲ Eagan               | ▲ Rosemount       |
| ▲ Farmington          | ▲ South St. Paul  |
| ▲ Hastings            | ▲ West St. Paul   |
| ▲ Inver Grove Heights |                   |

- a. Created a written inventory and provided electronic copies of each city's mechanisms and requirements relative to:
  - ▲ Solid waste, recycling, and organics management;
  - ▲ Waste storage space/enclosures;
  - ▲ Hauler licensing, permits, and applications;
  - ▲ Business licensing;
  - ▲ Building permits and plan review;
  - ▲ Enforcement and/or inspections protocol pertaining to any of the above; and,
  - ▲ Other mechanisms, as identified through research efforts.
- b. Reviewed existing Dakota County data on city ordinances, licensing programs, and requirements related to multiunit buildings, residents, property owners, and managers; verified that this information is complete as part of Task 2a; added any additional information needed to complete the inventory described in Task 2b; and incorporated this information into the baseline data.

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<sup>6</sup> See RFP and Wenck Proposal.

3. Submitted a summary of findings report to the County with respect to city interview information.
4. Researched and identified mechanisms used by 5 other cities in the state or nation of similar size and characteristics of Dakota County cities that have demonstrated effective diversion in the commercial/multiunit sectors. Cities researched include:
  - ▲ Alameda, California
  - ▲ Austin, Texas
  - ▲ Seattle, Washington
  - ▲ Minneapolis, Minnesota
  - ▲ St. Louis Park, Minnesota

Provided diversion data for each mechanism, and recommendations for mechanisms likely to be successful in Dakota County. Provided electronic documents used to research mechanisms.

5. Developed and discussed a draft report with County staff summarizing the research and analysis of the above tasks. The report identifies (1) opportunities for consistency in city mechanisms, and (2) provides model language for proposed mechanisms, including ordinances/codes, development/construction permits, and business and hauler licensing considerations.
6. Facilitated meetings with County staff and provided project status updates.
7. Submitted a final report and presented findings to County staff.

## 4.0 Research and Inventory Findings

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### 4.1 SUMMARY OF FINDINGS

Wenck completed review of city codes and mechanisms related to waste and recycling, and building and zoning codes. Wenck also completed city interviews, with the exception of Hastings. City interview summaries are included as **Appendix A**. Completed research and inventory activities revealed the following findings:

#### **Findings**

Findings associated with waste codes:

- ▲ Not all residents in multi-unit buildings have the opportunity to recycle. County Ordinance 110, Section 15.08(K), requires that haulers must “provide recycling services and opportunities for their customers.” However, residents of apartment buildings are typically not customers because they are not the contracting party. Therefore, haulers are not directly required to offer or provide recycling services to all residents unless they are customers. Generally, because the apartment owner or manager contracts for waste services, and is the customer, residents only have the opportunity to recycle if the owner or manager contracts for recycling. The County does not require multi-unit dwelling owners or managers to provide recycling to residents. About half of the cities require multi-unit dwelling managers to contract for recycling, but lack sufficient funds and staff to implement a compliance system. Interviewed staff from cities without multi-unit residential recycling opportunity requirements supported considering code amendments that provide recycling opportunities. Interviewed staff from cities with requirements also supported considering code amendments.
- ▲ Three cities require haulers to offer recycling to commercial businesses. Generally, interviewed city staff supported considering code amendments that require haulers to offer commercial recycling opportunities.
- ▲ No city mandates commercial recycling, commercial services fee structures, or commercial organics recycling or the opportunity for such. Cities are not apt to adopt any commercial recycling mandates, but would follow any County ordinance.
- ▲ All cities license haulers but the application forms are inconsistent. Generally, cities would be willing to modify license forms for consistency.

Findings associated with building and zoning codes:

- ▲ All cities review recycling space requirements for new buildings, but attention to this point varies. Recycling space is not required for existing buildings.
- ▲ Seven of the eleven cities require recycling bins be enclosed or screened, but design specification standards vary. Permits are required for enclosure development in all cities. Interviewed staff from cities with enclosure requirements are currently not willing to change enclosure specifications, but supported providing an opportunity to right-size waste containers. Staff expressed an interest to work with the County and

provide businesses with temporary exemptions from enclosure requirements for between 3-6 months.

- ▲ Recycling space requirements at new buildings are incorporated into the permit process. However, most buildings in Dakota County currently exist, and the cost to add a recycling enclosure varies depending on design specifications. Based on interview information the cost to add a new enclosure falls between \$6,000-\$50,000, with a majority in the \$10,000+ range due to enclosure material requirements.
- ▲ Businesses that currently do not recycling, and are located in cities with stringent enclosure requirements—such as load-bearing roofs—may be disproportionately affected by increased commercial recycling due to the cost of enclosure construction.
- ▲ Fire inspectors appear to have the most comprehensive list of commercial buildings, business establishments, and site contacts.

### **Waste and Recycling**

Generally, waste and recycling codes have high variability among the Dakota County cities examined. There is a wide range of code language relative to definitions, container requirements, opportunity for recycling requirements, and hauler licensee responsibilities. Specifically, codes related to multi-unit residential recycling opportunities are inconsistent or do not exist.

Not all residents in multi-unit buildings have the opportunity to recycle. Four of eleven cities do not require that residents in multi-unit buildings have the opportunity to recycle (Mendota Heights, Rosemount, South St. Paul, West St. Paul). The other seven cities do require that residents in multi-unit buildings have the opportunity to recycle, but enforcement is not consistent. Only Burnsville claims to enforce this opportunity to recycle requirement, but it is not clear what happens during property owner turnover.

County Ordinance 110, Section 15.08(K), requires that haulers must “provide recycling services and opportunities for their customers.” However, residents of apartment buildings are typically not customers because they are not the contracting party. Therefore, haulers are not directly required to offer or provide recycling services to all residents unless they are customers. Generally, because the apartment owner or manager contracts for waste services, and is the customer, residents only have the opportunity to recycle if the owner or manager contracts for recycling. The County does not require multi-unit dwelling owners or managers to provide recycling to residents. About half of the cities require multi-unit dwelling managers to contract for recycling, but lack sufficient capacity to implement a compliance system.

Cities with multi-unit residential recycling codes require the housing association or management entity, or the hauler provide recycling services. Only three cities require both the management entity and the hauler to provide recycling opportunities (Burnsville, Eagan, Farmington). See Table 4.1 Summary of city waste and recycling code requirements. Interviewed staff from cities without management entity or hauler recycling opportunity requirements supported considering city-level code amendments to require such opportunities for multi-unit residential buildings.

Three cities require haulers to offer recycling services to commercial establishments (Eagan, Farmington, Hastings). Generally, cities were open code amendments that require haulers to offer commercial recycling opportunities.

**Table 4.1. Summary of city code recycling requirements.**

<b>City</b>	<b>MUD manager required to offer recycling</b>	<b>Hauler required to offer recycling</b>	<b>Commercial recycling or organics mandate</b>	<b>City staff willing to adopt city-level mandate</b>	<b>City staff willing to adopt city-level opportunity to recycle</b>
Apple Valley	No	Yes- MUD	No	No	Yes
Burnsville	Yes	Yes- MUD	No	No	Yes
Eagan	Yes	Yes- All	No	No	Yes
Farmington	Yes	Yes- all, by city contract	No	No	Yes
Hastings	No	Yes- All	No	unknown	unknown
Inver Grove Heights	No	Yes- MUD	No	No	Yes
Lakeville	Yes	No	Yes- MUD only	No	Yes
Mendota Heights	No	No	No	No	Yes
Rosemount	No	No	No	No	Yes
South St. Paul	No	No	No	No	Yes
West St. Paul	No	No	No	No	Yes

No city mandates commercial recycling, bin labels, commercial services fee structures, or commercial organics recycling or the opportunity for such. Interviewed city staff expressed that cities are not apt to adopt any city-level commercial recycling mandates, but would follow any County ordinance that required commercial recycling.

All cities license haulers but the application forms are inconsistent. Generally, cities are willing to modify license forms for consistency. It does not appear that a consistent hauler license form will provide meaningful diversion, but would likely streamline licensing efficiency.

Some cities require haulers to collect and submit data to the city. With the exception of recycling event information, and cities that contract for waste and recycling services (Farmington and Hastings), cities did not identify needs for hauler data.

### **Building and Zoning**

Generally, building and zoning codes regulate waste, recycling, and organics enclosure space. Minn. Stat. §§ 326B.133 and 462.357 govern building and zoning laws, and set forth some basic requirements, but otherwise delegate authority to municipalities. Each metropolitan city is required to adopt and administer the state building code. And, each city may regulate land use through zoning ordinances.

### **Building code**

In 2007, the state adopted a code to require identification of recycling space on all site plans submitted for a building permit.<sup>7</sup> Building permits are required for all new or modified

<sup>7</sup> Minn. R. § 1303.1500 (2007).

structures, with certain exceptions including detached accessory structures less than 200 square feet, and fences less than seven (7) feet high<sup>8</sup>; however, many cities require permits for these structures through zoning ordinances.

Overall, cities routinely evaluate recycling space requirements for new building permits. Consistent with state law, each city requires a building permit application that includes a site plan identifying recycling space. City interview information revealed that building permit application forms do not specifically request recycling space specifications as this requirement is imbedded in the site plan review process. Attention to review of recycling space requirements varies among cities, but almost all cities reported comparing the calculated recycling area to the state code requirements. Architects must also follow state building codes, and therefore, recycling space is typically included in site plan submission.

The state code requires that designated recycling space must be "sufficient to contain all the recyclable materials generated from the building," or a minimum area determined by Minn. R. § 1303.1500, subp. 5, Table 1-A. Where sufficient space is unknown at the time of development, the minimum space standard is used. The recycling space must be located in a place as convenient as the solid waste collection. Based on interview information, sufficient area and convenient location are a challenge to determine during the building permit phase because building occupants are not always known at the time of development. Even if specific building uses were required, such uses could change with tenant turnover. As such, most site plans default to the minimum space requirement.

Additionally, the state code requires recycling space for a singular building, not individual tenants. Interview information revealed that multi-unit commercial site plans typically include one combined waste and recycling space at a single designated location. However, most cities generally confirmed that after occupancy, multi-unit buildings usually end up with several un-enclosed dumpsters behind a building. As such, where multi-unit commercial buildings are concerned, each unit may end up with a space conveniently located, but such areas are not required to be shown on building permit plans, and may not be enclosed. City staff prefer these bins be enclosed, but also acknowledge that multi-unit commercial buildings present specific challenges. Interviewed staff from all cities generally agreed that multi-unit commercial buildings should not be addressed at the first stage of commercial recycling program implementation.

After the building official approves the site plan, and city council approves the development project, there is a final building inspection. About half of the cities reported specifically measuring recycling space during final inspection, but all cities confirm checking that a collection area exists.

The state building code does not require permits for existing buildings and therefore does not require submittal of a site plan identifying recycling space. No cities have adopted building codes that require recycling space for existing buildings. Generally, zoning ordinances address enclosures for existing buildings, including materials, size, and structural design. Some cities use the same building permit application process for enclosures, and others use designated zoning permit applications.

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<sup>8</sup> Minn. R. § 1300.0120, subp. 1, 4 (2015).

### **Zoning code**

State law also authorizes municipalities to regulate land use such as building structure uses, density, placement, and sizes.<sup>9</sup> Cities have more flexibility with respect to zoning ordinances compared to building codes. That is because the state building code is mandated upon cities, but there is not a parallel state zoning code. While two cities have parallel provisions in waste and recycling ordinances, cities generally regulate waste and recycling enclosure requirements through zoning ordinances.

Every Dakota County city has a waste enclosure requirement in its respective zoning ordinance, with the exception of Farmington and Hastings. However, not every city code specifically requires recycling enclosures. Where recycling enclosures are required, specification standards vary across cities with respect to size, material, setback, opacity, and whether a permit is required to develop the structure. See Table 4.2 for a summary of city commercial recycling enclosure requirements.

For new buildings, enclosure area review and inspection is incorporated into the building permit site plan review process.

For existing buildings, an inspection may or may not be required. Under the building code, certain enclosure designs always require final inspection, which typically include accessory buildings with load bearing roofs, and enclosures attached to the adjacent building. If enclosures are constructed such that the building code requires inspection, all cities require permits and conduct follow up inspections. Burnsville is the only city that specifically requires all waste and recycling enclosures to be accessory buildings with load bearing roofs. Where the building code does not apply, about half the cities reported processing permit applications and conducting follow up inspections for waste and recycling enclosures. These cities include: Burnsville, Eagan, Rosemount, South St. Paul, and West St. Paul. Remaining cities either process a permit without follow up inspection or do not require zoning permits.

City permit and inspection requirements consume city staff time. While most cities identified sufficient capacity to process an increasing number of permit applications, South St. Paul did not. South St. Paul indicated that they do not have enough staff to handle a moderate increase in enclosure permits.

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<sup>9</sup> Minn. Stat. § 462.357, subd. 1 (2011).

**Table 4.2. Summary of city recycling enclosure minimum requirements.**

City	Recycling enclosure	Permit required	Structure design <sup>10</sup>	Material requirement	Fees
Apple Valley	Yes	Over 200 ft <sup>2</sup> or 7 ft high	Fence, wall, landscaping, or earth berm	Solid material, or trees and hedges	If a permit is required: valuation fee
Burnsville	Yes	Yes - building	Enclosed building	Same as main building	Valuation fee
Eagan	Yes	Yes - building	Open top 6'-10' to fit containers	Same as main building	Valuation fee
Farmington	No	-*	-	-	-
Hastings	No	-	-	-	-
Inver Grove Heights	No	-	-	-	-
Lakeville	Screening only	-	-	-	-
Mendota Heights	Screening only	If building an enclosure - zoning	Open top	None	Valuation fee
Rosemount	Yes	Yes - building	Open top - to fit containers but $\leq$ 600 ft <sup>2</sup>	New- same as building; Old- wood or chain link with 85% opacity	Valuation fee
South St. Paul	Yes/No depends on district, but city policy is Yes	Yes - zoning	Open top	Concrete or non-combustible material	\$30
West St. Paul	No	If building an enclosure - building	Open top	Maintenance free	Valuation fee

\* "-" indicates there is not a city code for that category.

With the exception of Burnsville, interviewed staff from cities that require recycling enclosures supported providing temporary exemptions from enclosure requirements at existing buildings where businesses want to add recycling services. The general sense is that a 3-6 month window for a temporary exemption is probably reasonable. The purpose being that a business, with technical assistance, may be able to reduce its trash bin size as it increases recycling, and therefore, the business may not need to expand its enclosure space. However, the presumption that reducing trash and increasing recycling does not require increased space is purely theoretical at this point. Nevertheless, interviewed city staff were supportive of temporary exemptions from enclosure requirements. Some city

<sup>10</sup> Structure design depends somewhat on zoning district. For example, in Eagan an enclosure must be attached to the building in certain zones and not others.



staff indicated codes would not need to be amended to provide the exemption, while other cities supported a code amendment.

Finally, fire inspectors appear to have the highest number of touches on commercial building structures due to regular inspections. Cities are generally willing to provide that list to Dakota County upon request. Fire inspectors may review waste and recycling spaces for fire hazards, but otherwise do not review whether a business has recycling.

Overall, the most significant finding is that enclosure requirements vary greatly across the cities. Businesses in cities with enclosure requirements will be disproportionately affected by increased commercial recycling due to higher costs of construction.

## **4.2 CITY MECHANISMS INVENTORY**

### **4.2.1 Management Requirements: Solid waste, Recycling, and Organics**

Overall, cities do not have codes relative to commercial recycling requirements. In fact, none of the cities have recycling or organics collection codes specific to commercial businesses with the following exceptions: Apple Valley, Burnsville, Eagan, and Lakeville have recycling requirements for multi-unit dwellings. See Table 4.3 for a summary of management requirements.

#### Multi-unit Collection Requirement

Apple Valley, Burnsville, Eagan, and Lakeville mandate multi-unit dwelling recycling by requiring that associations or management entities contracting for garbage collection, must also contract for recycling collection. However, city interview information revealed that cities do not have an enforcement mechanism to ensure compliance with multi-unit recycling requirements. Additionally, while Farmington does not require multi-unit recycling, interview information confirms that all but one multi-unit dwelling currently contracts for recycling. Farmington offers recycling services to all businesses, but does not expressly require businesses to use the service. Finally, Farmington does not provide organics services and therefore, establishments contract for organics collection directly with haulers.

#### Targeted Recyclables

Apple Valley, Burnsville, Eagan, Inver Grove Heights, Lakeville, and Mendota Heights each have a code definition for "targeted recyclables." The categories of targeted recyclables are generally consistent across cities, but the specific language is not. Lakeville and Burnsville require that multi-unit dwelling associations or management entities contract for recycling services that collect defined targeted recyclables.

#### Container Management

Apple Valley, Farmington, and Rosemount have container requirements for property owners. Apple Valley requires that occupants of private commercial establishments must provide sufficient containers to contain all refuse and yard waste, but not specifically recyclables. Farmington requires that all municipal solid waste and recyclables be placed in city-provided containers. Rosemount requires that all accumulation of waste and recyclables shall be placed in a tightly closed container designed to hold the respective waste material. Other cities do not have owner/occupant requirements for container management.

Cities do not have informal collection requirements not specified in code. For example, there are no restrictions on food packaging, plastic bags, or other material types. There are not municipal requirements specific to organics storage and enclosures, but the State does have

sanitation requirements for organics storage. In the event a business recycles organics, the owner/operator will be subject to State container and storage requirements. Discussion relative to storage and enclosures is provided below in Sections 3.2.3 and 3.2.4.

**Table 4.3. City solid waste, recycling, and organics requirements.**

City	Code Requirement				
	Garbage Collection	Recycling Collection	Organics Collection	Recycling Frequency <sup>11</sup>	Container Labels
Apple Valley	Yes	Multi-unit only	No	Weekly	No
Burnsville	Yes	Multi-unit only	No	-*	No
Eagan	Yes	Multi-unit only	No	Weekly	No
Farmington	Yes	No	No	Biweekly	No
Hastings	Yes	No	No	-	No
Inver Grove Heights	Yes	No	No	-	No
Lakeville	Yes	Multi-unit only	No	Weekly	No
Mendota Heights	Yes	No	No	-	No
Rosemount	No	No	No	Weekly	No
South St. Paul	Yes	No	No	-	No
West St. Paul	Yes	No	No	-	No

\* "-" indicates there is not a city code for that category.

**Required:** Generally, the State and County have not codified mandates that require cities to have solid waste, recycling, and organics management requirements with the exception of bans on burning and burying waste.

**Voluntary:** City codes relative to solid waste, recycling, and organics requirements are voluntary.

#### 4.2.2 Hauler Requirements: Solid waste, Recycling, and Organics

Generally, each Dakota County city requires licenses for solid waste and recycling haulers. Cities do not have independent licenses for organics haulers. Nevertheless, the understanding appears to be that organics falls within both solid waste and recycling definitions, and the abundance of organics haulers is low enough that there is no present need to independently license such haulers. This could be subject to change in the future as organics management expands. In addition to hauler licensing, cities have other requirements for licensees including container management, opportunity to recycle, volume based pricing, reporting, collection frequency, and disposal facility. See Table 4.4 for a summary of hauler requirements.

Hauler license application forms are included as **Appendix B**.

#### Licenses

Minn. Stat. § 115A.93 requires mixed municipal solid waste (MSW) haulers to be licensed in the jurisdiction where MSW is collected. Therefore, each MSW hauler must obtain a city and a County license. However, cities are not obligated to license haulers, and if a city opts out

<sup>11</sup> Recycling frequency applies to multi-unit dwellings and commercial buildings.

the County must adopt the city jurisdiction. State law requires recycling haulers to register with the MPCA and does require licensure from Counties or cities.

According to interview information, city staff expressed that licensing recycling haulers enabled cities to decide how many haulers to license, pick-up schedules, and general terms and conditions required to operate in the city. Licenses are renewed annually, with most cities designating December 31<sup>st</sup> as the expiration date independent from the date of licensure. Some cities have a general license for all haulers while others designate categories such as commercial, residential, industrial, or some combination thereof. Most city codes require license applications that contain general information including name, equipment, description of services, place/facility of disposal, insurance, methods of collection, etc., and any other information required by the city clerk or city council.

**Container Management**

Apple Valley, Burnsville, Farmington, and Rosemount each have codified requirements that haulers keep the waste container area clean and free of debris. Apple Valley requires that haulers notify customers when containers are in poor repair, and annually notify customers about proper placement. The hauler defines what is proper placement. Burnsville requires that containers identify the company name and contact information. Farmington contracts for recycling services and the contractor is required to provide containers to customers. Finally, Rosemount specifies that haulers shall clean spills and otherwise keep the enclosure area clean. Cities do not require haulers to label containers by materials collected.

**Table 4.4. City solid waste, recycling, and organics requirements.**

City	Code Requirement				
	Container Management	Opportunity to Recycle	Volume based pricing	Reporting	Disposal facility requirement
Apple Valley	Yes	Multi-unit only	No	Yes	No
Burnsville	Yes	Multi-unit only	No	No	Yes
Eagan	No	Yes	No	Yes	No
Farmington	Yes	No	Yes-contract	Yes-contract	No
Hastings	No	Yes	No/Unknown	Yes	No
Inver Grove Heights	No	Multi-unit only	No	No	Yes
Lakeville	No	Multi-unit only	No	Yes	No
Mendota Heights	No	No	No	Yes	Yes
Rosemount	Yes	No	No	No	Yes
South St. Paul	No	No	No	No	No
West St. Paul	No	No	No	No	No

**Opportunity to Recycle**

About half the cities require that haulers offer recycling services to multi-unit dwellings. Apple Valley, Burnsville, Eagan, Hastings, and Inver Grove Heights require that haulers offer the recycling services to all residents including multi-unit dwellings. Only Hastings and Eagan require haulers to offer recycling to commercial entities. Although not in code,



Responsive partner. Exceptional outcomes.

Farmington provides commercial recycling opportunities to all commercial establishments through its contracted hauler.

#### Volume Based Pricing

Cities do not have volume based pricing for commercial customers, with the exception of Farmington. While Burnsville and Inver Grove Heights have volume based pricing requirements for residential customers, there are not parallel provisions for commercial customers. One reason may be that residential waste generation is fairly consistent in volume and content, while commercial waste streams are highly variable from sector to sector, business size, or building space. Additionally, commercial businesses and haulers may negotiate container size and pick-up frequency to get the best available deal on both ends. As such, volume based fee structures may not encompass other variables that need consideration in the commercial waste world.

#### Reporting

Cities generally do not have a programmatic need for reporting requirements in city codes. While Apple Valley, Eagan, Hastings, Farmington (via contract), and Mendota Heights have reporting requirements, cities do not appear to require this information to manage recycling and other waste management activities at the city-level. Cities do provide the collected reporting information to the County. Farmington is the exception because the city manages a contract with its hauler and, therefore, frequently reviews hauler metrics.

**Required:** Cities are not required to license haulers or otherwise regulate hauler activities. State statutes place the burden to license haulers on the County.

**Voluntary:** Minn. Stat. § 115A.93 requires MSW haulers to be licensed in the jurisdiction where MSW is collected. Therefore, each MSW hauler must obtain a city and a County license. However, cities are not obligated to license haulers, and if a city opts out the County must adopt the city jurisdiction. State law requires recycling haulers to register with the MPCA and does require licensure from Counties or cities.

Minn. Stat. § 115A.552 requires that Counties provide the opportunity for all residents to recycle, including residents in multi-unit dwellings. There is no apparent delegation authority within this statute and, therefore, city requirements are technically voluntary. Other nonresidential recycling requirements are not required of cities or Counties with respect to hauler activities

### **4.2.3 Building Code Requirements: Recycling Space**

Each metropolitan city is required to adopt and administer the state building code.<sup>12</sup> The Minnesota Department of Labor is the regulatory agency responsible for promulgating building code rules. The most recent state building code was adopted in 2015. Despite some out of date references, all cities have expressly adopted the State building code. Some cities have adopted additional codes, but these are essentially administrative and State requirements supersede any city codes.<sup>13</sup> In practice, cities strictly implement the State building code and have very little autonomy in this regard.

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<sup>12</sup> Minn. Stat. § 326B.121 (2013). If a city fails to adopt the code, the State will administer and enforce building regulations.

<sup>13</sup> Cities may adopt codes relative to fees, violations, timing, site conditions, etc., but these codes remain subject to regulations.

Building permit applications and associated documents are included as **Appendix C**.

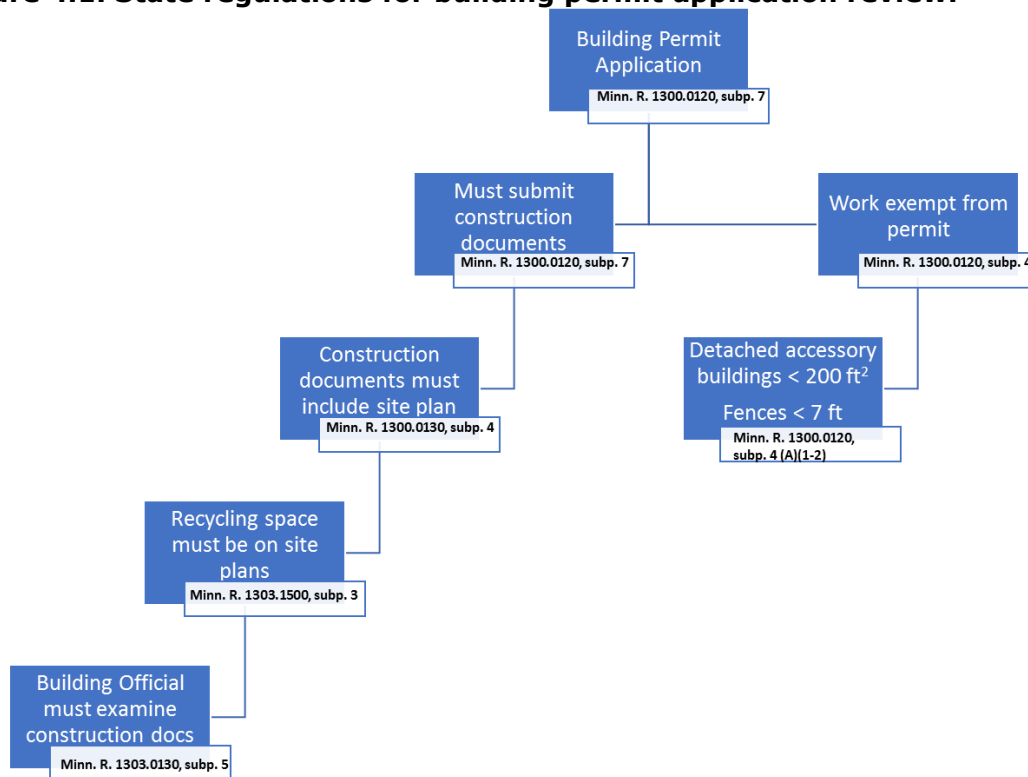
New buildings

In 2007, the State enacted a statute requiring that recycling space must be identified on all site plans submitted for a building permit.<sup>14</sup> Building permits are required for all new or significantly modified structures, with certain exceptions including one-story detached accessory structures less than 200 square feet, and fences less than seven (7) feet high.<sup>15</sup> See Figure 4.1 for a flow chart of permit application regulatory requirements.

Cities appear to consistently apply and comply with building code recycling space requirements. Generally, a person must submit the site plan review and associated construction documents to the city building official. After the building official reviews site plans for compliance with the State code, the city council will approve the project. When construction is complete, the building official conducts a final on-site inspection.

As mentioned earlier, cities routinely evaluate recycling space requirements for new building permits. Interview information revealed that multi-unit commercial site plans typically include one combined waste and recycling space at a single designated location. However, most cities generally confirmed that after occupancy multi-unit commercial buildings usually end up with several dumpsters behind a building. As such, where multi-unit commercial buildings are concerned, each unit may end up with a space conveniently located, but such areas are not required to be shown on building permit plans, and may not be enclosed.

**Figure 4.1. State regulations for building permit application review.**



<sup>14</sup> Minn. R. § 1303.1500 (2007).

<sup>15</sup> Minn. R. § 1300.0120, Subp. 1, 4 (2015).

### Existing buildings

The State building code generally does not require site plan review for non-significant modifications to existing buildings and, therefore, does not require a site plan identifying recycling space. However, where attached accessory structures are concerned, a building permit is required. No cities have adopted building codes that require recycling space for existing buildings. Generally, zoning ordinances address enclosure requirements for existing buildings, including materials, size, and structural design. Some cities use the same building permit application process for enclosures, and others use designated zoning permit applications.

### Fees

The State code regulates building permit fees, which are based on construction value.<sup>16</sup> Site plan review is 65% of the building permit fee.<sup>17</sup> With the exception of South St. Paul, cities charge 65% of the permit fee for enclosure site plan review for existing buildings. South St. Paul charges a flat rate of \$30 per enclosure fence.

Interview information revealed that enclosure site plan review for existing buildings was typically \$200-\$400 depending on the construction value. Lakeville indicated the city would be willing to waive the site plan review fee for such enclosures. South St. Paul is not willing to waive the fee, and other cities did not express an opinion.

Cities reported that enclosures generally range in cost from approximately \$6,000 to \$50,000. Cost primarily depends on the materials used to construct the enclosure, and most enclosures run over \$10,000. Based on State code regulations the following table provides projected permit and site plan review costs:

**Table 4.5. Projected permit and site plan review costs.**

Enclosure Value	Permit Fee <sup>18</sup>	Site Plan Review Fee <sup>19</sup>	Total cost
\$6,000	\$149.70	\$97.31	\$6,247
\$50,000	\$794.15	\$496.70	\$51,261

The above projected permit and site plan review costs are limited to existing buildings without recycling enclosures. It is unknown how many existing buildings with businesses NAICS code 42-81 currently recycle one or more materials.

**Required:** Cities must adhere to State building code regulations.

**Voluntary:** Cities have some flexibility concerning permit and site plan review fees.

#### **4.2.4 Zoning Requirements: Recycling Space**

State law authorizes municipalities to regulate land use such as building structure uses, density, placement, and sizes.<sup>20</sup> Cities have more flexibility with respect to zoning ordinances compared to building codes. That is because the State mandates that cities

<sup>16</sup> Minn. Stat. § 36B.153, subd. 1 (b) (2009).

<sup>17</sup> Minn. R. § 1300.0160 (2015); Minn. Stat. § 36B.153, subd. 2.

<sup>18</sup> Minn. Stat. § 36B.153, subd. 1 (b).

<sup>19</sup> Minn. Stat. § 36B.153, subd. 2

<sup>20</sup> Minn. Stat. § 462.357, subd. 1 (2011).

follow the building code, whereas the State authorized cities to create and implement zoning codes with little oversight.

Every Dakota County city has a waste enclosure requirement in its respective zoning ordinance, with the exception of Farmington and Hastings. Where recycling enclosures are required, specification standards vary across cities with respect to size, material, setback, opacity, and whether a permit is required to develop the structure. See Table 4.3 above for a summary of city commercial recycling enclosure requirements. The following table supplements summary information in Table 4.3.

**Table 4.6. Zoning requirements for enclosure space.**

City	Code Requirement				
	Recycling enclosure	Explicit in Code	City Policy	All zoning districts	Applicable districts
Apple Valley	Yes	No	Yes	Yes	-
Burnsville	Yes	Yes	Yes	Yes	-
Eagan	Yes	Yes	Yes	No	R-4, LB, NB, GB, CSC, RD, I-1, I-2, PF, and BP
Farmington	No	No	No	-	-
Hastings	No	No	-*	-	-
Inver Grove Heights	Yes	No	Yes	No	A, E-1, E-2, R-1 and R-2
Lakeville	Yes	Yes	Yes	Yes	-
Mendota Heights	Yes	Yes	Yes	Yes	-
Rosemount	Yes	No	Yes	Yes	-
South St. Paul	Yes	No	Yes	Yes	-
West St. Paul	Yes	No	Yes	Yes	-

\* "-" indicates there is not a city code for that category.

For new buildings, enclosure area review and inspection is incorporated into the building permit site plan review process.

Existing buildings

As mentioned above, about half the cities process permit applications and conducting follow up inspections for waste and recycling enclosures. These cities include: Burnsville, Eagan, Rosemount, South St. Paul, and West St. Paul. If enclosures are constructed such that the building code requires inspection, all cities conduct follow up inspections. Burnsville is the only city that specifically requires all waste and recycling enclosures to be accessory buildings with load bearing roofs.

City permit and inspection requirements consume city staff time. While most cities identified sufficient capacity to process an increasing number of permit applications, South St. Paul did not.

With the exception of Burnsville, all cities that require recycling enclosures expressed a willingness to work with temporary exemptions for existing businesses that want to add recycling services.

#### Minnesota Department of Health

In addition to zoning requires, the Minnesota Department of Health (MDH) promulgated a set of regulations relative to outdoor waste storage areas at food establishments. It appears that city codes are consistent with MDH regulations for waste and recyclables. However, it is not clear whether zoning requirements encompass MDH rules for outdoor food waste/organic storage. This is primarily because cities have not encountered circumstances requiring incorporation of such rules as few, if any, commercial entities recycle organics.

The MDH does not have extensive requirements for outdoor organics storage. Generally, MDH requires a "durable, cleanable, insect- and rodent-resistant, leakproof, and nonabsorbent"<sup>21</sup> container. The container must be located separate from food,<sup>22</sup> and if stored outside must be on a non-absorbent surface<sup>23</sup> that is curbed and graded to collect liquid waste resulting from cleaning the area.<sup>24</sup>

The MDH has at least ten rules relative to waste, recycling, and "returnables" storage. The rules are essentially redundant, repetitive, and out of date considering changes in waste, recycling, and terminology since 2007. MDH rules do not appear to present obstacles relative to enclosure requirements, but likely will impact containers and surface construction.

**Required:** While MDH has rules relative to waste, recycling, and "returnables" storage at food establishments, these rules appear to apply to the business establishment and there is no direct requirement for cities to comply or enforce such regulations.

**Voluntary:** State law declares that cities may implement land use regulations, but there do not appear to be mandates relative to enclosures.

#### **4.2.5 Enforcement**

##### Multi-unit dwelling recycling requirements

City codes requiring recycling, or the opportunity to recycle, at multi-unit dwellings are largely not enforced. At most, such codes are addressed on a complaint basis.

##### Hauler Requirements

City codes relative to haulers are enforced via licensing and on a complaint basis. Cities did not report receiving complaints relative to haulers, and generally did not report compliance issues with regard to licensing.

##### Building code

Violation of the building code is a misdemeanor under Minn. Stat. § 326B.082 and Minn. R. § 1300.0150. However, interview information indicates that cities have not issued misdemeanors relative to enclosures and likely would not do so.

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<sup>21</sup> Minn. R. § 4626.1240 5-501.13 (2007).

<sup>22</sup> Minn. R. § 4626.1240 5-501.19 (2007).

<sup>23</sup> Minn. R. § 4626.1230 5-501.11 (2007).

<sup>24</sup> Minn. R. § 4626.1420 6-202.110 (2007).



### Zoning code

Cities indicated that enforcement of zoning codes relative to enclosures is complaint based. Cities generally stated they do not receive a large number of complaints, but that complaints about enclosures typically revolve around open gates or blowing debris.

**Required/Voluntary:** Enforcement implementation procedures are not codified.

## **4.3 OTHER CITIES COMPARISON**

Wenck researched and identified mechanisms used by five other cities in the state or nation that have demonstrated effective diversion in the commercial/multiunit sectors. Selected cities are of similar size and characteristics as Dakota County cities and have demonstrated performance outcomes with respect to commercial recycling. Cities researched were:

- ▲ Alameda, California
- ▲ Austin, Texas
- ▲ Seattle, Washington
- ▲ Minneapolis, Minnesota
- ▲ St. Louis Park, Minnesota

Overall, cities with strong mandates and enforcement show the highest diversion rates. Additionally, cities that carve out exceptions to commercial recycling mandates show lower diversion rates. For example, cities that provide exceptions for existing buildings have lower recycling rates compared to cities without such exclusions. Detailed research results are included as **Appendix D**.

### **California State/Alameda, California**

#### State

Since 2012, California State has required multifamily residential dwellings of five units or more to arrange for recycling services. The multifamily property owner must take at least one of the following actions:

- ▲ Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that includes collection, self-hauling, or other arrangements for the pickup of the recycling materials and/or:
- ▲ Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation.

Beginning in April 2016, a new series of mandates and timelines go into effect that require businesses, including multifamily properties of five units or more, that generate organic waste to arrange for recycling services.<sup>25</sup>

#### City

In 2012, the Alameda County Waste Management Authority (ACWMA) enacted a Mandatory Recycling Ordinance that requires businesses, institutions, and multi-family properties with five or more units to sort their recyclables from their trash. Multi-family property owners as

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<sup>25</sup> AB 1826, Chesbro, Chapter 727, Stat 2014 of the State of California.

well as businesses and institutions that generate food waste, such as restaurants and grocery stores, must also divert compostable materials.

#### Diversion

In 2010, the City of Alameda reached a 67 percent recycling rate. After enacting recycling mandates the City's recycling rate increased to 76 percent in 2015.

#### Enforcement

Citations are issued to businesses and multi-family property owners in violation of the Mandatory Recycling Ordinance.

#### **Austin, Texas**

On November 4, 2010, the Austin City Council approved the Universal Recycling Ordinance (URO) which became effective October 1, 2012.

On April 25, 2013, Austin City Council approved amendments to the Universal Recycling Ordinance to include all commercial and multi-family residential properties within the city limits of Austin, Texas. This amendment also expanded efforts to include organics diversion for any food enterprise that requires a food permit under Section 10-3-61 of the Austin City Code.

All multifamily and commercial properties will be phased in over time. By October 1, 2017, all properties will be required to provide recycling services to their tenants and employees, and properties with food service permits will be required to provide food scrap diversion programs.

#### Diversion

Diversion rates were not available for the City of Austin.

#### Enforcement

The URO enables city staff to conduct a site visit through staff observation or public complaint. If violation is found, a 30-day Notice of Deficiency (NOD) is issued. The owner is then required to correct any deficiencies and provide documentation to show compliance. Second and third NODs may be issued. After third NOD, the matter is referred to the Austin Code Department and owners may incur fines up to \$2,000 per day for each day of ongoing violation.

#### **Seattle, Washington**

In 2005, the City of Seattle adopted Municipal Codes 21.36.082 and 21.36.083 that require commercial, multi-unit, and residential recycling and organics diversion by 2015. Exceptions to the ordinance include:

- ▲ Existing commercial structures that do not have adequate storage space for recyclable materials<sup>26</sup> may be exempt from all or portions of this Section if so determined by the Director of Seattle Public Utilities.
- ▲ New or Expanded Structures: New structures permitted in commercial zones that have demonstrated difficulty in meeting the solid waste and recyclable materials storage space specifications required under SMC Section 23.54.040 may be exempt

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<sup>26</sup> This is not an exemption from enclosure space, but an exemption from recycling altogether.

from all or portions of this Section as determined by the Director of Seattle Public Utilities.

Free city recycling is available for apartments, condominiums, co-ops, fraternities/sororities and house boats.

#### Diversion

The most current annual reporting regarding recycling rates is the 2015 summary, published July 1, 2016. The overall municipal solid waste recycling rate for 2015 was 58 percent. The single-family recycling rate for 2015 was 74.3 percent. The commercial recycling rate was 62.3-percent, and the multi-unit recycling rate was 36.8 percent.

#### Enforcement

Enforcement includes a potential \$50 fee per collection pickup.

### **Minneapolis, Minnesota**

As of January 1, 1995, the City of Minneapolis requires by Ordinance (Chapter 225, Article VI) that every owner of a building with two or more dwelling units must provide, by contract with a licensed private collection vendor, recycling services and adequate containers for all recyclable materials. Additionally, the building owner must distribute recycling education information to tenants at the time of lease and at least annually thereafter.

As of Sept. 1, 2011, all Minneapolis commercial and business property owners are required to offer recycling (Chapter 174, Article IV). By ordinance, commercial property owners and managers are required to provide bi-weekly collection, containers, and a recycling plan.

#### Diversion

The City of Minneapolis's overall diversion rate in 2016 was 36.3 percent, of which 21.84 percent was recycled, and 15.09 percent was composted.

#### Enforcement

The city fire inspector is responsible for enforcement along with the city engineer. Enforcement of multi-unit residential requirements enables the city engineer to make notice of compliance failure, require 10 days to compliance with the ordinance and provides penalty for noncompliance of \$100 first offense, \$200 for second offense within 12-months of first offense, \$450 for third offense within 12-months of first offense and \$700 for the fourth and subsequent offense within 12-months of the first offense.

Enforcement of commercial recycling enables the fire marshal and authorized representatives to mail a warning notice stating they have 10 business days to comply. Failure to comply is subject to an administrative penalty pursuant to Chapter 2 and the schedule of civil fines adopted by the City Council. Further, failure to comply may constitute cause for denial, suspension, revocation or refusal to issue the certificate of commercial building registration.

### **St. Louis Park, Minnesota**

City Code Chapter 22, Division 3 requires Recycling For Multiple-Family Residential Structures. The code mandates separation of recyclables at structures consisting of five or more apartments, townhomes, condominiums, or other living units. It is the responsibility of building or association owners to have recycling containers available and accessible, and provide recycling collection services at least twice each month to all residents. Every

resident must separate recyclables from all refuse, and must store recyclables in containers designated for the storage of recyclables.

Currently, the City of St. Louis Park references Minn. Stat. § 115A.151 in that as of January 1, 2016, owners of commercial buildings within the 7-county metro area that generate at least four cubic yards of MSW per week must recycle at least three materials.

#### Diversion

The City of St. Louis Park does not have current waste diversion information available.

#### Enforcement

City Code Chapter 22 – Solid Waste Management is silent regarding an enforcement mechanism for recycling, i.e., there is no codified provision relative to enforcement.

## 5.0 Identified Barriers

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### 5.1 COMMERCIAL RECYCLING BARRIERS

In its simplest form, increasing commercial recycling requires two things: (1) adding recycling bins on the ground at establishments that do not currently recycle, and (2) providing technical assistance at businesses that do recycle but have low diversion rates. While several variables influence the ability to add recycling bins and increase diversion, certain factors stand out as having a greater impact on such objectives.

Based on completed research and inventory activities, Wenck has identified logistical and policy barriers relative to increasing commercial recycling. Logistical barriers concern city codes, staff, and finances. Policy barriers include city council priorities, city-county relationships, and cities' disposition with regard to modifying regulations. Wenck has identified the following barriers:

Logistical barriers:

- ▲ Enclosure construction and permit costs
- ▲ City recycling staff time
- ▲ Absence of a local compliance or regulatory structure
- ▲ Inability to identify businesses that do and don't recycle
- ▲ Lack of incentive programs
- ▲ Lack of technical assistance
- ▲ Space to add enclosures at existing buildings
- ▲ Multi-unit commercial buildings

Policy barriers:

- ▲ Enclosure requirements for recycling space
- ▲ Enclosure aesthetic and design preferences
- ▲ Political incentive to adopt city-level mandates

#### 5.1.1 Logistical Barriers

##### Enclosure construction and permit costs

Not every building in Dakota County will need enclosure development. However, the potential costs for enclosure construction presents a barrier to increasing commercial recycling. As described in Section 3.2.3, construction and permit costs at existing buildings without recycling range from approximately \$6,000 to over \$50,000 per enclosure. As of 2015, Dakota County has 7,826 businesses between National American Industry Classification System (NAICS) codes 42-81.<sup>27</sup> The spread of businesses across Dakota county is not consistent with substantially higher numbers of businesses in Burnsville and Eagan, and somewhat low numbers in Farmington and Rosemount. See Table 5.1 for a breakdown of commercial entities by city.

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<sup>27</sup> The State commercial recycling mandate applies to businesses with NAICS code 42-81. See Minn. Stat. § 115A.151.

**Table 5.1. Breakdown of commercial entities with a NAICS code between 42-81.**

<b>Municipality</b>	<b># of commercial entities NAICS 42-81</b>
Apple Valley	785
Burnsville	2,029
Eagan	1,614
Farmington	209
Hastings	463
Inver Grove Heights	451
Lakeville	819
Mendota Heights	343
Rosemount	258
South St Paul	329
West St Paul	526
<b>Total</b>	<b>7,826</b>

Data Source: InfoGroup (Nov 15).

Information obtained from the County indicates that while 7,826 businesses operate in Dakota County, the number of buildings occupied by businesses with NAICS codes between 42-81 is lower, and is approximately 4,100. Additionally, County information identifies that about 10% of existing buildings may need enclosure development or expansion. Considering that roughly 10% of the 4,100 buildings may need to construct enclosure to add recycling space, the best estimate for potential enclosure costs follows:

**Table 5.2. Estimated costs to add recycling enclosures at 10% of buildings occupied by businesses with NAICS codes between 42-81 and that generate 4 cubic yards or more of solid waste per week.**

Individual Enclosure Value <sup>28</sup>	Total Enclosure cost	Permit and Site Plan Review Fees	Total cost
\$6,000*	\$2,460,000	\$101,272	\$2,561,272
\$6,000**	\$1,968,000	\$81,017	\$2,049,018

\* Assumes 100% of buildings generate more than 4 cubic yards of municipal solid waste per week.

\*\* Assumes 80% of buildings generate more than 4 cubic yards of municipal solid waste per week.

Space for enclosures: setbacks

Interviewed city staff acknowledge that additional space for recycling enclosures may be problematic in certain circumstances. Where zoning setback codes restrict site development, enclosure construction may present obstacles. City staff supported working with businesses to reduce such barriers.

Space for enclosures: parking space

City zoning codes regulate the number of parking lot spaces. Where space is a limiting factor, the addition of recycling enclosures may require eliminating a parking space. City

<sup>28</sup> The low end of the range of enclosure costs (\$6,000) was used in these estimates.

staff indicated having successfully worked around parking space barriers in the past and city staff consistently expressed interest in working with businesses to find solutions in the future.

#### City recycling staff time

Based on conducted interviews, cities do not have sufficient capacity to implement commercial recycling programs. City staff designated to recycling activities have multiple other city roles, or in the case of Dakota Valley Recycling (DVR) and South St. Paul, Inver Grove Heights, and West St. Paul, city staff is responsible for multiple cities. Even if cities received more Community Funding money, staff consistently reiterated that County staff would need to be responsible for commercial recycling activities.

#### Compliance and Regulatory Structure

The County does not have a compliance or regulatory structure relative to commercial recycling. This is a barrier for primarily two reasons: (1) inability to identify high priority entities, and (2) cities with regulatory and compliance systems have substantially higher recycling rates than cities without.

Absent an information gathering mechanism, the County will probably not have adequate information to develop an efficient implementation strategy.

Second, cities with successful commercial recycling programs have implemented strong mandates with enforcement components. Weak mandates have less impact on diversion rates, and essentially no impact without enforcement. And, without mandates at higher levels of government, mandates appear to have little impact on diversion. For example, California State and Alameda County, California have commercial and multi-unit dwelling recycling mandates. The City of Alameda adopted the county mandate and increased its recycling rate from 67 percent to 76 percent in only five years. Compare Alameda to Minneapolis, Minnesota, located within Hennepin County, which does not have a commercial recycling mandate. Minneapolis has had a commercial mandate since 2011 and has achieved a 36 percent recycling rate. One reason for this might be that monitoring and enforcement is implemented during fire inspections, which may not be conducted at every building each year, and that without support at County and State levels, such requirements have less impact.

#### Incentive Program

Cities do not have recycling incentive programs for commercial entities. The County developed a Business Recycling Incentive Program that provide up to \$10,000, including up to \$7,500 for waste enclosure improvements. While the \$7,500 may be sufficient for businesses in cities with low cost design requirements, incentive funds will have less of an impact in cities with high cost design requirements. And, most Dakota County businesses are located in cities with high cost design specifications. Additionally, a blanket approach to incentive programs—meaning any business with NAICS 42-81 is eligible—limits the ability to focus on high generator entities and meaningfully increase diversion.

#### Technical Assistance

The County and cities recognize that adding a recycling bin on the ground does not mean employees or customers recycle properly. As such, diversion is not increased by simply contracting for service. Absent technical assistance, employees are unlikely to receive training in best management practices and recycling rate increases will stagnate. A blanket approach to technical assistance—meaning any business with NAICS 42-81 is eligible—limits the ability to focus on high generator entities and meaningfully increase diversion.

### Multi-unit commercial buildings

For new buildings, the State code requires recycling space for a singular building, not individual tenants. Interview information revealed that multi-unit commercial site plans typically include one combined waste and recycling space at a single designated location. However, most cities generally confirmed that after occupancy, multi-unit buildings usually end up with several dumpsters behind a building. As such, where multi-unit commercial buildings are concerned, each unit may end up with a space conveniently located, but such areas are not required to be shown on building permit plans, and may not be enclosed.

With respect to existing buildings, the practicability of adding enclosures behind multi-unit commercial buildings involves more nuanced consideration including cooperative contracts. The intricacies involved with developing a workable system at a reasonable cost requires more hands-on management, time, and organization compared to stand-alone buildings.

### **5.1.2 Policy Barriers**

#### Enclosure aesthetics

Historically, according to city staff, enclosure requirements developed as a result of blowing debris, waste piles aggregating outside of dumpsters, and unsightly aesthetics. Overall, high enclosure costs are associated with construction material and design requirements. For example, both Burnsville and Eagan require enclosures be constructed of materials consistent with the main building. Burnsville requires a load-bearing roof, and in some zoning districts, Eagan requires the enclosure be attached to the main building which triggers the need for a sprinkler system. Interviewed city staff did not express motivation to change this requirement. Such enclosures may range from \$30,000 to \$50,000. As approximately 47 percent of businesses with NAICS codes 42-81 reside in Burnsville and Eagan, the high cost coupled with city policies to maintain material requirements is a barrier to advancing commercial recycling.

#### Temporary exemptions

With the exception of Burnsville, all cities that require recycling enclosures expressed a willingness to work with temporary exemptions for existing businesses that want to add recycling services. The general sense is that a 3-6 month window for temporary exemption is probably reasonable. However, the current policy is not to provide exemptions. Until cities implement a temporary exemption policy, right-sizing enclosure spaces remains a barrier.

#### City staff priorities

Interviewed city staff supported considering multi-unit dwelling recycling mandates. However, staff indicated the political environment was probably less willing to consider adopting city-level commercial recycling mandates.



# 6.0 Conclusions and Recommendations

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## 6.1 SUMMARY OF FINDINGS AND CONCLUSIONS

### 6.1.1 Findings

- ▲ Residents in multi-unit dwellings do not have the same access to recycling opportunities as residents in single-family homes.
- ▲ All eleven cities' staff either have, or expressed support to consider adopting, codes requiring owners/operators of multi-unit dwellings to contract for recycling services, but cities do not have the resources to implement a compliance system.
- ▲ States/counties/cities with commercial mandates have higher recycling rates. County-level mandates are more effective than city-level codes because they provide consistency across the County. Dakota County cities will comply with a County commercial recycling mandate, but interviewed city staff did not express support to adopt city-level mandates.
- ▲ Seven of eleven cities require recycling enclosures, which range in cost from \$6,000-\$50,000.
- ▲ Cities are willing to work with temporary exemptions from enclosure requirements while businesses that want to add recycling determine space requirements.
- ▲ City fire departments have a comprehensive list of commercial buildings and site contacts.
- ▲ Business recycling begins with contracted services, but is only successful when properly managed. A County grant fund for technical assistance is necessary to support successful recycling practices at businesses and multi-unit dwellings.

### 6.1.2 Conclusions

- ▲ Establishing County-city relationships with building and zoning staff will reduce enclosure barriers as city building and zoning staff are willing to provide temporary exemptions from enclosure requirements for businesses that want to add recycling. And, city building and zoning staff are willing to work with businesses and the County to reduce setback and parking space barriers at sites where enclosure development is needed.
- ▲ Residents in multi-unit dwellings are unlikely to recycle unless the building owner/manager is required to contract for such services.
- ▲ A business registration program will allow the County to determine what entities fall within the regulated community, waste generation volume, and which businesses do and do not currently recycle.

- ▲ A County-level commercial recycling ordinance and compliance system will accelerate increases in County recycling rates. Because the State commercial recycling law has no compliance or enforcement arm, it is unlikely to meaningfully enhance commercial recycling.
- ▲ Businesses are unlikely to add recycling services without funds to support enclosure construction.

## 6.2 RECOMMENDATIONS

- ▲ Work with city policy makers to address the high cost associated with recycling enclosure design specifications, and collaborate to determine reasonable minimum design requirements.
- ▲ Collaborate with cities to secure temporary exemptions from enclosure requirements at businesses that want to add recycling space. This may be accomplished by amending city codes to provide such exemptions.
- ▲ Partner with cities to reduce setback and parking space barriers on a site-by-site basis.
- ▲ Adopt a County ordinance requiring that all owners/operators of multi-unit dwellings and senior living associations must contract for recycling services, and provide model language to cities.
- ▲ Establish a registration and waste generation information reporting system for businesses with NAICS 42-81. Work with city fire departments to obtain updated building and business contact information.
- ▲ Adopt a County commercial recycling ordinance consistent with Minnesota Statute § 115A.151, that focusses on a tiered, generation based implementation strategy.
- ▲ Prioritize Business Recycling Incentive Program funds to focus on multi-unit dwellings, stand-alone commercial buildings, and high volume generators in geographic locations with low enclosure barriers.
- ▲ Expand Business Recycling Incentive Program funding through Commercial Strategies recommended in the 2016 SERA Report, such as tipping fees, taxes, or pay as you throw programs.

### 6.2.1 Partner with Cities

State statutes delegate authority for waste and recycling management to counties, and the State delegates land use and zoning authorities to cities. As such, increasing commercial recycling necessitates County-city collaboration.

#### Enclosure design

Based on the findings of this study, city zoning regulations impact the cost of adding recycling bins at commercial buildings because enclosure codes specify design and material standards. Many cities' enclosure design and material codes result in high construction costs. As design and material specifications are largely aesthetic in nature, the County is encouraged to work with city policy makers to address the high cost associated with



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recycling enclosures, and collaborate to determine reasonable minimum design requirements.

Minimum design requirements that screen dumpsters, restrict illegal dumping, and prevent blowing debris need only be constructed of a maintenance free material. Cities such as South St. Paul and Rosemount use maintenance free material standards for enclosures and estimated construction costs around \$6,000. Other cities such as Burnsville and Eagan, require enclosures be constructed of materials consistent with the main building. Burnsville requires a load-bearing roof, and in some zoning districts, Eagan requires the enclosure be attached to the main building which triggers the need for a sprinkler system. Such enclosures may range from \$30,000 to \$50,000. As approximately 47 percent of businesses with NAICS codes 42-81 reside in Burnsville and Eagan, the County is encouraged with work with policy makers to reduce the high cost of enclosures.

Wenck also suggests that the County evaluate the cost of working with city policy makers to modify enclosure design codes compared with the cost of funding such enclosures.

#### Temporary exemptions

The County is encouraged to work with cities to implement temporary exemptions from enclosure requirements at existing buildings where businesses want to add recycling services. Interviewed city staff expressed support to provide temporary exemptions. Some cities' staff suggested that city council approval was needed. Providing exemptions may also be accomplished by amending city codes.

Suggested model code:

- (a) Businesses at existing buildings that add recycling services are temporarily exempt from enclosure code requirements for a period not exceeding six months.

#### Enclosure space

Aside from cost, the County should work with cities to reduce other barriers to enclosure development such as zoning setbacks and parking space requirements. Interviewed city staff acknowledge that additional space for recycling enclosures may be problematic in circumstances where zoning setback codes restrict site development. Additionally, where space is a limiting factor, the addition of recycling enclosures may require eliminating a parking space. City staff indicated having successfully worked around parking space barriers in the past and city staff consistently expressed interest in working with businesses to find solutions in the future. The County is encouraged to engage city staff to work through space barriers on a site-by-site basis.

### **6.2.2 Multi-unit Dwelling Ordinance**

Approximately 34 percent of housing in the County includes multi-unit dwellings, comprising 49,474 units. Breakdown of housing shows that approximately 16,170 units are apartments located within 484 buildings; 27,281 townhouses; 5,989 condominiums; and, 34 assisted living centers. Assuming that half already recycle, that leaves 24,737 units, of which 8,085 are apartments within 242 buildings. Based on historical Dakota County per capita recycling rates,<sup>29</sup> and if the County has a goal to reach 100% of residents, a multi-unit dwelling

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<sup>29</sup> Calculated based on an average of the last ten years of SCORE reporting.

recycling mandate has potential to divert over 12,715 additional tons per year, or an increase of 2.8 percent.<sup>30</sup>

To implement a multi-unit dwelling recycling mandate, up to 242 apartment units may need additional enclosure space.

The County is encouraged to consider as a first phase: staggering implementation to spread out costs. For example, the County might focus on apartment buildings with over fifty units and organics diversion at assisted living facilities to capture high generator buildings. And, geographically focus on cities with low barriers like West St. Paul and South St. Paul, which have minimal enclosure design standards and are willing to provide temporary exemptions. Apple Valley, Eagan, and Lakeville are also willing to provide temporary exemptions, but have intermediate enclosure design specifications. Farmington and Hastings are considered a low priority as these cities have organized collection and appear to currently provide apartment buildings with recycling services. Burnsville is a bit of an outlier because of loadbearing enclosure design codes. Inver Grove Heights and Mendota Heights fall somewhere in the middle.

More research and fact-finding is necessary to further define a phased implementation structure based on generator volume. The County may incorporate registration and information reporting within a multi-unit dwelling ordinance.<sup>31</sup>

#### Model Ordinance Language:

- (a) Any owner or manager of a multi-unit dwelling or assisted living facility must contract for at least weekly collection of recyclable materials for all residents residing within each building.
  - (1) The owner or manager shall provide recycling containers in convenient locations for residents, and adjacent to solid waste containers.
  - (2) The owner or manager is responsible for labelling solid waste and recycling containers. Labels shall be of a color and size designated by the County.
  - (3) The owner or manager is responsible for distributing education materials to all new residents, and to all residents annually.
- (b) Any resident of a multi-unit dwelling shall separate recyclable materials, and store recyclable materials in containers provided by the multi-unit dwelling owner or manager.
  - (1) A resident need not use containers provided by the owner or manager if the resident brings recyclable materials to a recycling center.
- (c) By January 1, 2020, any multi-unit dwellings with at least 100 units shall comply with Section (a) of this ordinance.
- (d) By January 1, 2022, any multi-unit dwellings with at least 50 units shall comply with Section (a) of this ordinance.
- (e) By January 1, 2030, any multi-unit dwellings shall comply with Section (a) of this ordinance.
- (f) By January 1, 2025, any multi-unit dwellings with at least 10 units shall comply with Section (a) of this ordinance.

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<sup>30</sup> Because the historical per capita recycling rate is an underestimate, since not all residents recycle, this projection is inherently low.

<sup>31</sup> Some, but not all, cities require apartment building licensing. As such, there are substantial time and cost barriers to implementing new licensing requirements at cities without. Moreover, the County would still need to implement an information reporting system. In Wenck's opinion, there are less barriers to implement a registration and information reporting system at the County level.

- (g) Failure of any commercial entity with NAICS codes 42-81 to register with the County may result in:
- (1) \$200 fine per month for the first offense;
  - (2) \$500 fine per month for the second offense; and
  - (3) \$1000 fine per month for the third offense.

The penalty provision provided above is suggested based on the success of hazardous waste and water discharge statutes that have been very successful in reducing pollution. Those programs typically penalize between \$10,000 and \$27,500 per day for permit and/or reporting violations. Additionally, the City of Austin may fine up to \$2,000 per day for ongoing violations.

#### Multi-unit dwelling and Assisted living facility definitions

The County should work with cities to establish a consistent multi-unit dwelling definitions to provide consistent implementation of a County multi-unit dwelling recycling ordinance. This is not likely to be critical until the last phase of implementation as most cities define multi-unit dwellings as consisting of at least 3, 4, or 5 units. The County should also adopt, and provide to cities, model language for a definition of an assisted living facility.

### **6.2.3 Registration and Information Reporting**

The County does not currently collect solid waste and recycling information from commercial entities. The County should consider implementing a reporting compliance system, not that different from information reported by hazardous waste generators.

For example, all commercial entities with NAICS codes between 42 and 81 might be required to report: volume of MSW generated per week, broad categories of recyclable materials generated, and whether the entity contracts for recycling. The County could create a database to manage this information and use the inventory to prioritize commercial recycling program implementation based on generator volume. Additionally, annual generator reporting would record compliance information if a commercial or multi-unit dwelling recycling mandate is adopted.

The County is strongly encouraged to build a relationship with city fire departments. Each city's fire department appears to maintain a regularly updated and comprehensive list of commercial buildings and site contacts. Cities indicated the list would be easy to obtain and Eagan has already provided the County with such a list. The County could use this list alone, or in combination with Info USA data, which would likely encompass all relevant entities.

#### Model Ordinance Language:

- (a) Any commercial entity with NAICS codes 42-81 shall register with the County by June 30 each year.
- (b) By June 30 each year, any commercial entity with NAICS codes 42-81 shall, on a form provided by the County, submit to the County a record identifying:
  - (1) The volume of solid waste generated per week; and,
  - (2) A list of broad categories of recyclable materials generated.
- (c) By June 30 each year, any commercial entity with NAICS codes 42-81 shall submit to the County proof of its contracted recycling service, or receipt of disposal at a recycling center.

- (d) Unless a commercial entity with NAICS code 42-81 is registered, a licensed solid waste hauler shall not provide collection services for MSW.<sup>32</sup>
- (e) Failure of any commercial entity with NAICS codes 42-81 to register with the County may result in:
  - (1) \$200 fine per month for the first offense;
  - (2) \$500 fine per month for the second offense; and
  - (3) \$1000 fine per month for the third offense.

The penalty provision provided above is suggested based on the success of hazardous waste and water discharge statutes that have been very successful in reducing pollution. Those programs typically penalize between \$10,000 and \$27,500 per day for permit and/or reporting violations. Additionally, the City of Austin may fine up to \$2,000 per day for ongoing violations.

#### **6.2.4 Commercial Recycling Ordinance**

Counties and cities with mandates have higher recycling rates, and Dakota County cities will comply with a County-level commercial recycling mandate. The State commercial recycling mandate provides political support to implement a County commercial recycling ordinance. Because cities are not individually willing to adopt city-level mandates unless neighboring cities do too, a County-level ordinance would level the city-to-city playing field.

Successful commercial recycling programs exist with strong regulatory structures that include mandates with enforcement components. Weak mandates have less impact on diversion rates, and essentially no impact without enforcement. Without mandates at State and County levels of government, city-level codes appear to have little impact on diversion.

For example, California State and Alameda County, California have a multi-unit dwelling recycling mandate. The City of Alameda therefore adopted such mandates and increased its recycling rate from 67 percent to 76 percent in only five years. Compare Alameda to Minneapolis, Minnesota which has had a multi-unit recycling commercial and multi-unit dwelling recycling mandate since 2011, and has achieved a 36.3% recycling rate as of 2016.

The County is encouraged to consider geographically focusing on cities with low barriers like West St. Paul, which has limited enclosure requirement, is willing to provide temporary exemptions, does not have stringent enclosure design requirements, and is already interested in moving toward an organized collection system. Apple Valley, Eagan, and Lakeville are similarly situated, but are not considering organized collection and do have strict enclosure design specifications, meaning higher construction costs. Farmington and Hastings are already organized and considered a low priority for that reason. Burnsville is a bit of an outlier because of loadbearing enclosure design codes. Inver Grove Heights, Mendota Heights, and South St. Paul fall somewhere in the middle.

The County is also encouraged to implement a registration and reporting system prior to enacting a commercial mandate so that phased implementation can be generation based. Instead of making assumptions based on the type or size of business, or building size, the

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<sup>32</sup> While this is a strong-arm approach, the provision is suggested because all businesses are required by law to weekly dispose of MSW. This provision is provided as a suggestion to couple recycling requirements with hauler requirements.

information reporting would go directly to the goal: high volume generators. Additionally, the County is encouraged to begin with stand-alone buildings and not multi-unit commercial buildings.

#### Model Ordinance Language

The County is encouraged to adopt the State mandate, or a version of the State mandate as follows:

- (a) Any owner or manager of a commercial building shall:
  - (1) contract for at least weekly collection of recyclable materials; and
  - (2) "commercial building" means a building that:
    - i. is located in Dakota County; and
    - ii. contains at least one business with classified in sectors 42 to 81 under the North American Classification System.
  - (3) The owner or manager shall provide recycling containers in convenient locations for residents, and adjacent to solid waste containers.
  - (4) The owner or manager is responsible for labelling solid waste and recycling containers. Labels shall be of a color and size designated by the County.
  - (5) The owner or manager is responsible for distributing education materials to all new residents, and to all residents annually.
- (b) Any business classified in sectors 42 to 81 under the North American Classification System shall separate recyclable materials, and store recyclable materials in containers provided by the owner or manager.
  - (1) A resident need not use containers provided by the owner or manager if the resident brings recyclable materials to a recycling center.
- (c) By January 1, 2020, any owner or manager of a commercial building that generates at least eight (8) cubic yards of solid waste per week shall comply with Section (a) of this ordinance.
- (d) By January 1, 2025, any owner or manager of a commercial building that generates at least four (4) cubic yards of solid waste per week shall comply with Section (a) of this ordinance.
- (e) By January 1, 2020, any business classified in sectors 42 to 81 under the North American Classification System that generates at least (8) cubic yards of solid waste per week shall comply with Section (b) of this ordinance.
- (f) By January 1, 2025, any business classified in sectors 42 to 81 under the North American Classification System that generates at least (4) cubic yards of solid waste per week shall comply with Section (b) of this ordinance.
- (g) A licensed hauler may only provide solid waste collection services to a commercial building, if the owner or manager also contracts for recycling services.
- (h) Failure of any commercial entity with NAICS codes 42-81 to register with the County may result in:
  - (1) \$200 fine per month for the first offense;
  - (2) \$500 fine per month for the second offense; and
  - (3) \$1000 fine per month for the third offense.

The penalty provision provided above is suggested based on the success of hazardous waste and water discharge statutes that have been very successful in reducing pollution. Those programs typically penalize between \$10,000 and \$27,500 per day for permit and/or reporting violations. Additionally, the City of Austin may fine up to \$2,000 per day for ongoing violations.

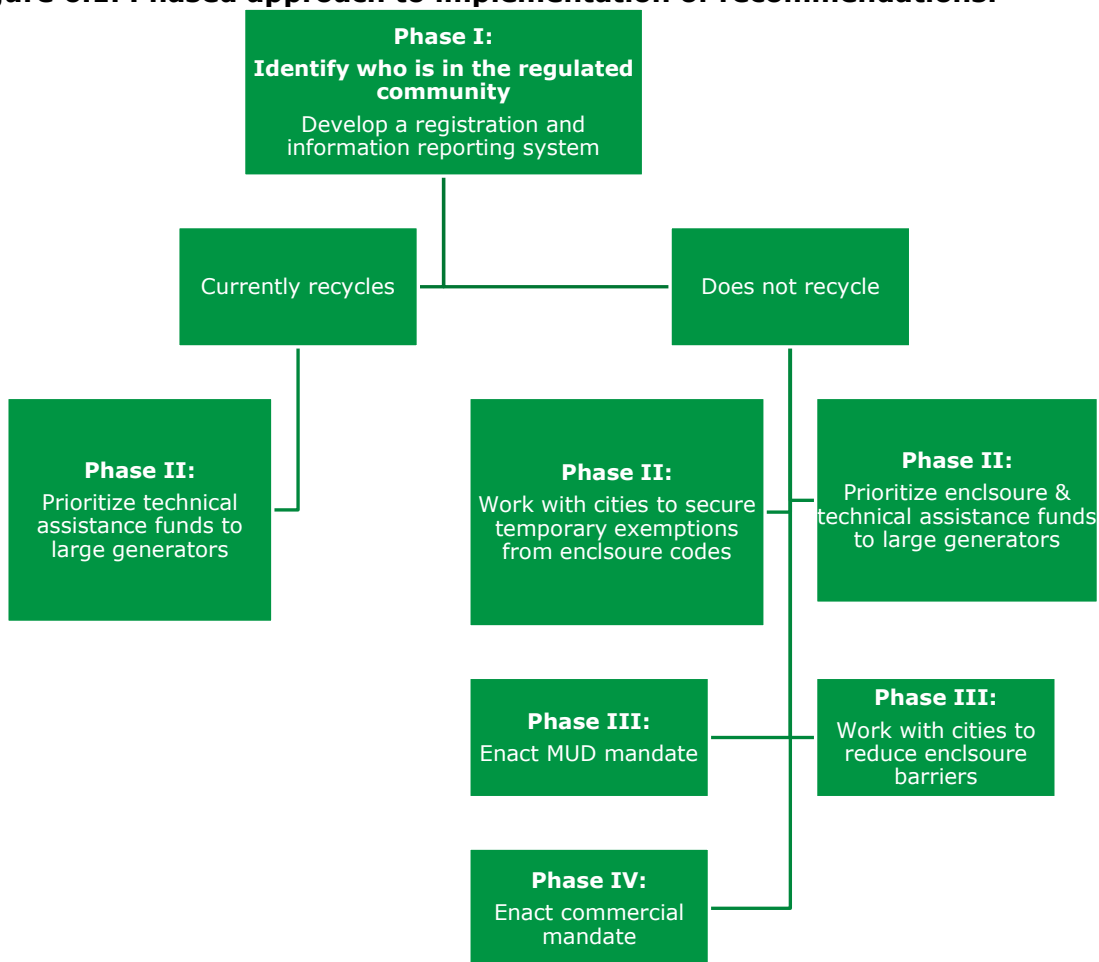
### 6.2.5 County Funding

Consistent with policies to provide incentives, the County is encouraged to prioritize Business Incentive Program funds to focus on multi-unit dwellings, stand-alone commercial buildings, and high volume generators. Prioritization on such entities will increase diversion per dollar and provide meaningful progress toward a 75% recycling rate. Implementation of a priority based system may be phased-in, as described below in the Section 6.3.

### 6.3 PHASED APPROACH

To spread out the financial impacts of implementing a commercial recycling program, and to limit barriers at early stages, the County is encouraged to adopt a phased approach to implementation.

**Figure 6.1. Phased approach to implementation of recommendations.**



The County is strongly encouraged to establish an information database concurrent with Phase I and throughout implementation. The County should monitor volume of solid waste generated per week by business sector and adjust funding priorities based on collected data. The County should also maintain a list of broad categories of recyclable materials



generated so that it can create a data set from which it might prioritize funding toward specific materials.

For each phase, consider prioritizing implementation geographically based on identified barriers for each city. The County may concurrently prioritize based on generator volumes and material type i.e., recyclables or organics. The following priorities are proposed:

**Table 6.1. Prioritization for implementation at each proposed phase.**

<b>Phase I</b>	<b>Phase II</b>	<b>Phase III</b>	<b>Phase IV</b>	<b>Phase V</b>
<p>Implement registration and information gathering from all businesses with NAICS codes 42-81.</p> <p>The County may prioritize implementation by:</p> <ol style="list-style-type: none"> <li>(1) MUDs and assisted living</li> <li>(2) Stand-alone buildings</li> <li>(3) Restaurants and catering</li> <li>(4) Other large generators</li> </ol> <p>Identify which entities do and do not recycle.</p>	<p>Prioritize funding mechanisms to support technical assistance and enclosure development at large generator sites.</p> <p>Identify priorities for funding distribution based on information collected from Phase I, e.g., funding may go to MUDs, then high volume generators, etc.</p> <p>Work with cities to secure temporary exemptions from enclosure codes.</p>	<p>Enhance funding mechanisms by adopting a pay as you throw program or other incentive identified in the 2016 SERA Report.</p> <p>Enact a MUD recycling mandate for owners/managers.</p> <p>Geographically prioritize enclosure fund distribution for MUD mandate:</p> <ol style="list-style-type: none"> <li>(1) West St. Paul, Rosemount, Lakeville, Apple Valley</li> <li>(2) Eagan, Inver Grove Heights, Mendota Heights</li> <li>(3) South St. Paul, Burnsville, Farmington, Hastings</li> </ol>	<p>Prioritize technical assistance to new MUDs in compliance with mandate.</p> <p>Enact a commercial recycling mandate for owners/managers.</p> <p>Geographically prioritize enclosure fund distribution for commercial mandate:</p> <ol style="list-style-type: none"> <li>(1) West St. Paul, Rosemount, Lakeville, Apple Valley</li> <li>(2) Eagan, Inver Grove Heights, Mendota Heights</li> <li>(3) South St. Paul, Burnsville, Farmington, Hastings</li> </ol>	<p>Prioritize technical assistance to new commercial entities in compliance with mandate</p>

## 6.4 OTHER CONSIDERATIONS

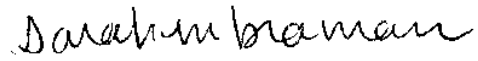
In addition to the above recommendations, the County is encouraged to consider the following:

- ▲ City hauler licensing forms are inconsistent. While consistency in licensing forms may not increase diversion, it would streamline licensing processes for haulers.
- ▲ Consider consistency in State, County, city code definitions. There are a variety of definitions for "recyclable materials." Code definitions may be useful to measure generator compliance with a mandate, designate material based funding priorities, and will generate some certainty as to what may be recycled. The risk with defining recyclable materials is that what can be recycled changes over time. Consider defining recyclable materials as: "those materials designated by the County Department of Environmental Resources." The County might publish the list annually.
- ▲ Consider clarifying County and city staff roles with respect to recycling priorities designated in Joint Powers Agreements. Wenck suggests focusing on a single priority for at least three (3) years to allow adequate time for implementation and evaluation.
- ▲ Individual "other city" codes are too numerous and varied to be included within this report. Reference Appendix D (Five Cities Comparison) and the supplemental electronic information provided by Wenck for more detailed information.
- ▲ If the County adopts a MUD recycling mandate, consider eliminating County Ordinance 110, Section 15.08(K). If the County does not adopt a MUD recycling mandate, consider revising Section 15.08(K) so that residents are offered the opportunity to recycle, as opposed to customers.

## 7.0 Signature Page

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Prepared by:



Sarah Braman  
Environmental Scientist II



Tom Berry  
Senior Planner

## **Individual Bios**

### **Sarah Braman**

Sarah Braman joined Wenck Associates, Inc. as part of the real estate transaction group. As an environmental scientist, she primarily focuses on conducting Phase I & II Environmental Site Assessments. She has a background in plant and soil science, chemistry, hazardous materials management, and waste management. Ms. Braman holds a Master of Science in plant science from the University of Manitoba, Canada and a Bachelor of Arts from Gustavus Adolphus College, St. Peter, Minnesota. Ms. Braman is also anticipated to graduate with her J.D. from Mitchell Hamline School of Law in May 2018.

### **Tom Berry**

Mr. Berry has nearly 20 years of experience in the areas of project planning, development and management in both public and private sectors. He has served as project manager, administrator and partner on many multidisciplinary projects. Years of involvement in the public process, combined with practical program administration, and broad stakeholder experience enables him to ask the right questions to ensure practical solutions to complex problems. He is trained in the Systematic Development of Informed Consent (SCID) community outreach process developed by the Institute for Participatory Management and Planning (IMPP).

Interview Summaries



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## APPLE VALLEY

### Attendees

3/10/17

Sarah Braman, Wenck Associates  
Kathy Bodmer, Apple Valley planner  
Ben Pierson, Apple Valley enforcement  
George Dorn, Apple Valley building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

No.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**

**i. Labelling dumpsters, checking materials, education, etc.**

No.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

Yes. The City code requires commercial/multi-unit hauling licensees to offer recycling services to all commercial establishments. Service to multi-unit dwellings must be provided weekly. Enforcement is based on the hauler identifying as a commercial/multi-unit licensee.

Haulers are also required to keep enclosure areas free of debris. Haulers must also notify property owners in containers are in disrepair, and must notify new customers of proper container placement.

**e. Do you require businesses/multi-units to recycle?**

Yes. Residents in multi-unit dwellings managed by associations or other entities must have the same opportunity to recycle as other residents. The city interprets this to mean that management entities are required to provide recycling to tenants. Enforcement is complaint based.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city does not collect data from the licenses and does not have a limit on the number of haulers licensed. The city is probably not interested in limiting the number of haulers.

The city does require haulers to submit monthly data, but it does not appear the city uses this information.

- g. Do you have commercial organics recycling requirements?**
  - i. Is there a city sanitarian or equivalent?**
  - ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

- h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No.

- i. Does the city have a commercial waste/recycling volume based fee structure?**

No. The city does not have a code to reflect such requirements, but acknowledges that County ordinance provides such a requirement.

- j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints. The city does provide that failure to comply with city codes is considered a nuisance.

## **Building and Zoning**

Questions:

- a. Do business/multi-unit licenses include waste/recycling requirements?**
  - i. If yes, how is compliance enforced?**
  - ii. What businesses do not require licenses?**

No. While the city does require multi-unit entities to offer recycling, the city does not specifically include this condition in its residential rental property registration requirement. Other businesses licensed in the city do not have waste/recycling requirements in the license. The city licenses businesses identified at the following link: <http://www.ci.apple-valley.mn.us/index.aspx?NID=170>.

- b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

It depends. The city requires either a building permit for physical structures would need a permit under the State code, which exempts structures under 7' in height and less than 200 square-feet. Structures requiring a building permit generally include enclosures attached to the adjacent building, or closed top/roofed enclosures. Permit fees are based on valuation.

Generally, the city does not see a lot of enclosure permits, but would be willing to adopt a zoning permit to cover enclosures if there is going to be an increase in construction as a result of County initiatives. The city will likely incorporate recycling into its Comprehensive Plan. The city has staff capacity to process increased numbers of permits.

**c. Tell me about your building plan review process?  
i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code and provided calculations are reviewed. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

For multi-tenant commercial buildings, the city notes that most of the time one enclosure space is provided for the entire building, and not individual units. A building developer may not know who tenants are at the onset, and tenant turnover is foreseeable, and therefore individualized enclosures on multi-unit buildings are not necessarily practicable.

**d. Can applicants request a waiver for recycling space enclosures?**

No. However, the city is willing to discuss the option of providing a temporary exemption for enclosure requirements during an interim phase where a business is in the process of determining how much space is needed for recycling container enclosure space.

**e. Can businesses request set-back waivers for existing buildings?**

No. But, the city will work with businesses to find solutions if this becomes an issue.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

No. The city requires enclosures for all waste containers.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

Apple Valley is a green-step city. The city generally is willing to work with the County to further commercial recycling requirements. The city is willing to modify its multi-unit dwelling codes to require recycling at these buildings. The city is also willing to consider requirements for commercial recycling from businesses, but only after the County adopts a mandate. The city expressed a need for County policy and financial support to carry-out associated activities. The city is not interested in organized recycling and does not anticipate interest in the near future.





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The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.



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## BURNSVILLE

### Attendees

3/1/17

Sarah Braman, Wenck Associates  
Sue Bast, Burnsville Environmental Specialist/DVR recycling supervisor  
Deb Garross, Burnsville planner  
Jackson Becker, Burnsville Environmental Technician/DVR recycling  
Chris Forslund, Burnsville building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

No.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**

**i. Labelling dumpsters, checking materials, education, etc.**

No.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

Yes. The City code requires commercial/multi-unit hauling licensees to offer recycling services to all commercial establishments, and service must include all targeted recyclables. Service to residents, which the city interprets to include multi-unit dwellings, must be provided at least biweekly. Enforcement is based on the hauler identifying as a commercial/multi-unit licensee.

**e. Do you require businesses/multi-units to recycle?**

Yes. Residents in multi-unit dwellings managed by associations or other entities must have the same opportunity to recycle as other residents. The city interprets this to mean that management entities are required to provide recycling to tenants. Historically, compliance consisted of Sue Bast contacting apartment buildings and working with managers to provide recycling services. It is not clear whether any follow up work has been done, but according to the city almost all, if not all, multi-unit dwellings recycle.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city does not collect data from the licenses and does not have a limit on the number of haulers licensed. And, commercial recycling collection is exempt from the day specific hauling zones required for residential collection. The city is not interested in limiting the number of haulers. The city does not collect data from haulers.

- g. Do you have commercial organics recycling requirements?**
  - i. Is there a city sanitarian or equivalent?**
  - ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

- h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No; not for commercial haulers.

- i. Does the city have a commercial waste/recycling volume based fee structure?**

No. The city does not have a code to reflect such requirements, but acknowledges that County ordinance provides such a requirement.

- j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are few complaints but enough related to waste such that the city is very strict about its enclosure codes. The city code provides that failure to comply is a misdemeanor.

## **Building and Zoning**

Questions:

- a. Do business/multi-unit licenses include waste/recycling requirements?**
  - i. If yes, how is compliance enforced?**
  - ii. What businesses do not require licenses?**

No. While the city does require multi-unit entities to offer recycling, the city does not specifically license multi-unit dwellings. Other businesses licensed in the city do not have waste/recycling requirements in the license. The city licenses businesses identified at the following link: <http://www.burnsville.org/index.aspx?nid=136>.

- b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

Yes. The city requires a building permit for waste enclosures as the city code specifically requires an accessory building, and the city requires zoning review for compliance. Accessory buildings must have a closed top/roof with loadbearing capacity. The design must be of the same material as the building. The city is not currently willing to provide a temporary exemption from enclosure requirements. The city indicated it sees enclosure costs in the range of \$50k. Aesthetics are the most important value relative to enclosure requirements. The city has enough staff to process increased numbers of enclosure permit application.

**c. Tell me about your building plan review process?**

**i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code and calculations are checked against state code specifications. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

For multi-tenant commercial buildings, the city notes that most of the time one enclosure space is provided for the entire building, and not individual units. A building developer may not know who tenants are at the onset, and tenant turnover is foreseeable and therefore individualized enclosures on multi-unit buildings are not necessarily practicable.

**d. Can applicants request a waiver for recycling space enclosures?**

No. The city is not willing to issue waivers or temporary exemptions.

**e. Can businesses request set-back waivers for existing buildings?**

No.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

No. The city requires enclosures for all waste containers.

**h. Are enclosure spaces included in regular building inspections?**

**i. Common violations/adequate space?**

**ii. State law provide adequate space?**

**iii. Bulky waste?**

**iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

Burnsville is a green-step city. The city generally is willing to work with the County to further commercial recycling requirements. The city is not willing to require commercial recycling from businesses, but would follow any County mandate. The city expressed a need for County policy and financial support to carry-out associated activities. The city is not interested in organized recycling and does not anticipate interest in the near future.

The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.



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The city expressed that it believes that County action will alleviate city concerns relative to city-city competition. And, that commercial recycling needs to stem from County action. The city also indicated that if cities are going to be working with multi-unit apartments, the technical component is demanding and sufficient funding will be needed to effectively carryout activities.



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## EAGAN

### Attendees

3/1/17

Renee Burman, Dakota County  
Sarah Braman, Wenck Associates  
Christina Scipioni, Eagan city clerk  
Mike Ridley, Eagan planner  
Mary Granley, Eagan code enforcement  
Dale Schoepfner, Eagan building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

No.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**

**i. Labelling dumpsters, checking materials, education, etc.**

No.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

Yes. The City code requires commercial/multi-unit hauling licensees to offer recycling services to all commercial establishments, and service must include at least two targeted recyclables. Service to multi-unit dwellings must be provided weekly. Enforcement is based on the hauler identifying as a commercial/multi-unit licensee.

**e. Do you require businesses/multi-units to recycle?**

Yes. Residents in multi-unit dwellings managed by associations or other entities must have the same opportunity to recycle as other residents. The city interprets this to mean that management entities are required to provide recycling to tenants. Enforcement is complaint based.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city does not collect data from the licenses and does not have a limit on the number of haulers licensed. The city is probably not interested in limiting the number of haulers. The city code requires haulers to submit data to the county.

Haulers also designate rates on licenses which is required for residential but not commercial. However, haulers have been reporting commercial rates. Christina Scipioni was to provide licenses for review.

- g. Do you have commercial organics recycling requirements?**
  - i. Is there a city sanitarian or equivalent?**
  - ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

- h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No; not for commercial haulers.

- i. Does the city have a commercial waste/recycling volume based fee structure?**

No. The city does not have a code to reflect such requirements, but acknowledges that County ordinance provides such a requirement. However, the city indicated that haulers have been voluntarily reporting commercial rates.

- j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints. The city code provides that failure to comply is a misdemeanor.

### **Building and Zoning**

Questions:

- a. Do business/multi-unit licenses include waste/recycling requirements?**
  - i. If yes, how is compliance enforced?**
  - ii. What businesses do not require licenses?**

No. While the city does require multi-unit entities to offer recycling, the city does not specifically license multi-unit dwellings. Other businesses licensed in the city do not have waste/recycling requirements in the license. The city licenses businesses identified at the following link: <http://www.cityofeagan.com/city-clerk-permits>.

- b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

Yes. The city requires either a building permit or zoning permit for physical structures that do not require a building permit. Structures requiring a building permit generally include enclosures attached to the adjacent building, or closed top/roofed enclosures. Permit fees are based on valuation. The city has staff capacity to process increased numbers of permits.

**c. Tell me about your building plan review process?**

**i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

For multi-tenant commercial buildings, the city notes that most of the time one enclosure space is provided for the entire building, and not individual units. A building developer may not know who tenants are at the onset, and tenant turnover is foreseeable and therefore individualized enclosures on multi-unit buildings are not necessarily practicable.

**d. Can applicants request a waiver for recycling space enclosures?**

No. However, the city is willing to discuss the option of providing a temporary exemption for enclosure requirements during an interim phase where a business is in the process of determining how much space is needed for recycling container enclosure space.

**e. Can businesses request set-back waivers for existing buildings?**

No. But, the city will work with businesses to find solutions if this becomes an issue.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

No. The city requires enclosures for all waste containers.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

Eagan is a green-step city. The city generally is willing to work with the County to further commercial recycling requirements. The city is willing to modify its multi-unit dwelling codes to require recycling at these buildings. The city is not willing to otherwise require commercial recycling from businesses, but would follow any County mandate. The city expressed a need for County policy and financial support to carry-out associated activities. The city is not interested in organized recycling and does not anticipate interest in the near future.





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The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.

Eagan has a good relationship with its chamber of commerce and other business groups and would be willing to facilitate introductions. The city also offered to send information to businesses through water and utility bills, or through license renewal.



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## FARMINGTON

### Attendees

3/2/17

Sarah Braman, Wenck Associates  
Lena Larson, Farmington municipal services coordinator  
Tony Wippler, Farmington planning manager  
Ken Lewis, Farmington building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

Yes. The city contracts with Dick's Sanitation and therefore requires conditions set forth therein. The city offers Dick's recycling services to commercial entities. The city invoices businesses for recycling services, which pay based on use. Invoices are issued through utility bills.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**

**i. Labelling dumpsters, checking materials, education, etc.**

See "a." above.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

Yes. The city hauling contract offers commercial/multi-unit recycling services to all commercial establishments including multi-unit dwellings. The city contracts for services and invoices businesses based on use. Invoices are issued through utility bills. All but one multi-unit dwelling in Farmington recycle.

**e. Do you require businesses/multi-units to recycle?**

No. However, all multi-unit dwellings in Farmington recycling, except for one. Businesses are not required to recycling.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city contracts with Dick's Sanitation for waste and recycling services, which it provides to businesses. The city also licenses two other commercial recycling haulers: Allied and Republic. The city requires annual hauler permitting. The city does not collect data from the licenses. Farmington does not have a limit on the number of commercial recycling haulers licensed, however, haulers other than Dick's are subject to city council approval prior to permit issuance. The city requires the regional hauler license as an attachment to the hauler permit application.

**g. Do you have commercial organics recycling requirements?**

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- i. Is there a city sanitarian or equivalent?**
- ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

- h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No. The city invoices businesses through utility bills and based on individual use.

- i. Does the city have a commercial waste/recycling volume based fee structure?**

No. The city invoices businesses through utility bills and based on individual use.

- j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints.

### **Building and Zoning**

Questions:

- a. Do business/multi-unit licenses include waste/recycling requirements?**
  - i. If yes, how is compliance enforced?**
  - ii. What businesses do not require licenses?**

No. The city licenses businesses identified at the following link:  
<http://www.ci.farmington.mn.us/cms/one.aspx?pageId=3572328>.

- b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

No. The city does not have waste enclosure requirements.

- c. Tell me about your building plan review process?**
  - i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

- d. Can applicants request a waiver for recycling space enclosures?**

The city does not have waste enclosure requirements.

- e. Can businesses request set-back waivers for existing buildings?**

The city does not have a need to issue waivers as enclosures are not required.

- f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

The city does not have a need to grandfather as enclosures are not required.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

Farmington is a green-step city. The city is willing to work with the County to further commercial recycling requirements. The city expressed a need for County policy and financial support to carry-out associated activities. Currently, all but one multi-unit dwelling has recycling services. Many but not all businesses recycle, and a few restaurants recycle organics. Overall, Farmington does not have barriers relative to enclosures or opportunities to recycle.

The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.



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## INVER GROVE HEIGHTS

### Attendees

3/1/17

Sarah Braman, Wenck Associates  
Michelle Tesser, Inver Grove Heights city clerk  
Allan Hunting, Inver Grove Heights planner  
Heather Botten, Inver Grove Heights associate planner  
Frank Martin, Inver Grove Heights building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

No.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**  
**i. Labelling dumpsters, checking materials, education, etc.**

No.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

Yes. The City code requires commercial/multi-unit hauling licensees to offer recycling services to all commercial establishments, and service must include targeted recyclables. Service to multi-unit dwellings must be provided weekly. Enforcement is based on the hauler identifying as a commercial/multi-unit licensee.

**e. Do you require businesses/multi-units to recycle?**

No.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city code does not require hauler reporting. The city is not interested in limiting the number of haulers.

**g. Do you have commercial organics recycling requirements?**

**i. Is there a city sanitarian or equivalent?**

**ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

**h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No; not for commercial haulers.

**i. Does the city have a commercial waste/recycling volume based fee structure?**

Yes. The city requires two different charges based on the size of the container.

**j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints.

**Building and Zoning**

Questions:

**a. Do business/multi-unit licenses include waste/recycling requirements?**

**i. If yes, how is compliance enforced?**

**ii. What businesses do not require licenses?**

No. While the city does require multi-unit entities to offer recycling, the city does not specifically license multi-unit dwellings. Other businesses licensed in the city do not have waste/recycling requirements in the license. The city licenses businesses identified at the following link: <http://www.ci.inver-grove-heights.mn.us/index.aspx?NID=644>.

**b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

Yes. The city requires a building permit for enclosure development. Permit fees are based on valuation. The city has staff capacity to process increased numbers of permits.

**c. Tell me about your building plan review process?**

**i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

For multi-tenant commercial buildings, the city notes that most of the time one enclosure space is provided for the entire building, and not individual units. A building developer may not know who tenants are at the onset, and tenant turnover is foreseeable and therefore individualized enclosures on multi-unit buildings are not necessarily practicable.

**d. Can applicants request a waiver for recycling space enclosures?**

No. However, if the container is screened but not enclosed, the city is willing to discuss the option of providing a temporary exemption for enclosure requirements during an interim phase where a business is in the process of determining how much space is needed for recycling container enclosure space.

**e. Can businesses request set-back waivers for existing buildings?**

No. But, the city will work with businesses to find solutions if this becomes an issue.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

Yes. The city does not require enclosures for existing buildings that do not have one.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

Inver Grove Heights is a green-step city. The city generally is willing to work with the County to further commercial recycling requirements. The city is willing to consider the possibility of looking at its multi-unit dwelling codes relative to recycling requirements at these buildings. The city expressed a need for County policy and financial support to carry-out associated activities. The city is not willing to otherwise require commercial recycling from businesses. The city is not interested in organized recycling and does not anticipate interest in the near future.

The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.

Overall, Inver Grove Heights appears to have an interest in expanding residential recycling opportunities at multi-unit dwellings, but is not apt to take a position that involves business regulation.



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## INVER GROVE HEIGHTS

### Attendees

3/1/17

Sarah Braman, Wenck Associates  
Cassandra, Mendota Heights/ West St. Paul/ South St. Paul  
Tim Benetti, Mendota Heights community development director (not present)  
Ryan Ruzek, Mendota Heights public works director

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

No.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**

**i. Labelling dumpsters, checking materials, education, etc.**

No.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

Yes. The City code requires commercial/multi-unit hauling licensees to offer recycling services to all customers. Service must be provided weekly, except that comingled recyclables may be collected every other week. Enforcement is based on the hauler identifying as a commercial/multi-unit licensee.

**e. Do you require businesses/multi-units to recycle?**

No.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city code requires haulers to submit scale receipts to the city. The city is not interested in limiting the number of haulers.

**g. Do you have commercial organics recycling requirements?**

**i. Is there a city sanitarian or equivalent?**

**ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.



**h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No.

**i. Does the city have a commercial waste/recycling volume based fee structure?**

No.

**j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints.

**Building and Zoning**

Questions:

**a. Do business/multi-unit licenses include waste/recycling requirements?**

**i. If yes, how is compliance enforced?**

**ii. What businesses do not require licenses?**

No. The city does license multi-unit dwellings, but there are not recycling requirements in the license form. The city licenses businesses identified at the following link: [http://www.mendota-heights.com/index.asp?Type=B\\_BASIC&SEC={18B9ED66-B0DF-4DDF-B3DD-26D3BDB98A28}](http://www.mendota-heights.com/index.asp?Type=B_BASIC&SEC={18B9ED66-B0DF-4DDF-B3DD-26D3BDB98A28}).

**b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

Yes. The city requires a zoning permit for enclosure development. Permit fees are based on valuation. The city has staff capacity to process increased numbers of permits.

**c. Tell me about your building plan review process?**

**i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

For multi-tenant commercial buildings, the city notes that most of the time one enclosure space is provided for the entire building, and not individual units. A building developer may not know who tenants are at the onset, and tenant turnover is foreseeable and therefore individualized enclosures on multi-unit buildings are not necessarily practicable.

**d. Can applicants request a waiver for recycling space enclosures?**

No. However, the city is willing to discuss the option of providing a temporary exemption for enclosure requirements during an interim phase where a business is in the process of determining how much space is needed for recycling container enclosure space.

**e. Can businesses request set-back waivers for existing buildings?**

No. But, the city will work with businesses to find solutions if this becomes an issue.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

Yes. The city does not require enclosures for existing buildings that do not have one.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

Mendota Heights is not a green-step city. The city generally is willing to work with the County to further commercial recycling requirements. The city is willing to consider the possibility of looking at its multi-unit dwelling codes relative to recycling requirements at these buildings. The city expressed a need for County policy and financial support to carry-out associated activities. The city is not willing to otherwise require commercial recycling from businesses. The city is not interested in organized recycling and does not anticipate interest in the near future.

The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.



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## LAKEVILLE

### Attendees

3/1/17

Sarah Braman, Wenck Associates  
Daryl Morey, Planner  
Ann Messerschmidt, Environmental resources specialist  
Gene Abbott, Building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

Yes; the city limits the number of licensed haulers, but only informally at this point in time.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**

**i. Labelling dumpsters, checking materials, education, etc.**

No.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

No.

**e. Do you require businesses/multi-units to recycle?**

Yes. Residents in multi-unit dwellings managed by associations or other entities are required to contract for solid waste and recycling disposal. The city interprets this to mean that management entities are required to provide recycling to tenants. Enforcement is complaint based.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city does not collect data from the licenses and has an informal limit on the number of haulers licensed, with six to eight currently licensed. The city may consider reducing the number of licensed haulers in the future.

- g. Do you have commercial organics recycling requirements?**
  - i. Is there a city sanitarian or equivalent?**
  - ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

- h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No; not for commercial haulers.

- i. Does the city have a commercial waste/recycling volume based fee structure?**

No. The city does not have a code to reflect such requirements, but acknowledges that County ordinance provides such a requirement.

- j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints. The city code provides that failure to comply is a misdemeanor.

### **Building and Zoning**

Questions:

- a. Do business/multi-unit licenses include waste/recycling requirements?**
  - i. If yes, how is compliance enforced?**
  - ii. What businesses do not require licenses?**

No. While the city does license and require multi-unit entities to offer recycling, the city does not specifically license multi-unit dwellings. Other businesses licensed in the city do not have waste/recycling requirements in the license. The city licenses businesses identified at the following link: <http://www.ci.lakeville.mn.us/168/Licenses-Permits>.

- b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

Yes. The city requires either a building permit for enclosure construction. Permit fees are based on valuation, and the city expressed a willingness to waive the permit fee for businesses that need to expand or construct enclosures to add recycling services. The city has staff capacity to process increased numbers of permits.

- c. Tell me about your building plan review process?**
  - i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

For multi-tenant commercial buildings, the city notes that most of the time one enclosure space is provided for the entire building, and not individual units. A building developer may not know who tenants are at the onset, and tenant turnover is foreseeable and therefore individualized enclosures on multi-unit buildings are not necessarily practicable.

**d. Can applicants request a waiver for recycling space enclosures?**

No. However, the city is willing to discuss the option of providing a temporary exemption for enclosure requirements during an interim phase where a business is in the process of determining how much space is needed for recycling container enclosure space.

**e. Can businesses request set-back waivers for existing buildings?**

No. But, the city will work with businesses to find solutions if this becomes an issue.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

No. The city requires enclosures for all waste containers.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

Lakeville is a green-step city. The city generally is willing to work with the County to further commercial recycling requirements. The city is willing to modify its hauler codes to require licensees to offer recycling services to commercial entities. The city is not willing to otherwise require commercial recycling from businesses, but would follow any County mandate. The city expressed a need for County policy and financial support to carry-out associated activities. The city is not interested in organized recycling and does not anticipate interest in the near future.

The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.

Lakeville indicated its willingness to help expand commercial recycling efforts by working with businesses that have unique obstacles like parking space, or perimeter and set-back limits.



Responsive partner.  
Exceptional outcomes.

## ROSEMOUNT

### Attendees

2/23/17

Sarah Braman, Wenck Associates  
Tom Schuster, Rosemount parks and recreation  
Anthony Nemcek, Rosemount planner  
Alan Strand, Rosemount building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

No.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**

**i. Labelling dumpsters, checking materials, education, etc.**

No. But, city code requires haulers to keep the waste enclosure area free of debris and properly secured.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

No. The city code does not require haulers to offer services commercial or multi-unit recycling. However, the code does require haulers to pick-up recyclables weekly, except for single-sort customers, which may be serviced every other week.

**e. Do you require businesses/multi-units to recycle?**

No. The city does not have commercial or multi-unit recycling requirements. The city code includes a provision that it is unlawful for "any resident, tenant, property owner, or business owners to fail to dispose of solid waste, recyclables, and yard waste in a sanitary manner at least once each week." Title 5, Ch. 1, § 5-1-2 (2008). However, there is no requirement to contract for services, and the city does not interpret the provision to require commercial or multi-unit recycling.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city does not collect data from the licenses and does not have a limit on the number of haulers licensed. The city is probably not interested in limiting the number of haulers. The city code requires haulers to submit data to the county.

- g. Do you have commercial organics recycling requirements?**
  - i. Is there a city sanitarian or equivalent?**
  - ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

- h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No.

- i. Does the city have a commercial waste/recycling volume based fee structure?**

No. The city does not have a code to reflect such requirements, but acknowledges that County ordinance provides such a requirement.

- j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints. The city code provides that failure to comply is a misdemeanor.

### **Building and Zoning**

Questions:

- a. Do business/multi-unit licenses include waste/recycling requirements?**
  - i. If yes, how is compliance enforced?**
  - ii. What businesses do not require licenses?**

No. The city licenses businesses identified at the following link:  
<http://www.ci.rosemount.mn.us/index.aspx?NID=429>.

- b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

Yes. The city requires either a building permit, or zoning permit for physical structures that do not require a building permit. Structures requiring a building permit generally include enclosures attached to the adjacent building, or closed top/roofed enclosures. Permit fees are based on valuation. The city has staff capacity to process increased numbers of permits.

- c. Tell me about your building plan review process?**
  - i. Does it include recycling space evaluation?**

Recycling space is evaluated if submitted construction and site plan documents. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

**d. Can applicants request a waiver for recycling space enclosures?**

No. However, the city is willing to discuss the option of providing a temporary exemption for enclosure requirements during an interim phase where a business is in the process of determining how much space is needed for recycling container enclosure space.

**e. Can businesses request set-back waivers for existing buildings?**

No. But, the city will work with businesses to find solutions if this becomes an issue.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

No. The city requires enclosures for all waste containers.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

Rosemount is a green-step city. The city is willing to work with the County to further commercial recycling requirements. The city is less willing to consider modifications to its multi-unit dwelling codes to require recycling at these buildings, but may consider requiring haulers to offer such services. The city expressed a need for County policy and financial support to carry-out associated activities. The city is not willing to otherwise require commercial recycling from businesses, but would follow any County mandate. The city is not interested in organized recycling and does not anticipate future interest.

The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.

Rosemount generally notes that increased enclosure space could take up parking spaces, and while it may be a minor issue in Rosemount, this issue might have larger impacts in other Dakota County cities.





Responsive partner.  
Exceptional outcomes.

## SOUTH ST. PAUL

### Attendees

2/22/17

Sarah Braman, Wenck Associates  
Cassandra, Mendota Heights/ West St. Paul/ South St. Paul  
Christy Wilcox, South St. Paul licensing/ code enforcement division manager  
Peter Hellegers, South St. Paul planner  
Joe Heimkes, South St. Paul building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

No.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?**

**i. Labelling dumpsters, checking materials, education, etc.**

No.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

No. However, the city is willing to consider modifications to the code to require haulers to offer recycling services to businesses and multi-unit dwellings.

**e. Do you require businesses/multi-units to recycle?**

No. However, the city is willing to consider modifications to the code to require multi-unit dwelling management entities to provide recycling opportunities to tenants. The city has received some complaints from tenants relative to lack of recycling opportunities.

**f. How are hauler licenses used at the city level?**

**i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city does not collect data from the licenses and does not have a limit on the number of haulers licensed. The city is probably not interested in limiting the number of haulers. The city looked into organized recycling in the past and decided not to move forward.

**g. Do you have commercial organics recycling requirements?**

**i. Is there a city sanitarian or equivalent?**

**ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

**h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No, and the city is not interested in adding pricing requirements.

**i. Does the city have a commercial waste/recycling volume based fee structure?**

No, and the city is not interested in adding pricing requirements.

**j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints. The city code provides that failure to comply is a misdemeanor.

**Building and Zoning**

Questions:

**a. Do business/multi-unit licenses include waste/recycling requirements?**

**i. If yes, how is compliance enforced?**

**ii. What businesses do not require licenses?**

No. The city licenses businesses identified at the following link:  
<http://www.southstpaul.org/index.aspx?NID=130>.

**b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

Yes. The city requires a zoning permit for fence enclosure construction. Structures requiring a building permit generally include enclosures attached to the adjacent building, or closed top/roofed enclosures. Permit fees are based on a flat rate of \$30/permit. The city has staff does not have capacity to process increased numbers of permits, and will need County support.

**c. Tell me about your building plan review process?**

**i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

For multi-tenant commercial buildings, the city notes that most of the time one enclosure space is provided for the entire building, and not individual units. A building developer may not know who tenants are at the onset, and tenant turnover is foreseeable and therefore individualized enclosures on multi-unit buildings are not necessarily practicable.

**d. Can applicants request a waiver for recycling space enclosures?**

No. However, the city is willing to discuss the option of providing a temporary exemption for enclosure requirements during an interim phase where a business is in the process of determining how much space is needed for recycling container enclosure space.

**e. Can businesses request set-back waivers for existing buildings?**

No. But, the city will work with businesses to find solutions if this becomes an issue.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

No. The city requires enclosures for all waste containers.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

South St. Paul is a green-step city, and the city council is invested in this status. The city generally is willing to work with the County to further commercial recycling requirements. The city is willing to modify its multi-unit dwelling codes to require recycling at these buildings. The city is not willing to otherwise require commercial recycling from businesses, but would follow any County mandate. The city expressed a need for County policy and financial support to carry-out associated activities. The city is not interested in organized recycling and does not anticipate future interest.

The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.

South St. Paul notes that increased enclosure space could take up parking spaces, and may impact ability to increase enclosure space. The city's concern here is taking up more staff time as the city is already experiencing stress on staff time.



Responsive partner.  
Exceptional outcomes.

## WEST ST. PAUL

### Attendees

3/2/17

Sarah Braman, Wenck Associates  
Cassandra, West St. Paul/ Mendota Heights/ South St. Paul  
Christine Walts, West St. Paul lead secretary and licensing  
Ben Boike, West St. Paul planner  
Dennis Schilling, West St. Paul building official

### Waste and Recycling

Questions:

**a. Do you have commercial collection requirements other than those specified in code?**

No.

**b. Are there any informal collection processes required of businesses/multi-units?**

No.

**c. Are there any informal collection processes required of haulers?  
i. Labelling dumpsters, checking materials, education, etc.**

No.

**d. Do you require haulers to offer commercial recycling services to businesses/multi-units?**

No, but the city is interested in evaluating organized collection.

**e. Do you require businesses/multi-units to recycle?**

No, but the city is open to discussing requirements for multi-unit dwelling management associations to provide recycling services to tenants. The city does require rental housing licensure.

**f. How are hauler licenses used at the city level?  
i. What functional value is gained through the licensing process?**

The city requires annual hauler licensing. The city does not collect data from the licenses and does not have a limit on the number of haulers licensed. The city is interested in limiting the number of haulers or evaluating organized collection.

**g. Do you have commercial organics recycling requirements?  
i. Is there a city sanitarian or equivalent?  
ii. What is the sanitarian's role relative to commercial organics management?**

The city does not have organics requirements or a sanitarian.

**h. Does the city require haulers to provide transparent or itemized invoicing to businesses/multi-unit residents or landlords/property managers?**

No.

**i. Does the city have a commercial waste/recycling volume based fee structure?**

No. The city does not have a code to reflect such requirements, but acknowledges that County ordinance provides such a requirement.

**j. What is the city's enforcement policy?**

The city operates enforcement on a complaint basis. There are little to no reported complaints. The city code provides that failure to comply is a misdemeanor.

**Building and Zoning**

Questions:

**a. Do business/multi-unit licenses include waste/recycling requirements?**

**i. If yes, how is compliance enforced?**

**ii. What businesses do not require licenses?**

No. The city licenses businesses identified at the following link:  
<http://wspmn.gov/130/Business-License>.

**b. Does waste/recycling enclosure construction require a permit? (where not in original building permit?)**

Yes. The city requires either a building permit, or zoning permit for physical structures that do not require a building permit. Structures requiring a building permit generally include enclosures attached to the adjacent building, or closed top/roofed enclosures. Permit fees are based on valuation. The city has staff capacity to process increased numbers of permits.

**c. Tell me about your building plan review process?**

**i. Does it include recycling space evaluation?**

Recycling space is evaluated on submitted construction and site plan documents. Recycling space is generally evaluated based on the State building code. Final site inspection includes observation that an enclosure was constructed, and that it meets building code safety specifications, however, the size of the final enclosure space is not measured on site.

For multi-tenant commercial buildings, the city notes that most of the time one enclosure space is provided for the entire building, and not individual units. A building developer may not know who tenants are at the onset, and tenant turnover is foreseeable and therefore individualized enclosures on multi-unit buildings are not necessarily practicable.

**d. Can applicants request a waiver for recycling space enclosures?**

No. However, the city is willing to discuss the option of providing a temporary exemption for enclosure requirements during an interim phase where a business is in the process of determining how much space is needed for recycling container enclosure space.

**e. Can businesses request set-back waivers for existing buildings?**

No. But, the city will work with businesses to find solutions if this becomes an issue.

**f. Is there a city sanitarian?**

**i. What is the sanitarian's role relative to commercial organics management?**

No, the city does not have a sanitarian.

**g. Does the city grandfather in enclosure spaces that do not meet city code?**

No. The city requires enclosures for all waste containers, but does not actively enforce this requirement on existing buildings.

**h. Are enclosure spaces included in regular building inspections?**

- i. Common violations/adequate space?**
- ii. State law provide adequate space?**
- iii. Bulky waste?**
- iv. Modifications needed?**

The city does not regularly inspect waste/recycling enclosures.

**Other information:**

West St. Paul is not a green-step city. The city is willing to work with the County to further commercial recycling requirements. The city is willing to consider modifications to its multi-unit dwelling codes to require recycling at these buildings. The city is willing to consider other options recommended by the County. The city expressed a need for County policy and financial support to carry-out associated activities. The city is also interested in organized recycling and anticipates future interest.

The city fire inspector maintains a list of commercial establishments and inspects buildings on a regular basis.

West St. Paul notes that increased enclosure space will likely take up parking spaces, but will work with businesses to make appropriate modifications through planning and zoning action.

City Hauler License Forms

**APPLICATION FOR LICENSE TO COLLECT  
MIXED MUNICIPAL SOLID WASTE AND RECYCABLES  
IN THE CITY OF BURNSVILLE**



JANUARY 1, 2017 TO DECEMBER 31, 2017

FEE: \$280.00

Please return completed application, a copy of your Certificate of Insurance, and a check to the City of Burnsville for \$280.00 to:



Jackson Becker  
Burnsville Maintenance Facility  
13713 Frontier Court  
Burnsville, MN 55337

**Office Use Only**

Fee Paid \_\_\_\_\_  
Insurance Requirement Met \_\_\_\_\_  
License No. Issued \_\_\_\_\_

Application is hereby submitted for license to do work within the City of Burnsville, Minnesota in accordance with the MIXED MUNICIPAL SOLID WASTE AND RECYCLABLES Ordinance which regulates and licenses the collection and disposal of mixed municipal solid waste and recyclables.

**Please fill out all of the following information:**

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Check the following areas which describe the services offered in Burnsville:

- \_\_\_\_\_ Single-Family (individual pickup) Garbage Collection
- \_\_\_\_\_ Multi-Family (dumpster) Garbage Collection
- \_\_\_\_\_ Multi-Family (individual pickup) Garbage Collection
- \_\_\_\_\_ Commercial/Industrial Garbage Collection
- \_\_\_\_\_ Single-Family (single-sort individual pickup) Recycling Collection
- \_\_\_\_\_ Single-Family (dual or multi-sort individual pickup) Recycling Collection
- \_\_\_\_\_ Multi-Family (dumpster) Recycling Collection
- \_\_\_\_\_ Multi-Family (individual pickup) Recycling Collection
- \_\_\_\_\_ Commercial/Industrial Recycling Collection



**1. Include information on the following topics:**

List volume based fees for individual residential collection (please do not attach a separate sheet):

Container size	Price (please note if billing period is monthly or quarterly)
Other sizes (list):	

Per City Code, residential haulers must offer at least three levels of service, priced on the basis of volume. Haulers are prohibited from charging a greater rate to customers who recycle. Rate information is classified as public and will be posted on the City's website. City Code requires haulers to notify the City if information on this application changes during the licensing period.

Recyclables collected: *Please complete attached worksheet.*

Extra charge for collection of yard waste:

Extra charge for collection of residential organics/food waste (if applicable):

Additional items collected:

**2. List places to which mixed municipal solid waste, recycling, and yard waste are taken:**

Mixed Municipal Solid Waste:

Recycling:

Yard Waste:

Organics/Food Waste (if applicable):

**3. Please provide the following information for Burnsville accounts:**

No. of single-family accounts (individual curbside service) \_\_\_\_\_

No. of multi-family units (serviced with dumpsters) \_\_\_\_\_

No. of individual multi-family units (individual containers) \_\_\_\_\_

No of commercial accounts \_\_\_\_\_

No. of Households Participating in the Neighborhood Block Rate Program \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Please check whether you accept this material for recycling and circle the answers to additional questions where applicable.

Hauler Name:		Recycling Facility:		
Material for Recycling		Yes	No	Additional Questions or Notes
Metal	Aluminum, Tin & Steel Cans			
	Aluminum Foil			
	Aluminum Trays/Pie Pans			
	Empty Aerosol Cans			
	Empty Paint Cans			
	Scrap Metal			List accepted items:
Glass	Glass Bottles			Glass colors: ALL LIMITED (list colors:
	Glass Jars			Lids on: OK NO
Plastic	Plastic Containers #1			Lids and caps on: OK NO Pumps: OK NO
	Plastic Containers #2			Lids and caps on: OK NO Pumps: OK NO
	Plastic Containers #3			Lids and caps on: OK NO Pumps: OK NO
	Plastic Containers #4			Lids and caps on: OK NO Pumps: OK NO
	Plastic Containers #5			Lids and caps on: OK NO Pumps: OK NO
	Plastic Containers #6 (rigid)			Lids and caps on: OK NO Pumps: OK NO
	Plastic Containers #7			Lids and caps on: OK NO Pumps: OK NO
	Plastic toys			
	Plastic Bags/Film			List accepted items:
	Styrofoam (expanded polystyrene foam)			
Paper	Cartons/Juice Box/Aseptic/Gable Top			Caps on: OK NO Straws: OK NO
	Newspaper & inserts			
	School/Office Paper			
	Envelopes			Plastic window: OK NO
	Mixed mail			
	Magazines & Catalogs			
	Phone Books			
	Books			Circle accepted: PAPERBACK HARDCOVER SPIRAL-BOUND
	OCC (corrugated cardboard)			
	Pizza boxes			Food residue: OK NO
	Boxboard (cereal, cracker, cake mix, etc.)			
	Boxboard: pop and beer case packaging			
	Boxboard: frozen food packaging			
	Paper towel/Toilet paper rolls (empty core)			
	Brown Paper Bags			
	Paper Fiber Egg Cartons			
Shredded Paper			In labelled paper bag? YES OTHER (describe prep:	
Other	Clothes and Linens			Describe prep:
	Other (list):			

# City of Farmington

## Special Waste Hauler Application for 2017



Initial Application     Renewal Application

<b>Applicant Name</b>			
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Phone #</b>		<b>Fax #</b>	

<b>Local Representative Name</b>	
<b>Phone #</b>	
<b>E-Mail Address</b>	
<b>Cellular phone #</b>	

Type of Waste to Be Hauled:     construction/demolition     commercial  
 (If you service commercial accounts, please fill out and return Supplement to Application. Commercial accounts **must** be formally exempted.)

<b>Commercial Location(s) Served:</b>	
---------------------------------------	--

### ATTACHMENTS

Copy of Regional Hauler License     on file  
 Permit Fee \$100

Signature of Applicant	Date
Name of Applicant	Title of Applicant

### *for City use*

<b>Approved by:</b>			
<b>Payment:</b>	Check #		
<b>Dates Valid</b>	<b>January 1, 2017</b>	<b>through</b>	<b>December 31, 2017</b>
<b>Permit #</b>			

**City of Hastings  
Application for City License**

**Commercial Waste Hauler License  
NEW**

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_  
 Contact Information Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other: \_\_\_\_\_ e-mail \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
 Sole Proprietorship     Corporation     Partnership

Type of Organization \_\_\_\_\_  
 Description of Equipment to be used \_\_\_\_\_  
 \_\_\_\_\_

Description of Vehicle(s) to be used \_\_\_\_\_  
 \_\_\_\_\_

List disposal sites to be used  
 Solid Waste: \_\_\_\_\_  
 Yard Waste: \_\_\_\_\_  
 Do you hold a waste hauler license from any other governmental unit?     Yes     No    If yes, indicate where licensed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Other Documents Needed</b>	<b>Completed</b>
Data Practices Advisory	<input type="checkbox"/>
Investigation Form	<input type="checkbox"/>
Release of Information	<input type="checkbox"/>
Proof of Insurance	<input type="checkbox"/>
Workers Compensation	<input type="checkbox"/>
Receipt of Ordinance	<input type="checkbox"/>

*I hereby certify that all statements made in this renewal application are true and complete and understand that any misstatements or omissions or material facts may result in disqualification or denial of the license.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**City Use**

Application Received		License Fee Paid	
Background Check Conducted		Background Fee Paid	
City Council Approval		License Issued	

**City of Hastings  
Application for City License**

**Commercial Waste Hauler License  
RENEWAL**

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Information      Business Phone      Cell Phone      Other:      e-mail

Name of Applicant \_\_\_\_\_

Sole Proprietorship       Corporation       Partnership

Type of Organization \_\_\_\_\_

Description of \_\_\_\_\_

Equipment to be used \_\_\_\_\_

Description of Vehicle(s) to be used \_\_\_\_\_

List disposal sites to be used

Solid Waste:

Yard Waste:

Do you hold a waste hauler license from any other governmental unit?

Yes  
 No

If yes, indicate where licensed

**Other Documents Needed**

Data Practices Advisory  
Investigation Form  
Release of Information  
Proof of Insurance  
Workers Compensation  
Receipt of Ordinance

**Completed**

*I hereby certify that all statements made in this renewal application are true and complete and understand that any misstatements or omissions or material facts may result in disqualification or denial of the license.*

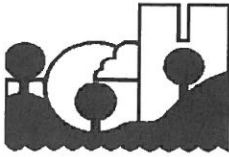
Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**City Use**

Application Received		License Fee Paid	
Background Check Conducted		Background Fee Paid	
City Council Approval		License Issued	

City of Hastings  
101 Fourth Street East  
Hastings, Minnesota 55033  
651-480-2350  
[www.ci.hastings.mn.us](http://www.ci.hastings.mn.us)



**CITY OF INVER GROVE HEIGHTS  
TRASH COLLECTOR LICENSE APPLICATION**  
*PLEASE FILL OUT COMPLETELY AND PLEASE PRINT LEGIBLY*

LICENSE PERIOD: 1/1/17-12/31/17 Today's Date: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TRADE NAME (DBA): \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

**1. Please Indicate the Types of Accounts Serviced:**  
*(As of the date of this license application)*

Type of Account:	Servicing (Mark with an X)	License Fee
Single Family Residential – (Wheeled Push-Bins or Bins)		
Multi-Family Residential – (Dumpster)		
Commercial – (Dumpster)		
Industrial (Construction Debris) – (Dumpster)		
Other (Specify)		
<b>Total Fee Submitted: (\$200 or \$250)</b>		<b>\$</b>

*Any one single Type of Account serviced is \$200 License Fee Total, but if you service more than one (no matter how many) Type of Account there is a single additional \$50 Fee, for a \$250 License Fee Total.*

**2. Provide Name and Location of Trash Disposal Area:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**3. Manner of Trash Disposal (Choose Type of Operation):**

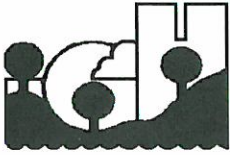
Bury: \_\_\_\_\_ Burn: \_\_\_\_\_

**4. Location of Recycling or Resource Recovery Center:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_



**CITY OF INVER GROVE HEIGHTS  
TRASH COLLECTOR LICENSE APPLICATION  
PLEASE FILL OUT COMPLETELY AND PLEASE PRINT LEGIBLY**

5. Does Your Firm Provide Separate Collection of Yard Waste?

a. Yes \_\_\_\_\_

b. No \_\_\_\_\_

6. If Yes, provide Name and Location of Yard Waste Disposal Area:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

7. Total Number of Trucks to be used for Trash Collection: \_\_\_\_\_

8. Total Number of Trucks to be used for Recycling Collection: \_\_\_\_\_

9. Total Number of Trucks to be used for Yard Waste Collection: \_\_\_\_\_

**Note: A Certificate of Liability Insurance and Workers Compensation Insurance is required for approval of your license application – see attached.**

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and such rules and regulations as the Council of the City of Inver Grove Heights may from time to time prescribe.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Ordinance 8-6-2, 8-6-4, 8-6-5</b>	<b>Amended in 2016:</b>
<b>Hours of Operation:</b> (8-6-4(C))	6:00 am – 6:00 pm, Monday through Friday with holiday exceptions.
<b>Scheduled Pick-up Days:</b> (8-6-4(C))	Whatever the designated day for trash pick-up for an individual client, the same day of the week is designated for recycling and yard waste pick-up. For example, if trash is picked up on a Wednesday, recycling and yard waste must also be scheduled for a Wednesday for that individual client.
<b>Mandatory Recycling Offered:</b> (8-6-4(D))	Recycling must be included in your pricing.
<b>Predatory Marketing Prohibited:</b> (8-6-5(A))	No bins can be placed without a signed agreement in place with an individual client.
<b>Number of Licenses Restricted:</b> (8-6-2(E))	No more than 17 licenses will be approved in any given year, and those licenses are restricted to those that were in effect as of September 1, 2016 or any approved transfers of licenses.
<b>Revocation or Suspension of License:</b> (8-6-2(F))	City Council may revoke or suspend a license if: a) licensee is in violation of any provision of this ordinance b) grounds exist under Section 3-2-10 c) any vehicles used by licensee are deemed defective or unsafe

**STATE OF MINNESOTA TAX ID FORM  
LICENSE APPLICATION INFORMATION**

Under Minnesota law (M.S.270C.72), the agency issuing you this license is required to provide the Minnesota Commissioner of Revenue your Minnesota business tax identification.  
Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange in Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form to the licensing agency. Do not return to the Department of Revenue.

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Type of license being applied for

---

Licensing authority (name of city, county, or state agency issuing license)

---

License renewal date

**Personal information:**

---

Applicant's last name

First name & initial

---

Applicant's address

City

State

Zip code

**Business information:**

---

Business name

---

Business address

City

State

Zip code

---

Minnesota tax ID number

Federal tax ID number

If a Minnesota tax ID number is not required, please explain:

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---

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Signature

Title

Date



# Certificate of Compliance Minnesota Workers' Compensation Law

**PRINT IN INK or TYPE.**

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

**A valid workers' compensation policy must be kept in effect at all times by employers as required by law.**

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
DBA (doing business as name) (if applicable)	

BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
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**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.**

**NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:**

INSURANCE COMPANY NAME (not the insurance agent)		
WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

**NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:**

I have attached a copy of the permit to self-insure.

**NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:**

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: \_\_\_\_\_
- Other: \_\_\_\_\_

**ALL APPLICANTS COMPLETE THIS PORTION:**

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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**NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.**  
This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

**CITY OF LAKEVILLE  
20195 HOLYOKE AVENUE  
LAKEVILLE, MN 55044  
952-985-4404**

**APPLICATION FOR LICENSE TO ALLOW THE BUSINESS OF  
MIXED MUNICIPAL SOLID WASTE & RECYCLABLE MATERIAL COLLECTION**  
*Lakeville City Code Title 3, Chapter 8*

1. \_\_\_\_\_  
*(Applicant Name)* *(Title)*
- \_\_\_\_\_
- (Corporation Name)*
- \_\_\_\_\_
- (Address)*
- \_\_\_\_\_
- (Phone Number)* *(E-mail)*
2. MN Tax ID No. \_\_\_\_\_ Federal Tax ID No. \_\_\_\_\_
3. Type of license requested: Class A-Residential/Commercial \_\_\_\_\_  
Class B-Commercial only \_\_\_\_\_
4. List equipment proposed to be used in such collection:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
5. List the place, or places, in which the mixed municipal solid waste and recyclable material is to be hauled (including yard waste):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. List the portion(s) of the City in which collections are to be made and the number of residential accounts and/or commercial accounts that are served:

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7. List the fee that you require for collections and the conditions attached to such collection, (i.e. volume based fee and yard waste collection fee):

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8. List of recyclables collected at curbside and the method of preparation that is preferred:

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9. List any convictions in the last five (5) years involving collection, disposal, storage or hauling of mixed municipal solid waste or recyclables:

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**Application must include Certificate of Liability Insurance and Certificate of Compliance with MN Workers Compensation Law.**

Applicant's Signature \_\_\_\_\_

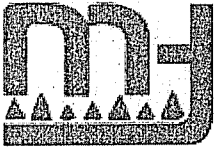
Date \_\_\_\_\_

Mixed Municipal Solid Waste & Recyclable Material Collection  
License List – 2017

LICENSEE	ADDRESS	PHONE NO.	FEE
Allied Waste Services (Denise Skaar)	4325 East 66 <sup>th</sup> Street Inver Grove Heights, MN 55076	651-455-8634	\$425.00 Class A
Advanced Disposal Services (Lee Johnson, Operations Coord.)	309 Como Avenue St. Paul, MN 55103	651-768-5268	\$425.00 Class B
Aspen Waste Systems, Inc. (Thor Nelson, C.O.O.)	2951 Weeks Avenue SE Minneapolis, MN 55414	612-884-8000	\$425.00 Class B
Buckingham Disposal (Michael Buckingham-Hayes)	5980 Credit River Road SE Prior Lake, MN 55372	952-226-6441	\$425.00 Class A
GarbageMan of Lakeville, LLC (Pat Niccum, Owner)	3323 Skycroft Drive Minneapolis, MN 55418	952-292-1646	\$425.00 Class A
Lakeville/Dick's Sanitation (Curt Saffle, Operations Mgr.)	8984 – 215 <sup>th</sup> Street W. Lakeville, MN 55044	952-469-9817	\$425.00 Class A
Randy's Sanitation, Inc. (Rhonda Saler)	4351 U.S. Highway 12 SE Box 169 Delano, MN 55328	763-972-3335	\$425.00 Class A
Waste Management (Larry Wilkins, District Manager)	1901 Ames Drive Burnsville, MN 55306	952-656-2083	\$425.00 Class A

Class A: All locations

Class B: Commercial and multi-family dwellings only



# City of Mendota Heights

## NOTICE TO LICENSE APPLICANTS IN MENDOTA HEIGHTS

On April 4, 2000 Mendota Heights City Council passed an amendment changing the fee and licensing requirements for contractors doing business in Mendota Heights.

Effective May 1, 2000 the licensing requirements for new or renewal licenses will be as follows:

- Application form (completed, dated, signed front and back)

The State Legislature passed a law effective July 1, 2003 requiring anyone who installs gas piping, heating, ventilation, cooling, air conditioning, fuel burning or refrigeration (G/VHACR) equipment to post a \$25,000.00 bond and file with the Department of Administration, Building Codes and Standards Division.

- A Bond in the amount of \$25,000.00 and an annual \$15.00 filing fee must be filed with the Minnesota Department of Administration, Building Codes and Standards Division. The names of those contractors who have submitted their yearly bond and filing fee will be posted. If your name is not on the list you will not be able to pull a permit for any of the above mention installations in Mendota Heights.
- \$50.00 License Fee
- Certificate of Insurance (made out to the City of Mendota Heights; including proof of workman's compensation). Original copy from Insurance Company will only be accepted.

City Ordinance requirements for certificate of insurance:

### SECTION 13. LIABILITY INSURANCE

Any person holding a license hereunder shall file with the City Clerk policies of public liability and property damage insurance which shall remain and be in force and effect during the entire term of said license and which shall contain a provision that it shall not be cancelled without 10 days written notice to the City. The contractor shall procure and maintain during the life of the license period, commercial general liability insurance covering personal injury including bodily injury and property damage liability with a combined single limit of no less than \$500,000 for each occurrence and aggregate. Said policies of insurance shall name the City of Mendota Heights as an additional insured, shall hold the City harmless from any loss or damage by reason of improper or inadequate work performed by the holder of said license, and shall provide for indemnity and security to the City of Mendota Heights against any liability and/or responsibility for the acts, actions, or omissions of the licensee or of any of the agents or servants of such licensee subject, however, to the limitations as to

the amount herein stated. No work shall be done under any license hereunder until said insurance policies have been filed and approved by the City Clerk. A license will be considered to have expired unless the required insurance is renewed, and the renewal certificate is submitted to the City prior to its expiration.

**IMPORTANT:** Please make sure that your license is current on any job that continues in to the next licensing year.

If you have any questions, please feel free to contact me (651)452-1850.

Sincerely,

A handwritten signature in cursive script that reads "Pam Deeb".

Pam Deeb  
Licensing Division



# City of Mendota Heights

## OFFICE OF CITY CLERK

APPLICATION FOR \_\_\_\_\_ LICENSE  
NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_

I, \_\_\_\_\_ hereby apply for a license for the  
Term of One Year in the City of Mendota Heights, Dakota County, State of Minnesota.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Is this a firm, corporation, or partnership of private ownership?  
(Please circle one)

Officers: President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer: \_\_\_\_\_

What cities have you been licensed in: \_\_\_\_\_

The undersigned applicant makes this application pursuant to all laws of the State of Minnesota and such rules and regulations of the Council of the City of Mendota Heights may from time to time prescribe.

Date of Application: \_\_\_\_\_ Signed: \_\_\_\_\_

For office reference only:

License fee paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt # \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_ Expires: \_\_\_\_\_ Amount of Ins. \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE  
MINNESOTA WORKERS' COMPENSATION LAW**

Print in ink or type

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

**A valid workers' compensation policy must be kept in effect at all times by employers as required by law.**

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
DBA (doing business as name) (if applicable)	

BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
---	------	-------	----------

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.**

**NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:**

INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
--	----------------	-----------------

**Number 2 complete this portion if self-insured:**

I have attached a copy of the permit to self-insure.

**NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:**

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: \_\_\_\_\_
- Other: \_\_\_\_\_

**ALL APPLICANTS COMPLETE THIS PORTION:**

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
---------------------------------	-------	------

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.



# Tax Information Form

**LICENSE APPLICANT:**

Pursuant to Minnesota Statutes 270C.72, the City of Mendota Heights is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification and Federal Tax ID number and the social security number (if licensee is an individual) of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the licenses.  
**DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

License Applied For or Renewed	
Licensing Authority	City of Mendota Heights, 1101 Victoria Curve, Mendota Heights, MN 55118
License Renewal Date	

***APPLICANT'S PERSONAL INFORMATION (if applicable):***

Name	
Street Address	
City, State, & Zip Code	
Social Security Number	

***BUSINESS INFORMATION (if applicable):***

Business Name	
Street Address	
City, State & Zip Code	
Minnesota Tax ID Number*	
Federal Tax ID Number	

---

Signature Position (Owner, Officer, Partner, etc.) Date

*\*If a Minnesota Tax Identification number is not required, please explain on the reverse side.*



# 2017 Solid Waste Haulers License Application

Name: \_\_\_\_\_  
(Person, Firm or Corporation Requesting License)

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Equipment: \_\_\_\_\_  
(Attach additional sheets if necessary)

Disposal Site: \_\_\_\_\_

Manner of disposal: \_\_\_\_\_ % Landfilled (approx) \_\_\_\_\_ % Processed (approx)

Do you offer Organic Collection for residential customers? \_\_\_\_\_ Yes \_\_\_\_\_ No

Area Serviced: \_\_\_\_\_

License(s) you are applying for: (Check all that apply and indicate the current number of Rosemount customers). **Please note:** Only haulers licensed for residential collection in 2016 will be considered for a residential haulers license in 2017.

Residential - # of customers \_\_\_\_\_  Commercial - # of customers \_\_\_\_\_

Construction - # of customers \_\_\_\_\_

**As required by the Rosemount City Council, include the following with this application:**

- Proof of public liability and workers' compensation insurance in the form of a Certificate of Insurance for the undersigned applicant,
- A list of solid waste collection equipment to be used in Rosemount,
- A completed application including identification of the destination of waste collected in Rosemount, the manner in which it will be disposed, and
- Submission of the \$320.00 license fee.

The undersigned hereby makes application to the City Council of the City of Rosemount, Dakota County, Minnesota for a License to do business in the City of Rosemount pursuant to the ordinances of said City.

\_\_\_\_\_  
Name of Firm (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
E mail address

**For Office Use Only**

LICENSE # \_\_\_\_\_

FEE \_\_\_\_\_

INSURANCE:  Liability

Workers' Compensation

November 4, 2016

Dear Waste Hauler:

Rosemount City Code Section 5.1.5 requires all solid waste haulers wishing to do business in the City to be licensed. You are being contacted at this time because your company was licensed in 2016. If you are planning to continue to haul in Rosemount during the coming year, now is the time to reapply for a license. A license will permit the licensee to haul solid waste between January 1 and December 31, 2017. Licensed haulers must comply with all of the provisions in Section 5.1 of the Rosemount City Code. Failure to comply with these provisions may result in the revocation of your license. A copy of the City Code can be found at [www.ci.rosemount.mn.us](http://www.ci.rosemount.mn.us).

The license application form is enclosed. As required by the Rosemount City Council, the application must include the following information:

- Proof of public liability and worker's compensation insurance in the form of a Certificate of Insurance,
- A list of solid waste collection equipment to be used in Rosemount,
- A completed application, including identification of the destination of waste collected in Rosemount and the manner in which it will be disposed, and
- Submission of the \$320.00 license fee.

Please be sure to indicate the type of license you are applying for (check all categories that apply) and the number of customers in each category you currently serve in Rosemount.

**Please note:** Only haulers licensed for residential collection in 2016 will be allowed to obtain a residential hauling license in 2017. Please complete all parts of the application.

The completed application and the accompanying license fee and insurance documentation must be delivered by December 30, 2016 to Rosemount City Hall or mailed to:

Solid Waste Hauler License  
2875 145<sup>th</sup> Street West  
Rosemount, MN 55068-4997

**Please note: Licenses are required of all haulers. Haulers found operating in Rosemount without a license after January 31, 2017 will be cited and could face a maximum fine of \$500.00 and imprisonment of up to 90 days.**

If you have any questions, please contact me at [tom.schuster@ci.rosemount.mn.us](mailto:tom.schuster@ci.rosemount.mn.us) or call me at (651) 322-6005.

Sincerely,

Tom Schuster  
Solid Waste Coordinator

Enc. License Application Form





**CITY OF WEST ST. PAUL**

**RESIDENTIAL/COMMERCIAL RUBBISH HAULERS LICENSE**

NAME:  
ADDRESS:  
CITY/ZIP:  
PHONE:

**SCHEDULE OF RATES & CHARGES**

TYPE OF SERVICE:

RESIDENTIAL - WEEKLY

CHARGES

BAGS  
RIGID CONTAINERS

\_\_\_\_\_

RESIDENTIAL - OTHER

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF EQUIPMENT**

TRUCK YEAR & MAKE

LICENSE NUMBER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECYCLING TRAILERS:

\_\_\_\_\_

\_\_\_\_\_

**The City of West St. Paul charges \$10.00 for each additional tag, after the first one, for licensing of rubbish trucks, roll-offs and recycling trailers.**

g:\pat\licenses\rubbish.fm

**CITY OF WEST ST. PAUL**

**COMMERCIAL/RESIDENTAL RUBBISH HAULERS LICENSE FOR**

**NAME:**  
**ADDRESS:**  
**CITY/ZIP:**  
**PHONE:**

**SCHEDULE OF RATES & CHARGES**

COMMERCIAL:

CHARGES

RIGID CONTAINERS

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF EQUIPMENT**

TRUCK YEAR & MAKE

LICENSE NUMBER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECYCLING TRAILERS:

\_\_\_\_\_

**The City of West St. Paul charges \$10.00 for each additional tag, after the first one, for licensing of rubbish trucks, roll-offs and recycling trailers.**

**CITY OF WEST ST. PAUL  
AUTHORIZATION FOR RELEASE OF INFORMATION**

In order for the City of West St. Paul to process your application further, you must complete and sign this authorization. By completing and signing this authorization, you will be allowing the West St. Paul City Clerk's office to review information on any complaints against you, including complaints for driving offenses, if applicable.

Private information provided or released shall be used to determine suitability for issuance of license/permit with the City of West St. Paul. This information will be available only to you and City officials who have a bona fide need for it. Refusal to supply required information will mean that your application cannot be processed.

I authorize the City of West St. Paul Police Department to conduct a background investigation and release the information to the City Clerk's office concerning my application for a city license/permit.

I hereby authorize the City of West St. Paul to conduct a criminal history and record background investigation so I can be considered for the below type license or permit.

*Please Print*

Type License or Permit:		(Circle One) New or Renewal?	
Name of Establishment:			
Applicant's Full Name:	(First)	(Middle)	(Last)
Date of Birth:	(MM/DD/YYYY)	Contact Telephone:	
Driver's License Number:		State of Issue:	

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**A COPY OF YOUR DRIVER LICENSE MUST ACCOMPANY THIS FORM IN ORDER TO HAVE YOUR LICENSE PROCESSED.**

Place DL Here and Photo Copy

Per Ordinance 1005.05 Subd. 5A: At the time of making an initial or renewal license application that requires a personal or business background investigation, the applicant must provide written authorization to the City to investigate all facts set out in the application and to do a personal and business background investigation on the applicant. A criminal background investigation shall be conducted as part of a personal background investigation.



City Building Permit Forms



**City of Apple Valley  
Planning and Development Department**

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**SITE PLAN REVIEW/BUILDING PERMIT AUTHORIZATION  
SUBMITTAL CHECKLIST**

All commercial, industrial, institutional, and multiple residential buildings must be reviewed and approved by both the Planning Commission and City Council. The review is to assure that the site plan meets proper zoning performance standards (setbacks, height, landscaping, parking stalls, etc.) and that the appearance of the building meets community standards.

\_\_\_\_\_ **Application form and fees.**

\_\_\_\_\_ **Exact legal description** and Dakota County property identification number.

\_\_\_\_\_ **The following number of copies of the project plans:**

\_\_\_\_\_ Three (3) sets of full-sized scale drawings

\_\_\_\_\_ Two (2) sets 11" x 17" reductions\*

\_\_\_\_\_ One (1) set of 8½" x 11" reductions\*

*\*(An electronic PDF version on CD or flashdrive accepted in lieu of reduced drawings)*

\_\_\_\_\_ **Signed Deposit Agreement** and required escrow.

\_\_\_\_\_ **If the site is adjacent to a State highway**, the applicant must submit two (2) complete copies of site plans to the Minnesota Department of Transportation. Mn/DOT also requires the submittal three (3) copies of preliminary plats.

**NOTE: ALL APPLICATIONS ARE DUE BY 9:00 A.M. ON DAY OF APPLICATION DEADLINE.**

**Project Plans**

\_\_\_\_\_ **Site plan to include:**

- boundary lines of property with dimensions and area
- adjacent and on-site streets (names, width)
- minimum setback lines
- locations of all buildings - existing and proposed
- locations of all structures - existing and proposed
- locations of easements and utilities
- parking areas (dimensions, setbacks, # spaces)
- sidewalks/trails
- signage
- fence and retaining walls
- garbage and recycling containers
- exterior HVAC and electrical equipment

\_\_\_\_\_ **Landscape plan to include:**

- basic site plan and grading information
- location and identification of existing and proposed plants and/or man-made landscape elements
- details of proposed planting beds and foundation plantings

- delineation of both sodded and seeded areas
- details of fences, tie walls, planting boxes, retaining walls, berms and other landscape details
- location of landscape islands with identification of plant materials
- planting schedule indicating common names, botanical names, size of plant materials, root specifications, quantities, and special planting instructions
- irrigation plan
- nursery bid list that confirms the landscape materials meet or exceed 2 1/2 percent of the value of the construction of the building based on Means Construction Data.

\_\_\_\_\_ **Drainage/Grading plan to include:**

- existing and proposed contours at two (2) foot intervals to 1929 sea level datum
- existing and proposed building footprints with pad elevations and unit type
- ponds, wetlands, lakes, streams, marshes
- trees to be removed and trees to remain
- location of erosion/sediment control structures

\_\_\_\_\_ **Building elevations to include:**

- scaled elevation drawings of all existing and proposed buildings and structures indicating building materials, colors, maximum height above grade, exterior building lighting
- signage
- building floor plans for each story indicating gross and net leaseable square footage and/or dwelling unit sizes and unit mixes
- garbage and recycling containers
- rooftop equipment
- underground parking plans with stall and drive aisle dimensions

**TIMELINE**

- \* Complete application must be submitted by deadline for presentation before the Planning Commission. Staff reviews the site plan/building permit application within 10 days of receipt of the application. If the application is not complete, staff will notify the applicant.
- \* The proposal is placed on the agenda of a regularly scheduled Planning Commission meeting. The applicant must present the proposal before the Commission. No public hearing is required. All questions and concerns raised by the Commission must be satisfactorily answered before the Commission will make a recommendation to the City Council. After the Commission makes a recommendation, the proposal may be placed on the agenda of the next regularly scheduled City Council meeting.
- \* The City Council has 60 days to approve or deny the proposal, unless the City notifies the applicant that the process will take longer. The City must specify how long the process will take. The City Council generally hears and votes on the project at the same meeting.
- \* Developer applies for a Natural Resources Management Permit (NRMP) after approval of project, usually at the time of building permit application. City Council approval may be required for an NRMP if site is 5 acres or larger; if not, staff approves NRMP administratively.



**City of Apple Valley  
Planning and Development Department**

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**SKETCH PLAN SUBMITTAL CHECKLIST**

A sketch plan review is an informal review by City Staff and the Planning Commission of a proposed development project, e.g. comprehensive plan amendment, rezoning, subdivision, or a commercial/multiple-family building permit. It is reviewed at a regularly scheduled Planning Commission meeting, and gives the Planning Commissioners an opportunity to become familiar with a proposed project prior to a public hearing or formal action. The project developer receives feedback from the Commissioners prior to the preparation and expense of the detailed plans that must be submitted for formal consideration and approval. **Staff strongly encourages developers to take advantage of the sketch plan review process, especially if the development proposal is controversial or is expected to impact neighboring property owners.**

\_\_\_\_\_ **Meet with Planning Staff to discuss proposed project.**

\_\_\_\_\_ **Letter to Planning Commission and City staff** requesting sketch plan review (date of regularly scheduled Commission meeting) with a brief explanation of the project, location, and developer.

\_\_\_\_\_ **Copies of Sketch Plan** to be included with letter:

\_\_\_\_\_ Three (3) sets of full-size plans (electronic version on CD or flashdrive accepted in lieu of full-size plans).

\_\_\_\_\_ One (1) set of 11" x 17" reductions\*

\_\_\_\_\_ One (1) set of 8 ½" x 11" reductions\*

*\*An electronic PDF version on CD or flashdrive accepted in lieu of reduced drawings*

**Following Items needed for review:**

\_\_\_\_\_ **Site plan to include:**

- Proposed boundary lines of property with dimensions and area
- adjacent and on-site streets (names, width)
- minimum setback lines
- locations of all buildings - existing and proposed
- locations of all structures - existing and proposed
- locations of easements and utilities
- parking areas (dimensions, setbacks, # spaces), including any parking ramps
- sidewalks/trails
- fence and retaining walls

\_\_\_\_\_ **Landscape plan to include:**

- basic site plan and grading information

- location of existing and proposed plants and/or man-made landscape elements, including sodded and seeded areas
- location of landscape islands

\_\_\_\_\_ **Drainage/Grading plan to include:**

- existing and proposed contours at two (2) foot intervals to 1929 sea level datum
- existing and proposed building footprints with pad elevations and unit type
- trees to be removed and trees to remain

\_\_\_\_\_ **Building elevations to include:**

- scaled elevation drawings of existing and proposed buildings and structures indicating building materials, colors, maximum height above grade

**NOTE: ALL APPLICATIONS ARE DUE BY 9:00 A.M. ON DAY OF APPLICATION DEADLINE**



**City of Eagan**

3830 Pilot Knob Road  
 Eagan MN 55122  
 Phone: (651) 675-5675  
 Fax: (651) 675-5694

<b>For Office Use</b>	
Permit #:	_____
Permit Fee:	_____
Date Received:	_____
Staff:	_____

## 2017 COMMERCIAL BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ (Tenant is: \_\_\_ New / \_\_\_ Existing) Suite #: \_\_\_\_\_

Former Tenant: \_\_\_\_\_

<b>Property Owner</b>	Name: _____ Phone: _____ Address / City / Zip: _____ Applicant is: ___ Owner ___ Contractor
<b>Type of Work</b>	Description of work: _____ Construction Cost: _____
<b>Contractor</b>	Name: _____ License #: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Contact: _____ Email: _____
<b>Architect/Engineer</b>	Name: _____ Registration #: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Contact Person: _____ Email: _____

Licensed plumber installing new sewer/water service: \_\_\_\_\_ Phone #: \_\_\_\_\_

**NOTE: Plans and supporting documents that you submit are considered to be public information. Portions of the information may be classified as non-public if you provide specific reasons that would permit the City to conclude that they are trade secrets.**

**CALL BEFORE YOU DIG.** Call Gopher State One Call at (651) 454-0002 for protection against underground utility damage. Call 48 hours before you intend to dig to receive locates of underground utilities. [www.gopherstateonecall.org](http://www.gopherstateonecall.org)

I hereby acknowledge that this information is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Eagan; that I understand this is not a permit, but only an application for a permit, and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of work which requires a review and approval of plans.

x \_\_\_\_\_  
**Applicant's Printed Name**

x \_\_\_\_\_  
**Applicant's Signature**

**DO NOT WRITE BELOW THIS LINE**

**SUB TYPES**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Foundation              | <input type="checkbox"/> Public Facility    | <input type="checkbox"/> Exterior Alteration–Apartments      |
| <input type="checkbox"/> Commercial / Industrial | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Exterior Alteration–Commercial      |
| <input type="checkbox"/> Apartments              | <input type="checkbox"/> Greenhouse / Tent  | <input type="checkbox"/> Exterior Alteration–Public Facility |
| <input type="checkbox"/> Miscellaneous           | <input type="checkbox"/> Antennae           |  |

**WORK TYPES**

- |   |   |                                      |  |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> New                | <input type="checkbox"/> Interior Improvement | <input type="checkbox"/> Siding      | <input type="checkbox"/> Demolish Building*  |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Exterior Improvement | <input type="checkbox"/> Reroof      | <input type="checkbox"/> Demolish Interior   |
| <input type="checkbox"/> Alteration         | <input type="checkbox"/> Repair               | <input type="checkbox"/> Windows     | <input type="checkbox"/> Demolish Foundation |
| <input type="checkbox"/> Replace            | <input type="checkbox"/> Water Damage         | <input type="checkbox"/> Fire Repair | <input type="checkbox"/> Retaining Wall      |
| <input type="checkbox"/> Salon Owner Change |   |                                      |  |

\*Demolition of entire building – give PCA handout to applicant

**DESCRIPTION**

- |   |                    |                       |
|---|--------------------|-----------------------|
| Valuation _____                         | Occupancy _____    | MCES System _____     |
| Plan Review _____<br>(25% ___ 100% ___) | Code Edition _____ | SAC Units _____       |
| Census Code _____                       | Zoning _____       | City Water _____      |
| # of Units _____                        | Stories _____      | Booster Pump _____    |
| # of Buildings _____                    | Square Feet _____  | PRV _____             |
| Type of Construction _____              | Length _____       | Fire Sprinklers _____ |
|   | Width _____        |                       |

**REQUIRED INSPECTIONS**

- |   |  |
|---|--|
| <input type="checkbox"/> Footings (New Building)                                    | <input type="checkbox"/> Final / C.O. Required                                     |
| <input type="checkbox"/> Footings (Deck)  | <input type="checkbox"/> Final / No C.O. Required                                  |
| <input type="checkbox"/> Footings (Addition)  | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Foundation _____ Foundation Before Backfill                | <input type="checkbox"/> Pool: ___ Footings ___ Air/Gas Tests ___ Final            |
| <input type="checkbox"/> Drain Tile   | <input type="checkbox"/> Siding: ___ Stucco Lath ___ Stone Lath ___ Brick ___ EFIS |
| <input type="checkbox"/> Roof: ___ Decking ___ Insulation ___ Ice & Water ___ Final | <input type="checkbox"/> Retaining Wall  |
| <input type="checkbox"/> Framing ___ 30 Minutes ___ 1 Hour                          | <input type="checkbox"/> Erosion Control   |
| <input type="checkbox"/> Fireplace: ___ Rough In ___ Air Test ___ Final             | <input type="checkbox"/> Concrete Entrance Apron                                   |
| <input type="checkbox"/> Insulation   | <input type="checkbox"/> Meter Size: _____   |
| <input type="checkbox"/> Sheetrock  | <input type="checkbox"/> Electronic Plans Required                                 |
| <input type="checkbox"/> Windows  |  |

Final C/O Inspection: Schedule Fire Marshal to be present: \_\_\_ Yes \_\_\_ No

Reviewed By: \_\_\_\_\_, Planning      New Business to Eagan: \_\_\_\_\_

Reviewed By: \_\_\_\_\_, Building Inspector

**FEES**

- |                                    |                         |
|------------------------------------|-------------------------|
| Base Fee _____                     | Water Quality _____     |
| Surcharge _____                    | Storm Sewer Trunk _____ |
| Plan Review _____                  | Sewer Trunk _____       |
| MCES SAC _____                     | Water Trunk _____       |
| City SAC _____                     | Street Lateral _____    |
| S&W Permit & Surcharge _____       | Street _____            |
| Treatment Plant _____              | Water Lateral _____     |
| Treatment Plant (Irrigation) _____ | Other: _____            |
| Park Dedication _____              |                         |
| Trail Dedication _____             |                         |
|                                    | <b>TOTAL:</b> _____     |



## COMMERCIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS:

Plumbing, Electrical, HVAC/Mechanical and Fire Suppression plans are required to be submitted with their respective permit applications.

### Foundation Only

- 2 sets of scaled Structural Plans
- 2 sets of Civil Plans
- 1 Certificate of Survey
- 1 Code Analysis \*\*
- 1 Project Specs
- 1 Special Inspection & Testing Schedule \*\*
- 1 Soils Report
- Meter size must be established – if applicable
- Met Council SAC Determination (651) 602-1000**

### Interior Improvement

- Electronic copies of the final approved plan, submitted via email, CD or flash drive**
- Project Narrative, including a description of the company operation and maximum number of employees on the primary shift
- 2 sets of scaled Architectural Plans (maximum plan size =< 24" x 36")
- 1 Code Analysis
- 1 Project Specs
- 1 Key Plan
- 1 Master Exit Plan
- 1 Energy Calculations complying with the **2015 Commercial Energy Code** (Chapter 1323 of the MSBC) \*\*\*\*
- Fire Stopping Submittals
- Meter size must be established – if applicable
- Met Council SAC Determination (651) 602-1000**

### New Building AND Additions

- Electronic copies of the final approved plan, submitted via email, CD or flash drive**
- Project Narrative, including a description of the company operation and maximum number of employees on the primary shift
- 1 Soils Report
- 1 Certificate of Survey
- 2 sets of scaled Structural Plans
- 2 sets of scaled Architectural Plans
  - o HVAC units required on building elevation / site plan
- 2 sets of Civil Plans
- 2 sets of Landscaping Plans
- 1 Code Analysis \*\*
- 1 Energy Calculations complying with the **2015 Commercial Energy Code** (Chapter 1323 of the MSBC) \*\*\*\*
- 1 Emergency Response Site Plan \*\*\*
- 1 Special Inspection & Testing Schedule \*\*
- 1 Project Specs
- 1 Master Exit Plan
- Fire Stopping Submittals
- Meter Size must be established
- Met Council SAC Determination (651) 602-1000**

\* Call MN Dept of Health at (651) 201-4500 for details regarding food & beverage or lodging facilities.

\*\* Contact Building Inspections for a sample.

\*\*\* Permit for new building or addition will not be processed without Emergency Response Site Plan.

\*\*\*\* **2015 Energy Code Compliance Forms** are available at [www.cityofeagan.com/buildinginspections](http://www.cityofeagan.com/buildinginspections). You will need the ANSI/ASHRAE Standard 90.1 – 2010 to complete the compliance forms.





City Of  
**Burnsville**

## **COMMERCIAL BUILDING PERMIT PROCEDURES MANUAL**

- **Permit Requirements**
- **Outline Code Review**
- **Erosion Control Criteria**
- **Building Permit Application**
- **Plan Review & Permit Process Review**
- **Fee Schedules**
- **Special Structural Testing & Inspection Program Summary Schedule**
- **Multi-line Telephone System / 9-1-1 Legislation Compliance Flow Chart**

## **ISSUANCE OF BUILDING PERMITS**

### **PURPOSE AND NEED**

To ensure compliance with the Burnsville Zoning Ordinance, Subdivision Regulations, the State Building Code, State Fire Code, and other City Code requirements, a building permit must be issued prior to any construction in the City of Burnsville.

### **POLICY**

The City of Burnsville, in order to ensure compliance with all applicable codes and ordinances requires that building permits are issued prior to construction within the city limits and that inspections be made prior to the issuance of Certificates of Occupancy according to the following procedures.

### **PROCEDURE**

#### **COMMERCIAL BUILDING PERMIT AND ADDITION REQUIREMENTS**

- 1) City Planning and Engineering Department approvals of plans
- 2) State Board of Health Approval (if required) – (651) 643-3425
- 3) Metro SAC Letter –submittals require SAC Determination Application - enclosed  
Metropolitan Waste Control Commission  
390 Robert St. N  
St. Paul MN 55101-1805  
SAC Technician (651) 602-1421  
(SAC Determination Application electronically  
[www.metrocouncil.org/environment/ratesbilling/SAC\\_FAQs.htm](http://www.metrocouncil.org/environment/ratesbilling/SAC_FAQs.htm))  
  
Minnesota Department of Agriculture  
The Dairy and Food Inspection Division  
625 Robert Street North  
St. Paul, MN 55155-2538  
Food Inspector/Metro 651-201-6027  
[www.mda.state.mn.us/news/publications/food/business&marketing/planreview\\_packet.pdf](http://www.mda.state.mn.us/news/publications/food/business&marketing/planreview_packet.pdf)
- 4) Fire Marshal Approval
- 5) Survey – up-to-date and signed by Registered Land Surveyor
- 6) Grading, Drainage & Landscaping plans – (curb & gutter – per Council approval)
- 7) Erosion Control plan (approved, implemented and inspected)

## ISSUANCE OF BUILDING PERMITS

- 8) Erosion Control Security - \$1,500.00 per acre or portion thereof.

The first \$3,000.00 of this financial security shall be a cash deposit with the City, the remainder of which to be an approved letter of credit. If at any time during the course of the work the cash deposit amount falls below the original amount, the applicant shall make another deposit in the amount necessary to restore this cash deposit to the original amount within seven (7) days, after notification by the City, the City may:

- (1) Withhold the scheduling of inspections and /or the issuance of a Certificate of Occupancy.
- (2) Revoke any permit issued by the City to the applicant for the site in question and any other of the applicant's sites within the City's jurisdiction.
- (3) Draw on the applicant's alternate security.

- 9) Letter of Credit or Cash Escrow for:

Landscaping – 100% of contract

Bituminous surfacing, curb & gutter – 100% of contract

- 10) Soil Report – from approved testing agency.

- 11) Signed utility plans (by Engineer licensed in the State of Minnesota) approved by the Engineering Department.

- 12) Energy calculations.

- 13) Water/Sewer connection charges (per SAC unit).

- 14) Signed architect & structural plans (2 hard sets & 1 electronic copy) – [by Structural Engineer licensed in the State of Minnesota].

\*\*Please label each sheet on the electronic copy by sheet name; i.e.A1.1, A1.2, S1.1, etc....

- 15) Special Structural Testing and Inspection Agreement.

- 16) Signed Plumbing plans (2 sets).

- 17) Signed HVAC plans (2 sets).

- 18) Signed Fire Sprinkler plans (2 sets).

- 19) Signed Electrical plans (2 sets).

## ISSUANCE OF BUILDING PERMITS

- 20) Impervious Surface Worksheet completed (if site is in a shoreland district [within 1,000 feet of a lake or river]).
  
- 21) Wetland delineation and report and wetland/lakeshore/river buffer plan if site has these features present.
  
- 22) A permit shall not be issued until after a complete plan review has been made. All necessary additions, alterations, and corrections of plans must be on file. Time involved in issuing a permit varies, depending upon complete, corrected plans, size of project and workload of the Inspection Division
  
- 23) Plans for a new building over 15 sheets, requires that all architectural, structural and mechanical plans be submitted in disk form using:
  - ❖ File name.pdf
  - ❖ Adobe Acrobat
  
- 24) If exterior signage is proposed a sign plan showing the location of all existing and proposed signage on the site and on the building(s) including sign specifications, dimensions, and number and if multi-tenant building, the owner's plan for tenant signage.



City of Burnsville

Application for Commercial Building Permit
NEW CONSTRUCTION & REMODEL

100 Civic Center Parkway
Burnsville, Minnesota 55337-3817

Phone: 952-895-4444
FAX: 952-895-4512
www.burnsville.org

Date

(For City Use Only)

Site Address

Permit No.

Owner: Name

Permit Fee

Address

Plan Check Fee

City State

State Surcharge

Fixture Charge

Zip Tele.

Total Fee

Fax: E-mail: REQUIRED

Total Construction Valuation (exc.land) \$

Prior to Building Permits being issued,
Letters of Credit are required for the following:
Erosion Control (\$1,500.00 Per Acre, or \$3,000.00 Cash &
LOC for remainder if more than 2 acres)
Landscaping \$
Bituminous Surfacing \$
Concrete Curbing/Gutter \$

PROJECT VALUATIONS

Plumbing \$
Heating \$
Electrical \$
General Const. \$
Total Const. Value \$

DESCRIPTION OF WORK:

CONTRACTORS

Bldr: Name
Address
City State
Zip Tele
Contact Name & Phone:
Fax: E-mail:

Htg: Name
Address
City State
Zip Tele
Contact Name & Phone:

Plbg: Name
Address
City State
Zip Tele
Contact Name & Phone:

Elec: Name
Address
City State
Zip Tele
Contact Name & Phone:

**ARCHITECTS AND ENGINEERS**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Tele \_\_\_\_\_  
Contact Name & Phone: \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Tele \_\_\_\_\_  
Contact Name & Phone: \_\_\_\_\_  
\_\_\_\_\_

**TYPE OF CONSTRUCTION**

Indicate type of construction \_\_\_\_\_

Will building be sprinkled? \_\_\_\_\_

Dimensions: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. Basement  
                  \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. 1<sup>st</sup> floor  
                  \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. 2<sup>nd</sup> floor  
                  \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. 2<sup>nd</sup> floor

Total Sq. Ft. = \_\_\_\_\_

**OCCUPANCY CLASSIFICATIONS**

Description of intended building uses – (includes all portion of building)

\_\_\_\_\_  
\_\_\_\_\_

Total number of occupants: No. 1<sup>st</sup> floor \_\_\_\_\_  
  No. 2<sup>nd</sup> floor \_\_\_\_\_ Others \_\_\_\_\_

**SEWER AVAILABILITY CHARGE (S.A.C.) DETERMINATION**

Acreage of Property \_\_\_\_\_  
Gross Area of Structure \_\_\_\_\_  
Net Useable/Leasable Area \_\_\_\_\_  
**Total S.A.C. Units** \_\_\_\_\_

I hereby certify that the above information is correct and agree to comply with the City of Burnsville Ordinances and State of Minnesota Laws regulating building construction.

Signature \_\_\_\_\_  
Owner  Contractor  Architect



100 Civic Center Parkway  
Burnsville, Minnesota 55337-3817

## COMMERCIAL TENANT BUILDING PERMIT REQUIREMENTS CHECKLIST

Phone: 952-895-4444  
FAX: 952-895-4512  
www.burnsville.org

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**\*\*\*PRIOR TO BUILDING PERMIT APPLICATION SUBMISSION OBTAIN THE FOLLOWING\*\*\***

- \_\_\_\_\_ 1. The Planning Department must review plans in order to verify the planned use for this space is permitted in that zoning district. \* Review the trash enclosure detail.
- \_\_\_\_\_ 2. Copy of a letter from the building owner describing in detail the type of use intended for the space. Also, describe the use of spaces adjacent to the space in question. This letter is to be signed by both the building owner and the tenant.
- \_\_\_\_\_ 3. Signed architectural & structural plans (2 hard sets & 1 electronic) with Building Permit Application
- \_\_\_\_\_ 4. Signed plumbing plans (2 sets) with Building Permit Application  
[designed & signed by plumbing contractor]
- \_\_\_\_\_ 5. Signed HVAC plans (2 sets) with Building Permit Application  
[designed & signed by heating contractor]
- \_\_\_\_\_ 6. Signed electrical plans (2 sets) with Building Permit Application  
[designed & signed by electrical contractor, displaying emergency & exit lighting]
- \_\_\_\_\_ 7. Signed sprinkler plans & fire alarm system plans (2 sets) with Building Permit Application  
[designed & signed by sprinkler contractor] – MUST be reviewed by Fire Dept. Inspector
- \_\_\_\_\_ 8. Plans submitted for approval: State Board of Health (651) 643-3425  
[required if food will be consumed on site i.e. Restaurant, Deli, Catering Services]
- \_\_\_\_\_ 9. Plans submitted for approval: State Department of Agriculture ( 651) 201-6000  
[required if food is sold but not consumed on site i.e. Grocery, Bakery, etc.]
- \_\_\_\_\_ 10. Metro SAC letter required before building permit will be issued. Plans submitted to:  
Metropolitan Waste Control Commission - SAC Technician (651) 602-1421  
390 Robert St. N **Fax** (651) 602-1477  
St. Paul, MN 55101-1805



City Of  
**Burnsville**

100 Civic Center Parkway  
Burnsville, Minnesota 55337-3817

## COMMERCIAL ROOF PERMIT REQUIREMENTS

Phone: 952-895-4400  
FAX: 952-895-4512  
www.burnsville.org

SAC Determination Application, attached or [www.metrocouncil.org/environment/RatesBilling/RatesCharges.htm#SAC](http://www.metrocouncil.org/environment/RatesBilling/RatesCharges.htm#SAC)

REQUIRED: One electronic copy (preferred) or one paper copy of each of the following items must be submitted with this application.

1. Full written scope of the project submitted to owner.
2. Shop drawings/section view of new installation system, including structural components of the existing roof.
3. A listing (name) of each specific manufacturer's product being installed.
4. The flame spread documentation for any foam products being installed.
5. The thickness of all products being installed.
6. The fire tested assembly number designation. (U.L. Factory Mutual, ICC)
7. Any documentation from a Minnesota registered structural engineer.
8. Copy of the manufacturer's installation instructions.

### PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Are all the existing roofing materials being removed to the structural deck?    Yes     No
2. How many sq. feet is the existing roof? \_\_\_\_\_ How many sq. feet are being replaced? \_\_\_\_\_
3. What type of roofing system currently exists?    Built-up     Membrane     Other
4. What type of roofing system is proposed?    Built-up     Membrane     Other
5. Will the new roofing materials reduce or increase the current dead load?  
Increase     Reduce     No Change
6. If loading is to be increased, has a structural engineer been hired to review all allowable loads?  
*If yes, attach an Engineer's report*    Yes     No
7. Are any new drainage devices being added or altered as part of the re-roof?    Yes     No
8. Per International Building Code Table 1501.1 what class designation is the new roof system?  
A     B     Non-classified
9. What overall R-value will the new roof produce? \_\_\_\_\_
11. Per International Building Code Sections 2603.4, 2603.4.1, and 2603.4.1.5, will a thermal barrier be required as part of the re-roofing project?    Yes     No
11. Will any electrical, plumbing, gas or mechanical items on the existing roof need to be disconnected and reconnected as part of the re-roof?    Yes     No
12. Are any electrical, plumbing, gas or mechanical items being replaced in conjunction with the re-roof?



**Permit Release Check List**

**NAME OF PROJECT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CITY COUNCIL APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**PLANNING COMMISSION APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**ENGINEERING DEPARTMENT APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**NATURAL RESOURCES DEPARTMENT APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**District (1,000 ft. from a lake/river); if wetland is on/adjacent to site**  
**STATE BOARD OF HEALTH APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**FIRE MARSHALL APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_

**ENGINEERING DEPT REQUIREMENTS:**

**Right of Way Permit** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Vacation of Easement Needed** Yes \_\_\_\_\_ No \_\_\_\_\_ **PAPER WORK FILED** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Development Contract Signed:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Development Contract Fees:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**LID Agreement Filed** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Storm Water Pond Agreement Filed** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Easement Documents Filed** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Public Infrastructure** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Erosion Control Inspection Completed:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Certification for wireless tower/equipment on city site:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Lease for wireless tower/equipment on city site:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**PLANNING DEPT REQUIREMENTS:**

**PUD/CUP/IUP Agreement Signed** Yes \_\_\_\_\_ No \_\_\_\_\_  
**PUD/CUP Conditions of Approval Met** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Final Plat Filed with Dakota County** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Certification for Cell Tower** Yes \_\_\_\_\_ No \_\_\_\_\_

**Site Plan Review Fee paid (if project does not have an escrow account)** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Or Escrow Balance Needed** Yes \_\_\_\_\_ No \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Tree Protection Letter of Credit** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Tree Removal Permit** Yes \_\_\_\_\_ No \_\_\_\_\_ NA/ \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Landscape Cost Estimate** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Landscape security paid:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_

**BUILDING DEPT REQUIREMENTS:**

**Letter of Credit – Yard Lawn/Turf Landscaping** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Bituminous Surface** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Curb & Gutter** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Erosion Control Security** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_

## COMMERCIAL BUILDING PERMIT CHECK LIST

- \_\_\_ 1. City Planning, Engineering (and Natural Resources Department if site has wetlands, lakes, river) approvals of the plans.
- \_\_\_ 2. State Board of Health Approval (if required) -651-643-3425
  - 1. Percolation Test
  - 2. Private Sewage system design.
  - 3. Pool & filtration plans & specs.
  - 4. Kitchen, restroom plans & specs.
  - 5. Public building plans (hospitals, schools, libraries, etc).
  - 6. Restaurant plans.
- \_\_\_ 3. Metro SAC letter  
Metropolitan Waste Control Commission  
390 Robert Street N  
St. Paul, Mn 55101-1805  
SAC Technician – 651-602-1421
- \_\_\_ 4. Fire Marshall Approval.
- \_\_\_ 5. Survey; up-to-date and signed by Registered Land Surveyor.
- \_\_\_ 6. Wetland delineation plan and report if wetlands are present on site.
- \_\_\_ 7. Erosion Control Plan (approved, implemented and inspected).
- \_\_\_ 8. Erosion Control Security - \$1500.00 per acre or portion thereof.  
The first \$3,000.00 of this financial security shall be a cash deposit with the City, the remainder of which is to be an approved letter of credit. If at any time during the course of the work, the cash deposit amount falls below the original amount, the applicant shall make another deposit in the amount necessary to restore this cash deposit to the original amount within seven (7) days, after notification by the City.
- The City may:
  - 1. Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
  - 2. Revoke any permit issued by the City to the applicant for the site in question and any other of the applicant's sites within the City's jurisdiction.
  - 3. Draw on the applicant's alternative security.
- \_\_\_ 9. Letter of Credit or Cash Escrow (if applicable)
  - Landscaping – 100% of contract
  - Bituminous surfacing, curb & gutter – 100% of contract
- \_\_\_ 10. Special Inspection Agreement
- \_\_\_ 11. Soil test – from approved testing agency
- \_\_\_ 12. Signed Utility Plans (by Engineer licensed in the State of MN), approved by Engineering Dept.
- \_\_\_ 13. Energy Calculations.
- \_\_\_ 14. Water Connection Charges (per sac).
- \_\_\_ 15. Signed architect & structural plans (2 hard sets & 1 electronic).
- \_\_\_ 16. Signed plumbing plans (2 sets).
- \_\_\_ 17. Signed HVAC plans (2 sets).
- \_\_\_ 18. Signed sprinkler plans. (2 sets).
- \_\_\_ 19. Signed electrical plans (2 sets).
- \_\_\_ 20. If trees are present on site a tree inventory, survey and Woodland Evaluation Worksheets will be required and a tree protection letter of credit must be provided before any trees are removed from the site.
- \_\_\_ 21. If new rooftop or other mechanical equipment, ducts, vents, gutters, etc., are proposed to be installed at the site it is required to be screened. Contact the Planning Department at 952-895-4455 for specific requirements.
- \_\_\_ 22. If exterior lighting is proposed a plan showing the location and type of all proposed fixtures, illumination levels on site and at the property line(s), light pole height and hooded fixture details are required.
- \_\_\_ 23. If exterior signage is proposed a sign plan showing the location of all existing and proposed signage on the site and on the building(s) including sign specifications, dimensions, and number.

G:comm./permit check list/front of folder.



# City of Eagan

3830 Pilot Knob Road  
 Eagan MN 55122  
 Phone: (651) 675-5675  
 Fax: (651) 675-5694

<b>For Office Use</b>	
Permit #:	_____
Permit Fee:	_____
Date Received:	_____
Staff:	_____

## 2017 COMMERCIAL BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ (Tenant is: \_\_\_ New / \_\_\_ Existing) Suite #: \_\_\_\_\_

Former Tenant: \_\_\_\_\_

<b>Property Owner</b>	Name: _____ Phone: _____ Address / City / Zip: _____ Applicant is: ___ Owner ___ Contractor
<b>Type of Work</b>	Description of work: _____ Construction Cost: _____
<b>Contractor</b>	Name: _____ License #: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Contact: _____ Email: _____
<b>Architect/Engineer</b>	Name: _____ Registration #: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Contact Person: _____ Email: _____

Licensed plumber installing new sewer/water service: \_\_\_\_\_ Phone #: \_\_\_\_\_

**NOTE: Plans and supporting documents that you submit are considered to be public information. Portions of the information may be classified as non-public if you provide specific reasons that would permit the City to conclude that they are trade secrets.**

**CALL BEFORE YOU DIG.** Call Gopher State One Call at (651) 454-0002 for protection against underground utility damage. Call 48 hours before you intend to dig to receive locates of underground utilities. [www.gopherstateonecall.org](http://www.gopherstateonecall.org)

I hereby acknowledge that this information is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Eagan; that I understand this is not a permit, but only an application for a permit, and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of work which requires a review and approval of plans.

x \_\_\_\_\_  
**Applicant's Printed Name**

x \_\_\_\_\_  
**Applicant's Signature**

**DO NOT WRITE BELOW THIS LINE**

**SUB TYPES**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Foundation              | <input type="checkbox"/> Public Facility    | <input type="checkbox"/> Exterior Alteration–Apartments      |
| <input type="checkbox"/> Commercial / Industrial | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Exterior Alteration–Commercial      |
| <input type="checkbox"/> Apartments              | <input type="checkbox"/> Greenhouse / Tent  | <input type="checkbox"/> Exterior Alteration–Public Facility |
| <input type="checkbox"/> Miscellaneous           | <input type="checkbox"/> Antennae           |  |

**WORK TYPES**

- |   |   |                                      |  |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> New                | <input type="checkbox"/> Interior Improvement | <input type="checkbox"/> Siding      | <input type="checkbox"/> Demolish Building*  |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Exterior Improvement | <input type="checkbox"/> Reroof      | <input type="checkbox"/> Demolish Interior   |
| <input type="checkbox"/> Alteration         | <input type="checkbox"/> Repair               | <input type="checkbox"/> Windows     | <input type="checkbox"/> Demolish Foundation |
| <input type="checkbox"/> Replace            | <input type="checkbox"/> Water Damage         | <input type="checkbox"/> Fire Repair | <input type="checkbox"/> Retaining Wall      |
| <input type="checkbox"/> Salon Owner Change |   |                                      |  |
- \*Demolition of entire building – give PCA handout to applicant

**DESCRIPTION**

- |   |                    |                       |
|---|--------------------|-----------------------|
| Valuation _____                         | Occupancy _____    | MCES System _____     |
| Plan Review _____<br>(25% ___ 100% ___) | Code Edition _____ | SAC Units _____       |
| Census Code _____                       | Zoning _____       | City Water _____      |
| # of Units _____                        | Stories _____      | Booster Pump _____    |
| # of Buildings _____                    | Square Feet _____  | PRV _____             |
| Type of Construction _____              | Length _____       | Fire Sprinklers _____ |
|   | Width _____        |                       |

**REQUIRED INSPECTIONS**

- |   |  |
|---|--|
| <input type="checkbox"/> Footings (New Building)                                    | <input type="checkbox"/> Final / C.O. Required                                     |
| <input type="checkbox"/> Footings (Deck)  | <input type="checkbox"/> Final / No C.O. Required                                  |
| <input type="checkbox"/> Footings (Addition)  | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Foundation _____ Foundation Before Backfill                | <input type="checkbox"/> Pool: ___ Footings ___ Air/Gas Tests ___ Final            |
| <input type="checkbox"/> Drain Tile   | <input type="checkbox"/> Siding: ___ Stucco Lath ___ Stone Lath ___ Brick ___ EFIS |
| <input type="checkbox"/> Roof: ___ Decking ___ Insulation ___ Ice & Water ___ Final | <input type="checkbox"/> Retaining Wall  |
| <input type="checkbox"/> Framing ___ 30 Minutes ___ 1 Hour                          | <input type="checkbox"/> Erosion Control   |
| <input type="checkbox"/> Fireplace: ___ Rough In ___ Air Test ___ Final             | <input type="checkbox"/> Concrete Entrance Apron                                   |
| <input type="checkbox"/> Insulation   | <input type="checkbox"/> Meter Size: _____   |
| <input type="checkbox"/> Sheetrock  | <input type="checkbox"/> Electronic Plans Required                                 |
| <input type="checkbox"/> Windows  |  |

Final C/O Inspection: Schedule Fire Marshal to be present: \_\_\_ Yes \_\_\_ No

Reviewed By: \_\_\_\_\_, Planning      New Business to Eagan: \_\_\_\_\_

Reviewed By: \_\_\_\_\_, Building Inspector

**FEES**

- |                                    |                         |
|------------------------------------|-------------------------|
| Base Fee _____                     | Water Quality _____     |
| Surcharge _____                    | Storm Sewer Trunk _____ |
| Plan Review _____                  | Sewer Trunk _____       |
| MCES SAC _____                     | Water Trunk _____       |
| City SAC _____                     | Street Lateral _____    |
| S&W Permit & Surcharge _____       | Street _____            |
| Treatment Plant _____              | Water Lateral _____     |
| Treatment Plant (Irrigation) _____ | Other: _____            |
| Park Dedication _____              |                         |
| Trail Dedication _____             |                         |
|                                    | <b>TOTAL:</b> _____     |



## COMMERCIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS:

Plumbing, Electrical, HVAC/Mechanical and Fire Suppression plans are required to be submitted with their respective permit applications.

### Foundation Only

- 2 sets of scaled Structural Plans
- 2 sets of Civil Plans
- 1 Certificate of Survey
- 1 Code Analysis \*\*
- 1 Project Specs
- 1 Special Inspection & Testing Schedule \*\*
- 1 Soils Report
- Meter size must be established – if applicable
- Met Council SAC Determination (651) 602-1000**

### Interior Improvement

- Electronic copies of the final approved plan, submitted via email, CD or flash drive**
- Project Narrative, including a description of the company operation and maximum number of employees on the primary shift
- 2 sets of scaled Architectural Plans (maximum plan size =< 24" x 36")
- 1 Code Analysis
- 1 Project Specs
- 1 Key Plan
- 1 Master Exit Plan
- 1 Energy Calculations complying with the **2015 Commercial Energy Code** (Chapter 1323 of the MSBC) \*\*\*\*
- Fire Stopping Submittals
- Meter size must be established – if applicable
- Met Council SAC Determination (651) 602-1000**

### New Building AND Additions

- Electronic copies of the final approved plan, submitted via email, CD or flash drive**
- Project Narrative, including a description of the company operation and maximum number of employees on the primary shift
- 1 Soils Report
- 1 Certificate of Survey
- 2 sets of scaled Structural Plans
- 2 sets of scaled Architectural Plans
  - o HVAC units required on building elevation / site plan
- 2 sets of Civil Plans
- 2 sets of Landscaping Plans
- 1 Code Analysis \*\*
- 1 Energy Calculations complying with the **2015 Commercial Energy Code** (Chapter 1323 of the MSBC) \*\*\*\*
- 1 Emergency Response Site Plan \*\*\*
- 1 Special Inspection & Testing Schedule \*\*
- 1 Project Specs
- 1 Master Exit Plan
- Fire Stopping Submittals
- Meter Size must be established
- Met Council SAC Determination (651) 602-1000**

\* Call MN Dept of Health at (651) 201-4500 for details regarding food & beverage or lodging facilities.

\*\* Contact Building Inspections for a sample.

\*\*\* Permit for new building or addition will not be processed without Emergency Response Site Plan.

\*\*\*\* **2015 Energy Code Compliance Forms** are available at [www.cityofeagan.com/buildinginspections](http://www.cityofeagan.com/buildinginspections). You will need the ANSI/ASHRAE Standard 90.1 – 2010 to complete the compliance forms.

City of  
Farmington

430 Third St., Farmington, MN 55024  
651-280-6840 Fax 651-280-6839



Application For  
Building Permit  
Commercial/Industrial

Date \_\_\_\_\_ Permit No. \_\_\_\_\_

<b>Site Address</b>	_____
<b>Legal Description</b>	Lot _____ Block _____ Addition _____

<b>Property Owner</b>	Name/Company _____ Phone No. _____
	Address _____
	City _____ State _____ Zip _____

<b>Contractor</b>	Company _____ Phone No. _____
	Contractor License No.: _____ Expiration Date _____
	Address _____ Phone No.: _____
	City _____ State _____ Zip _____

<b>Sewer and Water Contractor</b>	Company _____ Phone No. _____
	_____
	Contractor License No.: _____ Expiration Date _____

**Description of Project** \_\_\_\_\_ **Est. Value of Project** \_\_\_\_\_

**Current/Proposed Use of Building** \_\_\_\_\_

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Farmington to the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Farmington and the State of Minnesota. **I HEREBY AGREE THAT THE FINAL GRADES RESULTING FROM CONSTRUCTION, ASSOCIATED WITH THIS BUILDING PERMIT, CONFORM WITH THE GRADING PLAN OF THE APPROVED PRELIMINARY PLAT. BUILDER/CONTRACTOR IS RESPONSIBLE FOR PROPERLY GRADING THE LOT TO AVOID PONDING OR DRAINAGE PROBLEMS OCCURING ON THIS OR ADJACENT LOTS.**  
*Applicants Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

<b>Bldg Permit Type:</b>	<input type="checkbox"/> - SFD	<input type="checkbox"/> - Industrial	<input type="checkbox"/> - Pool	<input type="checkbox"/> - Porch
	<input type="checkbox"/> - Duplex	<input type="checkbox"/> - Institutional	<input type="checkbox"/> - Move	<input type="checkbox"/> - Demo. Res.
	<input type="checkbox"/> - Res. Multi.	<input type="checkbox"/> - Public	<input type="checkbox"/> - Other Structure	<input type="checkbox"/> - Demo. Non.Res.
	<input type="checkbox"/> - Commercial	<input type="checkbox"/> - Garage	<input type="checkbox"/> - Deck	<input type="checkbox"/> - Other
<b>Work Type:</b>	<input type="checkbox"/> - New	<input type="checkbox"/> - Addition	<input type="checkbox"/> - Interior. Finish	<input type="checkbox"/> - Reside
	<input type="checkbox"/> - Remodel/Alt.	<input type="checkbox"/> - Repair		<input type="checkbox"/> - Reroof

***This permit shall be null and void if authorized work is not started within 180 days or if work is suspended or abandoned for 180 days or more after work is started.***

**OFFICE USE ONLY**

<b>Office Use Required Inspections</b>	<input type="checkbox"/> - Footing <input type="checkbox"/> - Foundation <input type="checkbox"/> - Framing <input type="checkbox"/> - Insulation	<input type="checkbox"/> - Sheet Rock <input type="checkbox"/> - Final <input type="checkbox"/> - Re-Roof	<input type="checkbox"/> 98 - Other _____
<b>Office Use Census Code:</b>	<b>New</b> <input type="checkbox"/> 101 - 1 Fam. Res. <input type="checkbox"/> 102 - 1 Fam. Attached <input type="checkbox"/> 103 - 2 Fam. (Duplex) <input type="checkbox"/> 104 - 3&4 Family <input type="checkbox"/> 105 - 5 or more Family  <input type="checkbox"/> 213 - Hotel/Motel	<b>New</b> <input type="checkbox"/> 214 - Other Shelter <input type="checkbox"/> 318 - Amusement/Rec. <input type="checkbox"/> 319 - Place of Worship <input type="checkbox"/> 320 - Industrial <input type="checkbox"/> 321 - Non Res. Garage <input type="checkbox"/> 322 - Service Station <input type="checkbox"/> 323 - Hosp./Institution	<b>New</b> <input type="checkbox"/> 324 - Office/Bank <input type="checkbox"/> 325 - Utilities <input type="checkbox"/> 326 - Schools/Ed. <input type="checkbox"/> 327 - Retail/Rest. <input type="checkbox"/> 328 - Other Nonres. <input type="checkbox"/> 329 - Nonbldg  <input type="checkbox"/> 434 - Alt./Add/ Res. <input type="checkbox"/> 437 - Alt./Add. Nonres. <input type="checkbox"/> 438 - Alt./Add. Res. Gar. <input type="checkbox"/> 645 - Demo 1-Fam. <input type="checkbox"/> 646 - Demo 2-Fam. <input type="checkbox"/> 647 - Demo 3&4 Fam. <input type="checkbox"/> 648 - Demo 5 or more <input type="checkbox"/> 649 - Demo Other

Description	Cost per Square Foot	Square Feet	Value
1st Floor			
2nd Floor			
Sq. Ft. per Floor Above 2nd			
Basement			
Garage			
Deck			
Other			
<b>TOTAL</b>			

<b>OFFICE USE ONLY</b>	
Bldg. Permit Fee	\$ _____
Plan/Site Check Fee	\$ _____
State Surcharge Fee	\$ _____
S.A.C. Fee	\$ _____
WAC	\$ _____
Other	\$ _____
<b>Total Fee's</b>	<b>\$ _____</b>

**Application Approved By:**

\_\_\_\_\_  
City Planner/Zoning

Date \_\_\_\_\_

**Permit Approved:**

\_\_\_\_\_  
Building Official/Inspector

Date \_\_\_\_\_

**Grading Plan Approved:**

\_\_\_\_\_  
Engineering

Date \_\_\_\_\_

**Fire Code Compliance:**

\_\_\_\_\_  
Fire Marshal

Date \_\_\_\_\_



# City of Farmington

430 Third Street

Farmington, Minnesota

651.280.6800 • Fax 651.280.6899

[www.ci.farmington.mn.us](http://www.ci.farmington.mn.us)

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## SUBMITTAL REQUIREMENTS FOR OBTAINING A COMMERCIAL BUILDING PERMIT

(This list should serve as a checklist for permit applicant)

Each application shall be accompanied by 4 sets of the following scaled plans containing the following information. The applicant is urged to consult the applicable codes with the City Engineer, Planner, Building Official and Fire Chief before submitting the final set of plans.

### **1. Registered Survey (signed by Minnesota Licensed Land Surveyor)**

#### **2. Site Plan**

- a. Landscaping
- b. Parking lot, Driveways, Fire Lanes
- c. Grading – 2' contours – existing and proposed
- d. Building Locations
- e. Building Elevations – 1<sup>st</sup> floor, garage, basement
- f. Fence Locations and descriptions, if applicable
- g. Sign Locations and Descriptions, if applicable
- h. Off Street Loading, if applicable
- i. Fire Lanes

#### **3. Utilities Plan**

- a. Water Service – domestic, sprinkling, hydrants
- b. Sanitary Sewer Services
- c. Storm Sewer

#### **4. Outdoor Lighting Plan**

#### **5. Construction Plans and Specifications**

- a. Civil
- b. Architectural
- c. Structural
- d. Mechanical
- e. Fire Sprinkler System
- f. Plumbing
- g. Geotechnical Report

#### **6. Water Permit Application**

#### **7. Sewer Permit Application**

#### **8. Fire Alarm Permit/Plan**



**It will be the responsibility of the owner/contractor to submit plans to the Metropolitan Council for SAC determination and to the Minnesota Department of Public Health for plumbing plan approval. No permits will be issued without approval from these agencies.**

**SAC Determinations**

Metropolitan Council  
Environmental Services  
390 Robert Street N.  
St. Paul, MN 55101-1626  
651-602-1000

<http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge.aspx>

**Restaurant /Food**

Minnesota Department of Health  
Environmental Health Section  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500

<http://www.health.state.mn.us>

**Plumbing**

Minnesota Department of  
Labor and Industry  
Public Health Engineer  
Plumbing Plan Review &  
Inspections Unit

443 Lafayette Rd  
St. Paul, MN 55155-434  
651-284-5005

[www.dli.mn.gov](http://www.dli.mn.gov)

**Please contact the Building Official at (651) 280-6833 with any questions.**

**2007 Minnesota State Building Code**  
***Project Final Inspection Checklist Worksheet***  
**For Building Certificate of Occupancy**

**Synopsis of Required “Final” Inspections**

1. The final fire alarm system testing and inspection must be scheduled with the installing contractor and the City Building Inspector. In some instances, the local Fire Marshal may also want to be present. The system installation however, is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the entire alarm system in accordance with NFPA 72 and the State Building Code. A final alarm system installation certification form must then be completed, signed and submitted to the City Building Inspector for final approval.
2. The final fire sprinkler system testing and inspection must be scheduled with the installing contractor and the City Building Inspector. In some instances, the State Fire Marshal and/or the local Fire Marshal may also want to be present. The system installation however, is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the entire fire sprinkler system in accordance with NFPA 13 and the State Building Code. At the final inspection, the fire sprinkler system flow alarm will be tested to verify that it is tied into an automatic phone-dialer system that will send a flow-alarm signal to an approved monitoring firm. The installing contractor must also complete and submit a final fire sprinkler system installation certification form to the City Building Inspector for final approval.
3. The final fire sprinkler system fire-pump start-up/operational test and final inspection must be scheduled with the installing contractor and the City Building Inspector. In some instances, the State Fire Marshal and/or the local Fire Marshal may also want to be present. The system installation however, is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the entire fire-pump system in accordance with NFPA 13, NFPA 20, and the State Building and Fire Code. The installing contractor must complete and submit a final fire-pump operation certification form to the City Building Inspector for final approval.
4. The final emergency generator system start-up/operational test and final inspection must be scheduled with the installing contractor and the City Building Inspector. In some instances, the State Electrical Inspector, the State Fire Marshal and/or the local Fire Marshal may also want to be present. The system installation however, is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the generator system in accordance with the State Electrical Code, NFPA 110, NFPA 111, and the State Building Code.
5. Class I kitchen hoods must be operationally tested by the installing contractor/building mechanical contractor and witnessed by the City Building Inspector. Operational tests may include, but are not limited to: building power system shutdown to verify hood operation under fire suppression alarm conditions, smoke ventilation tests, grease duct pressure tests, power interconnection tests with required MAU, etc. The kitchen hood fire suppression inspection/installation is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the kitchen hood fire suppression system in accordance with MN Rule 1346, NFPA 96, and the State Building and Mechanical Codes. The fire suppression system installing contractor must also complete and submit a final system installation certification form to the City Building Inspector for final approval.
6. A final MDH health inspection must be completed on any public kitchen and/or food preparation area. This inspection must be scheduled with, and subsequently approved by, a Minnesota Department of Health Sanitarian, or the local health department sanitarian. This inspection must be completed and approved prior to occupancy and/or use of the kitchen and any food preparation area. A copy of the final health inspection approval must be provided to the City Building Inspector prior to the final occupancy inspection of the building.

7. Every elevator, elevator equipment/control room, LULA lift, escalator, moving sidewalk, or chair lift must be inspected and approved by a CCLD State Elevator Inspector prior to being placed into operation and prior to the final building occupancy inspection. The installing contractor is responsible for scheduling all required elevator inspections with the CCLD Elevator Inspector(s).
8. All high-pressure-piping [HPP] piping over 15 PSIG, all ammonia piping systems, all HPP/high-temp piping systems over 250 Degrees/30PSI, and all high-pressure boiler system installations must be inspected by the CCLD State High-Pressure-Piping Inspectors and/or a State Boiler Inspector - or their approved designate. The installing contractor is responsible for scheduling all required inspections for this equipment. Written verification of required final inspection(s) approval must be made available to the City Building Inspector before final occupancy inspection of the building. Copies of all boiler equipment start-up reports must be submitted to the City Building Inspector prior to the final building inspection.
9. A final electrical inspection is required on all interior and exterior electrical system installation for the project. The installing contractor is responsible for scheduling all required electrical inspections. The final electrical inspection must be completed and approved by the assigned State or local Electrical Inspector. Written verification of required final inspection(s) approval must be made available to the City Building Inspector before final occupancy inspection of the building.
10. A final plumbing inspection is required on all interior and exterior plumbing system installations. The installing contractor is responsible for scheduling all required plumbing inspections with the Plumbing Inspector/City Building Inspector. The final plumbing inspection must be completed and approved by the Plumbing Inspector/City Building Inspector. Written verification of required final inspection(s) approval must be made available to the City Building Inspector prior to final inspection of the building. Final plumbing inspection(s) may include requirements for: hydrostatic testing of water services, air tests on exterior sanitary and/or storm sewer piping, chlorination and subsequent flushing and bacterial testing of exterior water distribution systems, interior monometer testing, RPZ testing, potable water distribution system testing and subsequent chlorination and bacterial testing. (Also see items 18, 19, 20, and 21 for further requirements.) The installing contractor is responsible for scheduling all required inspections with the Plumbing Inspector/City Building Inspector. Written verification of required final inspection(s) and required test result(s) must be made available to the City Building Inspector before final inspection of the building.
11. A final HVAC/mechanical system inspection is required on all interior and/or exterior building mechanical systems. The installing contractor is responsible for scheduling this inspection with the City Building Inspector. Final HVAC/mechanical system inspection(s) may include requirements for: hydrostatic testing of building service piping, gas line air tests, smoke and/or fire damper actuation testing and inspection, smoke control system operational testing and inspection, fuel burning equipment start-up or air handling equipment operational testing and inspection, etc. (See items 12, 13, 14, and 18 for further requirements.) Written verification of required final inspection(s) (and required equipment test results) must be made available to the City Building Inspector before a final inspection of the building.
12. Final fuel-burning equipment start-up inspection, testing, and certifications must be completed for each piece of fuel-fired equipment in the building. The installing contractor is responsible for completing and submitting final equipment start-up certificates/results (which may include requirements for ORSAT testing and/or equipment balancing) for each piece of equipment. Written verification of required final inspection(s) (and required test results) must be made available to the City Building Inspector before final inspection of the building.
13. A final HVAC equipment balancing report must be submitted for the buildings' HVAC air handling system and all hydronic equipment. The installing contractor is responsible for scheduling and completing this testing. Final balancing reports and/or test results must be submitted to the City Building Inspector prior to final HVAC/Mechanical system inspection and prior to the final occupancy inspection of the building.
14. Final mechanical/HVAC and electrical systems "Acceptance Testing" must be completed by either a third party testing agency or by the project Mechanical and Electrical Engineer(s). All new mechanical/electrical equipment for this project is to be tested and adjusted for verification of proper functionality and performance and to ensure that all control elements are calibrated and in proper working condition, and that all components, equipment, systems, and interfaces between systems, conform to the construction documents and the Minnesota Energy Code. A letter of final verification evidencing such conditions must be submitted to the City Building Inspector prior to final inspection of the building.
15. **PUBLIC SCHOOL DISTRICT PROJECTS ONLY** – When contract work exceeds \$500,000.00 in construction valuation, a mechanical system "COMMISSIONING REPORT" must be completed by the installing contractor, the mechanical engineer, and/or a third party testing agency. A copy of the final commissioning report must be submitted to the City Building Inspector within one-year of the issuance of the Certificate of Occupancy for the project.
16. A final fire code and life safety inspection must be scheduled with the local Fire Marshal (if one exists). The general contractor/construction manager is responsible for scheduling required life-safety inspections for this project. This inspection must be scheduled when the building and grounds are substantially complete, but before the final occupancy inspection by the City Building Inspector.

17. A final Special Inspection & Testing Summary report must be completed and submitted to the City Building Inspector once all required special inspections are done for the project. The final summary report must essentially state that all required special inspections/testing have been completed, tested, and/or inspected as required by the code and by the structural engineer and/or architect of record. It must also contain language to verify that said inspections and test results meet the building code and the project specification requirements. This report must be submitted to the City Building Inspector as soon as possible, but at a minimum, before the final occupancy inspection of the building.
18. All miscellaneous gas piping, medical gas piping, process piping, hydronic piping, plumbing piping, and other mechanical equipment piping must be pressure tested (and witnessed/verified by the appropriate state inspector) prior to the final occupancy inspection of the building. Written verification of required piping pressure tests must be made available to the City Building Inspector before final occupancy inspection of the building. A copy of the third party medical gas test/inspection must also be made available to the City Building Inspector prior to final inspection of the building.
19. All exterior utilities must be final tested/inspected by the Plumbing Inspector or the City Building Inspector. Some of these tests/inspections include: Hydrostatic pressure testing, chlorination, flushing, bacterial water testing, air pressure tests on sanitary and storm sewer pipes, etc. The installing contractor is responsible for scheduling of all required inspections and/or tests for these items. All systems/equipment must be inspected and approved by the Plumbing Inspector or City Building Inspector prior to final inspection of the building. A copy of the domestic water line bug test results must be submitted to the City Building Inspector prior to final building inspection.
20. Every septic system must be inspected and approved by the local authority prior to the final occupancy inspection of the building. It is the responsibility of the installing contractor to schedule and obtain all required septic system inspections with the local authority prior to the final occupancy inspection of the building. A copy of the final septic system inspection report and as-built drawing must be submitted to the City Building Inspector once complete.
21. Every water-well must be inspected during its installation by the local authority and/or a State Well Inspector. The well installer is responsible for scheduling all required well inspections. A final water sample test must be completed prior to final occupancy inspection to verify water quality. A copy of the final water test report must be submitted to the City Building Inspector prior to final occupancy inspection of the building.
22. If the building project is a state licensed facility (e.g., hospital, nursing home, SLF, correctional facility, hospice, group home, etc.) the project must be final inspected and approved by the appropriate licensing agency of Minnesota. This final licensing inspection must be completed after the final occupancy inspection approval by the City Building Inspector. It is the responsibility of the general contractor and/or construction manager to schedule all required state agency final inspections for necessary licensing.
23. A final “zoning inspection” is required. It is the responsibility of the general contractor and/or construction manager to schedule all required local/jurisdictional final zoning inspections once complete. These inspections must be completed and approved - prior to the final occupancy inspection by the City Building Inspector.
24. OTHER REQUIRED INSPECTIONS – As noted by the City Building Inspector, other required final inspections may be necessary. Verify potential “other” inspections with the City Building Inspector ASAP.
25. The final occupancy inspection must be completed prior to moving any furnishings into the building. It must also be completed and approved prior to occupancy of the building. All aforementioned final inspections must be completed and approved as outlined herein - prior to scheduling the final occupancy inspection. It is the responsibility of the general contractor and/or the construction manager to schedule the final building occupancy inspection. This inspection is under the jurisdiction of the City Building Inspector. Upon successful completion of this inspection, a Certificate of Occupancy will be issued. Building occupancy and use may then occur. Note that no change in use or occupancy of the building or facility may occur without the issuance of a new Certificate of Occupancy by the City Building Department.

**Questions or comments regarding required final inspections, test reporting, or final submittals should be directed to the appropriate City Inspector or the City Building Official. Call **651-280-6833** with questions.**

Required Inspection	Date completed	<b>Final Inspection Checklist Worksheet</b> Type of final inspection/verification required	
		1	<b>Final fire alarm system inspection by City Building Inspector.</b> (Final NFPA 72 installation certification form submittal required from installing contractor.)
		2	<b>Final fire sprinkler system testing and inspection by City Building Inspector. Auto-phone-dialer/monitoring system fully established.</b> (Final NFPA 13 installation certification form submittal required from installing contractor.)
		3	<b>Final fire sprinkler system fire-pump start-up inspection by City Building Inspector.</b> (Final NFPA 13 and NFPA 20 installation and start-up certification form submittal required from installing contractor.)
		4	<b>Final emergency generator start-up and operational inspection by state electrical and/or City Building Inspector.</b> (A final start-up and installation certification letter must be submitted by the installing contractor.)
		5	<b>Final class I kitchen hood operational inspection by City Building Inspector.</b> (Final NFPA 96 installation and testing certification letter must be submitted to the City Building Inspector - by hood fire protection contractor.)
		6	<b>Final kitchen and/or food prep area sanitary health inspection.</b> (A copy of the final sanitarian/health inspection report must be submitted to the City Building Inspector.)
		7	<b>Final elevator, LULA lift, escalator, or moving walk inspection by CCLD Elevator Inspectors.</b>
		8	<b>Final high-pressure-piping, ammonia system piping and/or boiler inspection completed by the appropriate CCLD State or Insurance Inspector.</b> (A copy of the final boiler start-up reports must be submitted to the City Building Inspector for final inspection.)
		9	<b>Final electrical inspection by State Electrical Inspector.</b>
		10	<b>Final plumbing inspection by CCLD State Plumbing Inspector or City Inspector.</b>
		11	<b>Final Mechanical/HVAC inspection by City Building Inspector.</b>
		12	<b>Final fuel-burning-equipment start-up inspection, testing, and certification completed by the installing contractor(s).</b> (Final inspection/start-up forms are required for each piece of fuel burning equipment – to be submitted by the installing contractors – at final mechanical/HVAC inspection.)
		13	<b>Final balancing report is required for each piece of mechanical equipment and/or the entire new HVAC system.</b> (A final balancing report must be submitted prior to – or at – the final project mechanical inspection.)
		14	<b>Final mechanical/HVAC and electrical systems “Acceptance Testing” letter from either a third party testing agency - or from the project Mechanical and Electrical Engineer(s) is required to be submitted for final inspection (per the energy code).</b> (All new mechanical/electrical equipment for this project must be tested and adjusted for verification of proper functionality and performance to ensure that all control elements are calibrated and in proper working condition, and that all components, equipment, systems, and interfaces between systems, conform to the construction documents and the energy code. A letter of verification evidencing such conditions is required for final inspection.)
		15	<b>Final HVAC System “Commissioning” for Public School District Buildings.</b> (A final mechanical system commissioning inspection must be completed within 1-year of the final building inspection for all public school building projects - in accordance with State Statute. A copy of this report must be submitted to the City Building Inspector upon completion.)
		16	<b>Final Fire Code and Life Safety Inspection completed by the appropriate State and/or local Fire Marshal – prior to occupancy of the building.</b>
		17	<b>Final Special Inspection &amp; Testing Summary report completed and submitted to City Building Inspector.</b> (From each respective project special inspection and testing agency.)
		18	<b>All gas piping, process piping, medical gas piping, mechanical equipment piping, plumbing piping, etc. - pressure tested and approved by the appropriate third party and/or the City Inspector.</b> (A final medical gas piping inspection/approval report must be submitted by the respective third party inspection agency.)
		19	<b>Exterior site utilities final tested, inspected, sanitized, flushed, and approved - by the State Plumbing Inspector or City Building Inspector.</b> (An H <sub>2</sub> O bug test result/report must be submitted to the City Building Inspector for final inspection.)
		20	<b>Final septic system inspection is required by the local building/zoning/engineering department.</b>
		21	<b>Final well inspection by local zoning and/or State MDH Well Inspector required.</b>
		22	<b>Final MDH or DOC inspection for special state licensed facilities (i.e., hospitals, nursing homes, SLF’s, correctional facilities, etc.) must be completed by the appropriate state agency inspector.</b>
		23	<b>Final local zoning inspection approval – by the local zoning administrator.</b>
		24	<b>OTHER REQUIRED INSP: _____</b>
		25	<b>Final building Inspection for the Certificate of Occupancy - by the City Building Inspector.</b> (All previously listed inspections and/or required paperwork must be completed and submitted to the City Building Inspector prior to scheduling this inspection. The C of O will not be issued until all necessary paperwork has been submitted.)

All above must be checked/completed prior to issuance of the Certificate of Occupancy. No furnishings may be placed within the building and no person shall occupy the building until a Certificate of Occupancy has been issued by the City Building Official in accordance with MSBC 1300.0220.



Building Permit Application

Owner Name: \_\_\_\_\_ Site Address: \_\_\_\_\_
Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Year Structure Built: \_\_\_\_\_

Contractor: \_\_\_\_\_ Architect/Engineer: \_\_\_\_\_
Address: \_\_\_\_\_ Address: \_\_\_\_\_
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Class of Work (check one):
[ ] new construction [ ] addition [ ] remodel alteration [ ] Other

Description of Work: \_\_\_\_\_
Valuation (including labor): \_\_\_\_\_

Construction Data:

Setbacks Dwelling (sq. ft.) sq. ft. (sq. ft.)
Front \_\_\_\_\_ Finished Basement \_\_\_\_\_ Garage \_\_\_\_\_ Shed \_\_\_\_\_
Right Side \_\_\_\_\_ Unfinished basement \_\_\_\_\_ Porch \_\_\_\_\_ Other \_\_\_\_\_
Left Side \_\_\_\_\_ 1st Floor \_\_\_\_\_ Deck \_\_\_\_\_ No. of fireplaces \_\_\_\_\_
Rear \_\_\_\_\_ 2nd Floor \_\_\_\_\_ Height \_\_\_\_\_

The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Hastings.

Signature of Applicant or Authorized Agent

Date

NOTICE: This is an application only. Permit will be issued after City approval and payment of fees.

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

App Accepted by \_\_\_\_\_ Date \_\_\_\_\_ Zoning \_\_\_\_\_
Bldg Approval \_\_\_\_\_ Cont Lic # \_\_\_\_\_ Erosion Control \_\_\_\_\_
Plan Approval \_\_\_\_\_ Occupancy \_\_\_\_\_ Sprinklered \_\_\_\_\_ Y \_\_\_\_\_ N
Eng. Approval \_\_\_\_\_ Type of Const \_\_\_\_\_
F.M. Approval \_\_\_\_\_ # of Stories \_\_\_\_\_

Approval to Issue by: \_\_\_\_\_ Special Conditions: \_\_\_\_\_
Date Approved \_\_\_\_\_



**Department of Building Safety**

101 4<sup>th</sup> Street East, Hastings, MN 55033

p. 651-480-2342 f. 651-437-1654

[www.hastingsmn.gov](http://www.hastingsmn.gov)

**BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST FOR  
COMMERCIAL, INDUSTRIAL, AND MULT-UNIT RESIDENTIAL**

**APPLICANT:** \_\_\_\_\_ **PHONE #:**

PLEASE PRINT

- One (1) Completed and signed Building Permit application provided by the City of Hastings
- Two (2) Copies of Architectural plans signed by Minnesota Licensed Architect with Building Code Analysis information.
- Two (2) Copies of Minnesota certified Structural plans
- Two (2) Copies of Minnesota Civil plans prepared and signed by a registered Professional Engineer including site, grading and utility plans.
- Three (3) Copies of the Certificate of Survey prepared by a Minnesota Registered Land Surveyor
- Two (2) Landscaping, grading, drainage plan(s).
- One (1) Exterior Energy envelope worksheet demonstrating compliance with the Energy Code.
- One (1) Certified Soil testing report from a third party testing company.
- One (1) Special inspection agreement from the Certified Architect.
- One (1) Copy of the Metropolitan Council Service Availability.Charge. unit determination letter. Contact Metropolitan Council.

**Separate review and individual permit approvals** required for Sewer/water, plumbing, mechanical, fire suppression and electrical prior to commencing work. The following plans must be submitted at time of perspective permit application:

- Two (2) Sanitary Sewer/watermain/storm sewer plans
- Two (2) Plumbing certified plans
- Two (2) Mechanical certified plans
- Two (2) Fire suppression certified plans
- Two (2) Electrical certified plans

As part of the permit review and approval process, all applicants applying for a permit are required to submit all the above necessary information which is needed to support their request for a permit. If the applicant does not submit all the above required supporting information at the time of application, the application is incomplete and may not be accepted into the review process. Incomplete applications will only extend the review period. In order to minimize the period for review and permit approval, it is very important that your application is complete and all the required supporting documentation is attached.



## Site Plan Checklist

The City of Hastings looks forward to assisting you with your development plans! The following checklist has been established to provide guidance on the development process. Please contact the Community Development Department at (651) 480-2350 with any questions.

### 1. Concept Plan Review: *Optional*

Initial review of plans prior to submittal of an application. Allows for cursory review prior to payment of fees and drafting of detailed plans. Submittal of hard copy or pdf plans are acceptable. Concept Plans are reviewed by the Community Development, Public Works, Building, Fire, and Parks Departments as part of the Development Review Committee (DRC). **DRC meetings are generally held at 10:30 am on Tuesdays at the Public Works Facility located at 1225 Progress Drive (not City Hall).** Those submitting plans are welcome to attend. DRC comments will be emailed to plan submitters by the end of the week.

Concept Plan submittal should consist of the following:

- **Existing Condition** - location and dimensions of property, existing buildings, parking, streets, trees, general topography.
- **Proposed Condition** – location of building and parking areas, stormwater infrastructure areas, utility access and layout, and general grading.

*The more detailed the plans, the more detailed the review.*

There is generally no charge for the initial review of plans by the DRC; however the City may require establishment of a payment escrow for more substantial reviews and projects. A payment escrow or application will be required for further review upon delivery of the initial plan comments by the DRC.

### 2. Site Plan Application Submittal

Electronic (pdf) submittals only; paper copies are not needed. Please see the attached Land Use Application and Planning Commission Action Deadline sheet for payment, submittal deadline, and timeline information.

The following information **is required**:

- a) Site Plan Drawing
- b) Civil Infrastructure Site Plans - (in accordance with Civil Site Plan Review Checklist for Single Site Non-residential Development/Redevelopment)



- *Projects interfacing with or constructing public infrastructure are required to follow design standards Public Works Design Manual and the City's Standard Specifications for Infrastructure Construction.*
- c) Landscape Plan
- d) Photometric Plan
- e) Colored Architectural Elevations

The following information **may** be required as determined by City Staff:

- a) Neighborhood Meeting to introduce the project to neighbors prior to the Planning Commission hearing.
- b) City Council Committee Meeting.
- c) Heritage Preservation Commission Review (historic structures/districts only)
- d) Environmental Assessment Worksheet (EAW) or an Alternative Urban Area-wide Review (AUAR)
- e) Traffic Study
- f) Wetland Delineation

Please see [City Code Chapter 154 – Subdivision Regulations](#), [City Code Chapter 155 – Zoning Code](#), and [Public Works Department Resources](#) or further information.

### **3. Completeness\Initial Review**

City Staff will conduct a review of the application for completeness within one week of submittal. The applicant will be notified of any incomplete information. Complete applications will be scheduled for DRC Review.

### **4. DRC Review (Tuesdays 10:30am)**

Complete applications will be scheduled for the Development Review Committee (DRC). Plans are reviewed by the Community Development, Public Works, Building, Fire, and Parks Departments. **DRC meetings are generally held at 10:30 am on Tuesdays at the Public Works Facility located at 1225 Progress Drive (not City Hall).** Those submitting plans are welcome to attend. DRC comments will be emailed to plan submitters by the end of the week. All significant comments must be addressed prior to scheduling review before the Planning Commission.

### **5. Planning Commission Meeting – (2<sup>nd</sup> & 4<sup>th</sup> Mondays each month – 7:00pm)**

A public hearing is held before the Planning Commission, a citizen advisory board appointed by the City Council. A City Staff Memo containing a review of the request is prepared during the week before the meeting. Meetings are held in the City Hall Council Chambers located at 101 East 4<sup>th</sup> Street. **All applicants are strongly encouraged to attend the meeting.** Meetings include:

- Staff presentation of the request
- Public comments
- Questions for applicant
- Recommendation – Applications recommended for approval or denial will be placed on the following City Council agenda. The Commission may table an item to request further information.

### **6. City Council Meeting – (1<sup>st</sup> and 3<sup>rd</sup> Mondays each month – 7:00pm)**

Recommendations from the Planning Commission are forwarded to the City Council for final approval. A City Staff Memo containing a review of the request is prepared during the week before the meeting. Meetings are held in the City Hall Council Chambers located at 101 East 4<sup>th</sup> Street. **All applicants are strongly encouraged to attend the meeting.**

**7. Final Infrastructure Plan Approval**

Final approval of the Civil Infrastructure Site Plan by the Public Works Department. A development agreement, maintenance agreement, and utility agreement may be required to document project requirements and expectations.

**8. Final Building Permit Approval**

Final approval of the building structure plans by the Building Department. Release of the building permit may be required to occur simultaneously with approval of the Civil Infrastructure Plan by the Public Works Department.

**9. Schedule Preconstruction Meeting**

A Preconstruction meeting may be scheduled upon approval of all plans. This meeting shall be coordinated by the developer’s project management team with the Public Works Department and shall take place ahead of any construction activities.

**10. Construction**

The construction start date will be determined at the Preconstruction meeting. Construction inspection escrow deposit and security for public infrastructure improvements meeting City Ordinance requirements must be provided prior to commencement of construction.

**CONTACT INFORMATION**

John Hinzman	Comm. Dev. Dir.	(651) 480-2378	<a href="mailto:Jhinzman@hastingsmn.gov">Jhinzman@hastingsmn.gov</a>
Justin Fortney	City Planner	(651) 480-2381	<a href="mailto:Jfortney@hastingsmn.gov">Jfortney@hastingsmn.gov</a>
Nick Egger	Public Works Dir.	(651) 480-2370	<a href="mailto:nickegger@hastingsmn.gov">nickegger@hastingsmn.gov</a>
Ryan Stempski	City Engineer	(651) 480-2368	<a href="mailto:rstempski@hastingsmn.gov">rstempski@hastingsmn.gov</a>
John Caven	Assistant City Eng.	(651) 480-2369	<a href="mailto:Jcaven@hastingsmn.gov">Jcaven@hastingsmn.gov</a>
Tom Bakken	Building Official	(651) 480-2375	<a href="mailto:Tbakken@hastingsmn.gov">Tbakken@hastingsmn.gov</a>
John Townsend	Asst. Fire & EMS Dir	(651) 480-6153	<a href="mailto:Jtownsend@hastingsmn.gov">Jtownsend@hastingsmn.gov</a>
Al Storlie	Fire Marshal	(651) 480-6155	<a href="mailto:astorlie@hastingsmn.gov">astorlie@hastingsmn.gov</a>
Chris Jenkins	Parks Director	(651) 480-6176	<a href="mailto:Cjenkins@hastingsmn.gov">Cjenkins@hastingsmn.gov</a>



# City of Hastings Community Development Department

## Land Use Application

Address or PID of Property: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting site plan review of multi-family units (three or more attached), are the units intended to be for sale or rental units? \_\_\_\_\_

Check Applicable Line(s) Please Note: All Fees and Escrows are due at time of application.

<input type="checkbox"/> Rezone	\$500	<input type="checkbox"/> Minor Subdivision	\$500
<input type="checkbox"/> Final Plat	\$600	<input type="checkbox"/> Special Use Permit	\$500
<input type="checkbox"/> Variance	\$250	<input type="checkbox"/> Comp Plan Amend.	\$500
<input type="checkbox"/> Vacation	\$400	<input type="checkbox"/> Lot Split/Lot Line Adj.	\$50
<input type="checkbox"/> House Move	\$500	<input type="checkbox"/> Annexation	\$500 plus legal expenses
<input type="checkbox"/> Prelim Plat	\$500 + escrow	<input type="checkbox"/> EAW	\$500 + \$1,000 escrow
<input type="checkbox"/> Site Plan	\$500 + escrow	<input type="checkbox"/> Interim Use Permit	\$500

Total Amount Due: \$ \_\_\_\_\_

Make checks payable to City of Hastings.  
Credit cards also accepted.

Please ensure that all copies of required documents are attached.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Applicant Name and Title – Please Print

\_\_\_\_\_  
Owner Name – Please Print

**OFFICIAL USE ONLY**

File # \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt # \_\_\_\_\_

App. Complete \_\_\_\_\_

## LAND USE APPLICATION – CITY OF HASTINGS

### Community Development

101 4<sup>th</sup> St E, Hastings, MN 55033 ~ Phone: 651.480.2350 ~ Fax: 651.437.7082

### Supplemental Information

#### Escrow Requirements.

Escrow fees are in addition to application fees to cover additional Staff time and consultant reviews. Additional amounts may be required if the project requires extensive review. Unused escrow funds are refunded back to the applicant upon completion of the project or when a construction escrow is established.

#### Preliminary Plat:

Under 10 Acres	\$3,500
10 Acres and Over	\$6,500

#### Site Plan Review – Residential

8 units and under	\$2,000
9 – 40 units	\$3,250
41 units and greater	\$4,500

#### Site Plan Review – Commercial/Industrial

0 – 5,000 s.f. bldg	\$2,000
5,001 – 10,000 s.f. bldg	\$3,000
10,001 – 50,000 s.f. bldg	\$3,750
50,001 s.f. + bldg	\$4,500

#### Required Submittals:

For Site Plan and Plats:

Plans must be submitted electronically in PDF format.

If you are unsure as to what you need to submit, please consult with the Community Development Department.

**City of Hastings  
Planning Commission\City Council  
Action Deadlines  
2016**

<b>Application Submittal Deadline** Thursday</b>	<b>Planning Commission 2<sup>nd</sup> &amp; 4<sup>th</sup> Mon</b>	<b>City Council Approval** 1<sup>st</sup> &amp; 3<sup>rd</sup> Mon</b>	<b>City Council 2<sup>nd</sup> Read (Rezone only) 1<sup>st</sup> &amp; 3<sup>rd</sup> Mon</b>
November 19, 2015	December 14, 2015	December 21, 2015	January 4
December 3, 2015	December 28, 2015	January 4	January 19*
December 17, 2015	January 11	January 19*	February 1
December 31, 2015	January 25	February 1	February 16*
January 14	February 8	February 16*	March 7
January 28	February 22	March 7	March 21
February 18	March 14	March 21	April 4
March 3	March 28	April 4	April 18
March 17	April 11	April 18	May 2
March 31	April 25	May 2	May 16
April 14	May 9	May 16	June 6
April 28	May 23	June 6	June 20
May 19	June 13	June 20	July 5*
June 2	June 27	July 5*	July 18
June 16	July 11	July 18	August 1
June 30	July 25	August 1	August 15
July 14	August 8	August 15	September 6*
July 18	August 22	September 6*	September 19
August 18	September 12	September 19	October 3
September 1	September 26	October 3	October 17
September 15	October 10	October 17	November 7
September 29	October 24	November 7	November 21
October 20	November 14	November 21	December 5
November 3	November 28	December 5	December 19
November 17	December 12	December 19	January 3, 2017*
December 1	December 27*	January 3, 2017*	January 17, 2017*
December 15	January 9, 2017	January 17, 2017*	February 6, 2017
December 29	January 23, 2017	February 6, 2017	February 21, 2017*

\* Holiday Schedule – Generally meeting will be held on Tuesday, instead of Monday. Submission dates not a Thursday. Please verify date with City Hall.

\*\* Applications submitted will be evaluated for completeness within one week. Complete applications will then be scheduled for the corresponding date as indicated on the chart. Incomplete or outstanding items noted in the Planning Commission Staff Report may delay City Council action on the item until issues are resolved to the satisfaction of the Community Development Director



Community Development
101 4th Street East, Hastings, MN 55033
p. 651-480-2381 f. 651-437-1654
www.hastingsmn.gov

Zoning Permit Application

Address of Property Involved: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Contractor/ Agent: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact email (optional) \_\_\_\_\_

SHED

Size: \_\_\_\_\_

SITE PLAN: (Site plan must show proposed location of new shed/fence/deck and setbacks from property lines. Identify on site plan all other structures and distances to each.

For ease of illustrating site plan go to:
http://gis.co.dakota.mn.us/DCGIS/ and enter house number to view property lines and map

FENCE

Height: \_\_\_\_\_

Type: \_\_\_\_\_

DECK/PLATFORM

Height cannot be more than 30" above grade and not attached to a structure with frost footings. (Unless a building permit is issued)

Setbacks:

Front \_\_\_\_\_

Left Side \_\_\_\_\_

Right Side \_\_\_\_\_

Rear \_\_\_\_\_

Further Restrictions:

Any fence, plantings, or other landscape improvements installed within a drainage and/ or utility easement are subject to removal as necessary for the inspection, installation, repair, maintenance, access or removal of public utilities and/or drainage improvements. The property owner shall be responsible at their expense for both the removal and reinstallation of any improvements.

There may be private covenants on the subject property that place further restrictions on construction than City Ordinance that you acknowledge do not apply or have been met by your proposal.

X \_\_\_\_\_
Signature of Property Owner Date

The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Hastings.

X \_\_\_\_\_
Signature of Applicant or Authorized Agent Date

NOTICE: This is an application only. Permit will be issued after payment of fees and City approval.

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Rec'd By: \_\_\_\_\_ - \_\_\_\_-20 Fee: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ File # \_\_\_\_\_ Approved by \_\_\_\_\_



**GARAGES/ADDITIONS AND  
ACCESSORY BUILDINGS  
Information Sheet**

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*This pamphlet is a compilation of some of the standard requirements based on the State Building Code and City Zoning Ordinance for projects of this type. This information packet does not contain all of the specific codes for construction and should only be used as a guide. The permittee is responsible to meet all code requirements applicable to each project.*

**Permits** Building permits are required for all garages, additions, and for accessory buildings over 200 square feet in floor area. The fee for the building permit is based on the value of construction.

**Plan Submittals** Two copies of each of the following items must be submitted along with a completed permit application for review. Allow up to 10 working days for review and permit issuance upon complete submittal.

a. A site survey or plot plan showing the following information:

1. Lot size and all adjacent streets
2. Exact locations and dimensions of all existing and proposed buildings, walks and driveways on the site.
3. Owners name and address
4. If septic system/well present - indicate location

Note: Owner must be able to show corner monuments of the property or have the site surveyed to the satisfaction of the inspector on the site.

b. Building plans showing elevations, floor plans, footing/foundation plans and a wall section. All plans must be fully dimensioned and to scale. All materials for construction must be called out on the plans. Beams and header sizes, floor joist-wall stud-ceiling joist sizes and spacing must be specified also.

Roof trusses must be pre-engineered by a truss manufacturing company or your drawings of the truss design must be signed by a registered professional engineer of Minnesota.

**Setback Requirements** All accessory structures and additions are subject to the development agreement or City code for setbacks from property lines. All buildings must have a minimum separation of 6 ft. from all other structures. Contact the City Planning Department for proper setback requirements in your zoning district.

**Lot Coverage** City code requires (for open spaces) that only a certain percentage of a property be covered with buildings, paved or other impervious surfaces. Contact the City Planning Department of maximum lot coverages based on zoning districts.

**General  
Design  
Standards**

All accessory structure roofs must be designed for a 35 lb per square foot live load  
10 lb per square foot dead load.

- Additions to any existing structure which currently has frost footings must also be designed with frost footings.
- All frost footings must be 42" deep minimum.
- All wood in direct contact with concrete or masonry must be pressure treated or equal.
- Garage slabs should be designed to be 4 inches thick throughout - minimum with reinforcement.
- Floating slabs should be designed with 8 inch thick by 12 inch wide perimeters. ½ inch diameter anchor bolts are required at 6 feet on center and within 12 inches of corners and openings. 2 anchor bolts per plate - minimum.
- The sidewall height of accessory structures shall be limited to 10 ft. per Chapter 4, Subd. 4 of Hastings City Ordinance. Sidewall height is measured from slab to top plate. A double top plate is required.
- All wall sheathing joints must be on studs, plates or solid 2 by blocking and fastened per code. Fiberboard sheathing must be installed with the long direction vertically.
- See span tables for maximum allowable spans for ceiling joists and rafters.
- The common wall between attached garages and a dwelling must be fire rated on the garage side of the wall with 5/8 inch type X sheetrock run from the floor to the roof deck. Sheetrock joints must all be tight or must be taped. Doors through this wall must be 20 minute fire doors or 1 3/8 inch solid. There may not be any windows or openings in this wall.
- Insulated attic space must be provided with roof ventilation per code.
- An approved underlayment roofing starter edge is required at all roof edges over insulated attics.
- When additions/alterations are done on a home and the work exceeds \$1000.00 in valuation, battery operated or hardwired with battery backup smoke detectors must be installed throughout the existing dwelling per code. Smoke detectors would be required in each bedroom, hallways serving bedrooms and on each floor level of the dwelling. These must be installed and operational by final inspection.
- Verify all joist, rafter, header, beam, column and footing pad sizes with the City inspection department.
- A hard surfaced landing is required outside exit doors.



- A dwellings heating system may not have duct openings into a garage for heating, cooling, or ventilation.
- All habitable rooms must be provided with a warm air supply and return air duct.
- All bathrooms without operable windows must have a mechanical exhaust fan provided in the room-ducted to the exterior of the building.
- All habitable rooms shall have an average ceiling height of not less than 7 ft 6 inches.
- All attic spaces over 30 inches in height must be provided with an attic access which is 22" x 30" minimum. Crawl spaces must be provided with an 18x24" unobstructed access also.
- The ground in a crawl space must be covered with 6 mill poly to seal out moisture.
- Crawl spaces must be provided with proper ventilation per code or be heated.
- Exposed poly vapor barriers must be smoke and flame rated per code. Verify with City inspection department.
- No foam insulation may be left exposed in any crawl space, attic or habitable space unless specifically approved to do so by code.
- Minimum insulation requirements for dwellings -
 

R19	Exterior walls	R19	Rim joist spaces
R44	Attic spaces	R24	Cantilevers/floors
R10	Foundation walls	R8	Duct work in cold spaces
- A 4 mil poly vapor barrier is required on the warm side of all exterior walls and ceilings.
- Anti-scalding shower valves are required for all shower units.
- 30 inches in clear width and 24 inches of clear space in front is required for all toilets.
- No toilets may exceed 1.6 gallon flush capacity.
- Black plastic (ABS) or white plastic (PVC) drain waste and vent pipe may not be glued together. Use the same type of plastic pipe used in the existing portions of the house. A proper transition coupling is required to connect plastic pipe to cast.
- No more than three fixtures in the same room may be supplies with ½ inch copper water lines.

- Each fixture shall have an approved water supply shutoff valve.
- Maintain 30 inches of clear working space in front of all mechanical equipment and electrical panels. Electrical panels may not be installed in closets.
- Caulk and/or flash around all exterior openings.
- Slope finished grade away from the structure on all sides.
- Call Gopher State One Call prior to any digging to verify utility locations. Call 454-0002 48 hours in advance of digging.
- Post 4 inch address numbers on the front of the house.
- A hard surface drive (asphalt/concrete) is required.

## **Inspections**

The type and timing of inspections depend on the project and its complexity. The inspections department will review required inspections with you on a project by project basis.

A 24 hour notice is required for all inspections. You must know the permit number, and address to schedule an inspection. Inspections will only be done Monday through Friday (excluding holidays) from 9:00 a.m. to 3:15 p.m. Call 480-2342 to schedule all but electrical inspections.

Electrical inspections are done by the State of Minnesota - Electrical Inspector Michael Hawke. Call 952-997-6822 between 7:00 a.m. and 8:30 a.m. to schedule an electrical inspection.



**BUILDING PERMIT APPLICATION  
COMMERCIAL AND INDUSTRIAL  
CONSTRUCTION**

CITY OF LAKEVILLE  
BUILDING INSPECTIONS DEPARTMENT  
20195 HOLYOKE AVENUE  
LAKEVILLE, MN 55044  
952-985-4440  
[www.ci.lakeville.mn.us](http://www.ci.lakeville.mn.us)

Office Use Only
_____
Permit Number
_____
Received By
_____
Date Received
_____
Fee Total
_____

**JOB SITE ADDRESS:** \_\_\_\_\_ SUITE# \_\_\_\_\_

SITE BUSINESS NAME: \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ LICENSE#: \_\_\_\_\_

CIVIL ENGINEER: \_\_\_\_\_ LICENSE#: \_\_\_\_\_

STRUCTURAL ENGINEER: \_\_\_\_\_ LICENSE#: \_\_\_\_\_

MECHANICAL ENGINEER: \_\_\_\_\_ LICENSE#: \_\_\_\_\_

ELECTRICAL ENGINEER: \_\_\_\_\_ LICENSE#: \_\_\_\_\_

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VALUATION OF WORK (excluding land): \_\_\_\_\_ SQUARE FOOT \_\_\_\_\_

IS BUILDING SPRINKLED? \_\_\_\_\_ STANDPIPES? \_\_\_\_\_

<p>I HEREBY APPLY FOR A BUILDING PERMIT AND I ACKNOWLEDGE THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE; THAT THE WORK WILL BE IN CONFORMANCE WITH THE ORDINANCES AND CODES OF THE CITY AND WITH THE STATE BUILDING CODE, THAT I UNDERSTAND THIS IS NOT A PERMIT AND WORK IS NOT TO START WITHOUT A PERMIT AND THAT THE WORK WILL BE IN ACCORDANCE WITH THE APPROVED PLAN.</p>
--

**NAME OF APPLICANT** (Please Print) \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**BUILDING PERMIT TYPE:**

- \_\_\_\_\_ Apartment Building (50)
- \_\_\_\_\_ Commercial Bldg – New (80)
- \_\_\_\_\_ Commercial Bldg – Add/Remodel (81)
- \_\_\_\_\_ Industrial Bldg – New (85)
- \_\_\_\_\_ Industrial Bldg – Add/Remodel (86)
- \_\_\_\_\_ Tax Exempt Bldg – Add/Remodel (89)
- \_\_\_\_\_ Tax Exempt Bldg – New (90)
- \_\_\_\_\_ Commercial Re-roof/Reside (82/83)
- \_\_\_\_\_ Retaining Wall (63)
- \_\_\_\_\_ Buildings Moved (94)
- \_\_\_\_\_ Buildings Demolished (95)
- \_\_\_\_\_ Footing/Foundation Only (96)
- \_\_\_\_\_ Grading (98)
- \_\_\_\_\_ Miscellaneous (98)

**CODE INFORMATION**

- \_\_\_\_\_ IBC Occupancy Group
- \_\_\_\_\_ Type of Construction
- \_\_\_\_\_ Fire Suppression System
- \_\_\_\_\_ Zoning District
- \_\_\_\_\_ Code Edition

**VALUATION:** \$ \_\_\_\_\_

**REQUIRED INSPECTIONS:**

**PERMIT FEES:**

- PERMIT FEE: \$ \_\_\_\_\_
- PLAN CHECK \$ \_\_\_\_\_
- STATE SURCHARGE \$ \_\_\_\_\_
- M.C.E.S. SAC UNIT (\_\_\_\_) \$ \_\_\_\_\_
- WATERMAIN UNIT (\_\_\_\_) \$ \_\_\_\_\_
- SANITARY SEWER UNIT (\_\_\_\_) \$ \_\_\_\_\_
- SANITARY SAC UNIT (\_\_\_\_) \$ \_\_\_\_\_
- ESCROWS \_\_\_\_\_ \$ \_\_\_\_\_
- OTHER \$ \_\_\_\_\_

- \_\_\_\_\_ FOOTING (61)
- \_\_\_\_\_ FOUNDATION (67)
- \_\_\_\_\_ FRAMING (62)
- \_\_\_\_\_ INSULATION (63)
- \_\_\_\_\_ FIREPLACE (68)
- \_\_\_\_\_ SITE (71)
- \_\_\_\_\_ OTHER (70) \_\_\_\_\_
- \_\_\_\_\_ BUILDING FINAL (65)

**TOTAL FEES:** \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVALS:**

**PLANNING or CED DIRECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY ENGR or ASSIST CITY ENGR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FIRE MARSHAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUILDING OFFICIAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# Building Inspections

*Positioned to Thrive*

## COMMERCIAL, INDUSTRIAL, AND MULTI-UNIT RESIDENTIAL PERMIT SUBMITTALS

REVISED 8/6/15

**SITE ADDRESS:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

PLEASE PRINT

✓ **Check appropriate box**

- ONE** copy of signed and completed Building permit application form
- FOUR** copies of Architectural certified plans
- FOUR** copies of Structural certified plans
- FOUR** copies of Civil certified plans including site survey, grading and utility plans
- FOUR** copies of Landscaping certified plans
- ONE** Specification book
- ONE** copy each of compliance forms complying with State of Minnesota amended 2012 IECC or ASHRAE 90.1-2010 including:
  - Building Envelope compliance form, and
  - HVAC mandatory provisions compliance form, and
  - Service water heating compliance form, and
  - Lighting compliance form, or
  - Energy cost budget (ECB) compliance report if used
- ONE** Code analysis on plans or separate sheet
- ONE** Soil test report
- ONE** Special inspection agreement signed by all parties
- ONE** Copy of letter from Metropolitan Council on number of SAC units

**Separate review and individual permit approvals** required for Sewer/water, plumbing, mechanical, fire suppression and electrical prior to commencing work. The following plans must be submitted at time of perspective permit application:

- TWO** Sanitary Sewer/watermain/storm sewer plans
- TWO** Plumbing certified plans
- TWO** Mechanical HVAC certified plans
- TWO** Fire suppression certified plans
- TWO** Electrical certified plans

The above submittals constitute a **complete** application for a Building Permit for a new commercial, industrial, or multi-unit residential building. (MSBC 1300.0130). Only **complete** applications will be accepted at the counter for the permit review process. The plans and submitted documents will be reviewed within 10 working days from receipt of the **complete** application. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur. You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.



**ACCESSORY STRUCTURES (Garages/Sheds)  
BUILDING AND ZONING REQUIREMENTS  
(REVISED 4/21/16)**

**NOTE: No building permit shall be issued for the construction of more than one (1) detached accessory building on a single parcel in addition to one (1) private garage (attached or detached), except by conditional use permit.**

**PERMIT SUBMITAL CHECKLIST:**

- Signed completed **Zoning Permit** application for structures equal to or less than 200 square feet, along with a Certificate of Survey with shed drawn in its location to scale.
- Signed completed **Building Permit** application for structures greater than 200 square feet, with the following documents:
  - 2 Copies of a Certificate of Survey, drawn to scale indicating the lot dimensions, the location and ground coverage area of existing structure(s), and the location and area of the proposed structure. Indicate the setbacks from property lines and other buildings on lot. A Certificate of Survey for the property may be on file at City Hall.
  - 2 Copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information:
    1. A floor plan indicating the following:
      - Proposed garage/shed size.
      - Size of headers over openings.
      - Size and spacing of roof rafters/trusses.
    2. A cross section view indicating the following:
      - Depth of concrete slab and perimeter bearing if applicable.
      - Size and spacing of skids and floor joists. (when building a wood floor)
      - Location and type of anchor used to anchor building to ground. (when building a wood floor with no foundation)
      - Pitch of roof.
      - Size, grade and spacing of roof rafters/trusses.
      - Type(s) of sheathing and siding material.
      - Ceiling height.
    3. Elevations indicating the following:
      - Height of structure from established grade.
      - Type of roof covering materials.
      - Type of exterior sheathing, bracing and wall covering.

Attached are examples of drawings which are intended as a **GUIDE ONLY!!**

## **GENERAL BUILDING CODE REQUIREMENTS:**

- Garage floor surfaces may be concrete, asphalt, sand, gravel, crushed rock, or natural earth. Special design consideration required for garage walls which do not have a concrete slab to resist the lateral pressure of backfill on the base of the wall. Sheds intended for storage of yard equipment, and not automobiles or other vehicles, may have floors built with treated lumber. 1000 square feet maximum for slab on grade construction.
- All Automatic Garage Door Opening Systems must comply with the provisions of Minnesota Statutes 325F.82, and 325F.83
  - 325F.83, Subd. 3: All automatic garage door opening systems must include an attached edge sensor, safety beam, or similar device that when activated causes a closing door to open and prevents an open door from closing. This device is to be designed and built so that a failure of the device prevents the door from closing.
- The minimum thickness of concrete floor slabs supported directly on the ground shall be not less than 3½ inches.
- All stumps, roots and black dirt shall be removed from the soil to a depth of twelve (12) inches below the surface of the ground.
- Walls shall be anchored to the slab with minimum ½ inch diameter anchor bolts or foundation anchor straps spaced a maximum of 6 feet on center around the perimeter of slab. There shall be a minimum of 2 bolts per section of wall plate with one bolt located not more than 12 inches or less than 7 bolt diameters from each end of the plate section.
- Sheds built on treated skids and wood floors shall be anchored to the ground at the corners by means of screw anchors or other anchor device to prevent overturning in high winds.
- Foundation plates or sills resting on concrete slabs supported directly on grade shall be treated wood. Wood supported on concrete within 8 inches of exposed ground shall also be treated.
- Wood siding, sheathing, and wall framing on the exterior of a building having a clearance of less than 6 inches from the ground shall be treated.
- Caulk and flash all exterior openings.
- Roof framing for detached garages must be designed for minimum 35 pounds per square foot snow load. Manufactured trusses shall not be altered and truss specs shall be on site for framing inspection.
- Engineered design required on pole barn structures to show compliance with code required structural stability to wind and snow loads.

## **GENERAL ZONING REQUIREMENTS:**

- **Required Paved Driveway:**

Detached structures having an exterior opening of 8 feet or greater shall have a paved driveway to existing driveway meeting the requirements of Zoning Ordinance section 11-19-7. I.

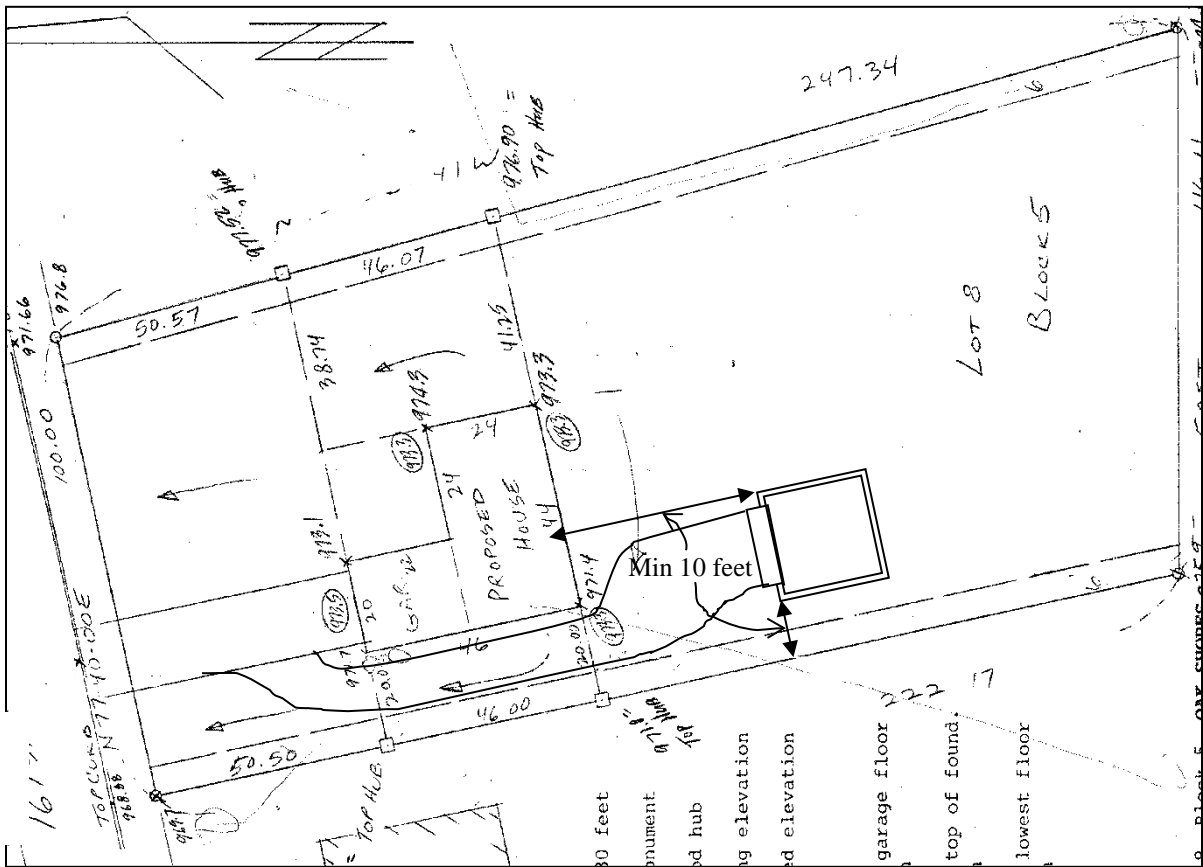
- **Height:**

The height of an accessory building shall be measured from the mean ground level to the mean distance of the highest gable on a pitched roof, to the uppermost point of other roof types. Except as expressly permitted by conditional use permit, accessory buildings shall comply with the following height limitations:

<u>Zoning District</u>	<u>Maximum Height</u>	<u>Zoning District</u>	<u>Maximum Height</u>	<u>Zoning District</u>	<u>Maximum Height</u>
A-P	20 Feet	RS-3	15 Feet	RST-2	15 Feet
RA	20 Feet	RS-4	15 Feet	RM-1	15 Feet
RS-1	20 Feet	RS-CBD	15 Feet	RH-1	15 Feet
RS-2	15 Feet	RST-1	15 Feet		

- **Setbacks and Encroachment:**

➤ For corner lots within the RS-3, RS-4, and RS-CBD districts, private garages (attached or detached) that are oriented so that vehicle access is directly straight in off of a public street adjacent to the side lot line shall be set back not less than 25 feet from the side lot line abutting the public right of way.



Sample Survey

➤ All detached accessory buildings equal to or less than 200 square feet shall be set back at least 6 feet from any other building or structure on the same lot, and shall not be located within a required buffer yard or drainage and/or utility easement.



- ⇒ Such structures may encroach into the required side or rear yard setbacks when located in the rear yard of a lot, except in the case of a side yard of a corner lot abutting a public street. When encroachment into required side or rear yard setbacks is allowed, such detached accessory buildings shall be set back at least 5 feet from all adjoining lots.
- All detached accessory buildings in excess of 200 square feet shall be set back at least 10 feet from any other building or structure on the same lot, and shall not be located within a required buffer yard or drainage and/or utility easement.
- ⇒ Such structures may encroach into the required side or rear yard setbacks when located in the rear yard of a lot, except in the case of a side yard of a corner lot abutting a public street. When encroachment into required side or rear yard setbacks is allowed, such detached accessory buildings shall be set back at least 10 feet from all adjoining lots.
- In the RS-CBD District, detached accessory buildings shall be set back at least 5 feet from side lot lines.
- **Area Limitations:** Except for agricultural buildings on farms or as expressly permitted by conditional use permit, the combination of accessory buildings and garages shall not exceed either of the following area limitations per unit or the total gross floor area of the principal structure, whichever is least:

Zoning District	Use	Max % of min. lot area occupied by accessory structure	Max floor area per accessory structure
A-P	All Uses	Not Applicable	Not Applicable
RA	Single Family	2%	8,712
RS-1	Single Family	10%	2,000
RS-2	Single Family	10%	1,500
RS-3	Single Family	10%	1,100 (interior lot) 1,250 (corner lot)
RS-4	Single Family	10%	1,100 (interior lot) 1,250 (corner lot)
RS-CBD	Single Family	10%	840 (interior lot) 1,008 (corner lot)
RST-1	Single Family	10%	1,500
	Two Family	10%	750
RST-2	Single Family	10%	1,100 (interior lot) 1,250 (corner lot)
	Detached Townhouse	10%	750
	Two Family	10%	750
RM-1	Single Family	10%	1,100 (interior lot) 1,250 (corner lot)

RM-1	Two Family	10%	750
	Townhouse	10%	750
RH-1	Single Family	10%	1,100 (interior lot) 1,250 (corner lot)
	Two Family	10%	750
	Townhouse	10%	750

➤ For lots in the RA, RS-1, RS-2, and RS-3 districts one acre or larger with Single-family homes that have an above grade finished floor area of more than 2,000 square feet are permitted a garage attached to the principal building not exceeding a maximum area of 1,250 square feet and an additional detached accessory structure of no more than 200 square feet.

- **Exterior Building Material:** The same or similar quality and scale exterior building materials shall be used in the accessory buildings as in the principal building. All accessory buildings shall also be compatible with the principal building on the lot. "Compatible" means that the exterior appearance of the accessory building is not at variance with the principal building from an aesthetic and architectural standpoint as to cause; a difference to a degree to cause incongruity or a nuisance. (Ord. 762, sec. 7, 4-5-2004)

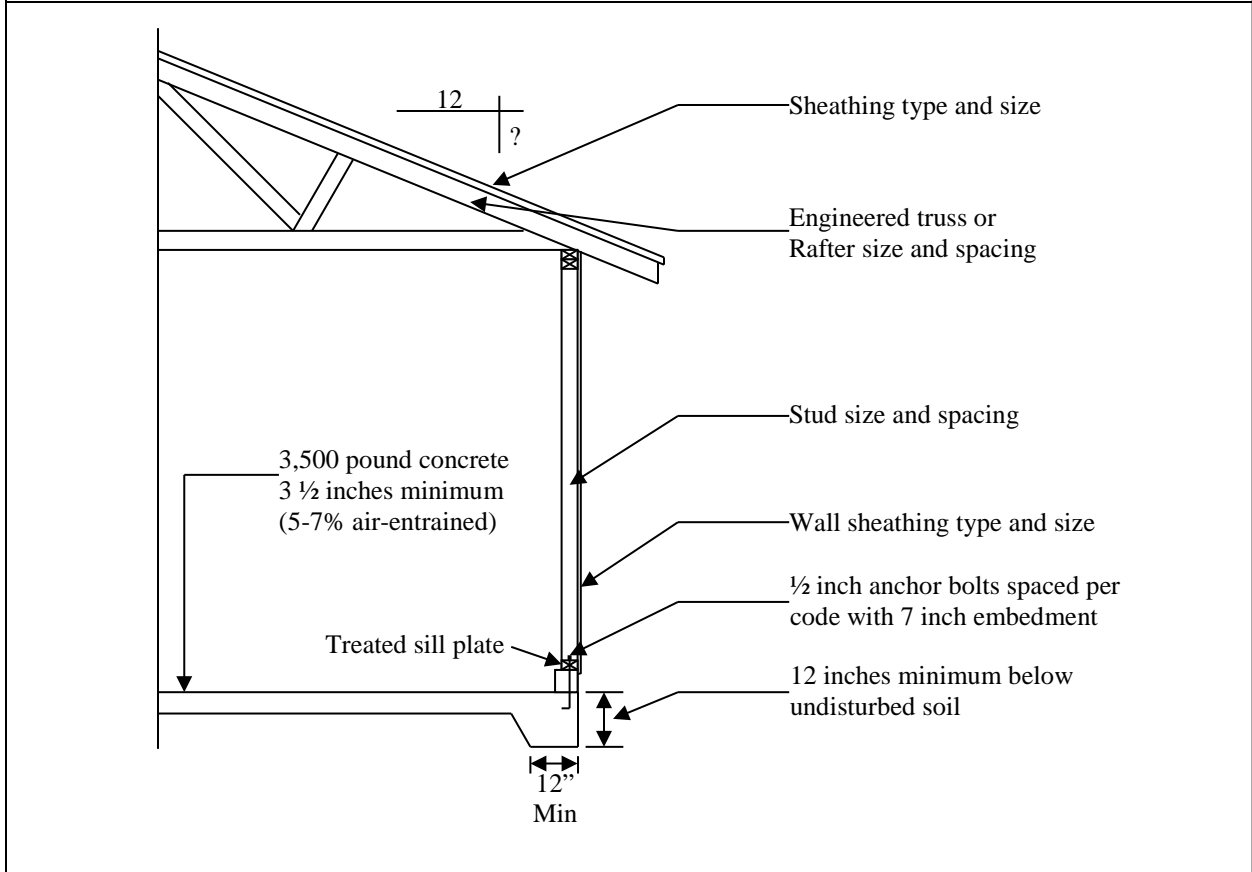
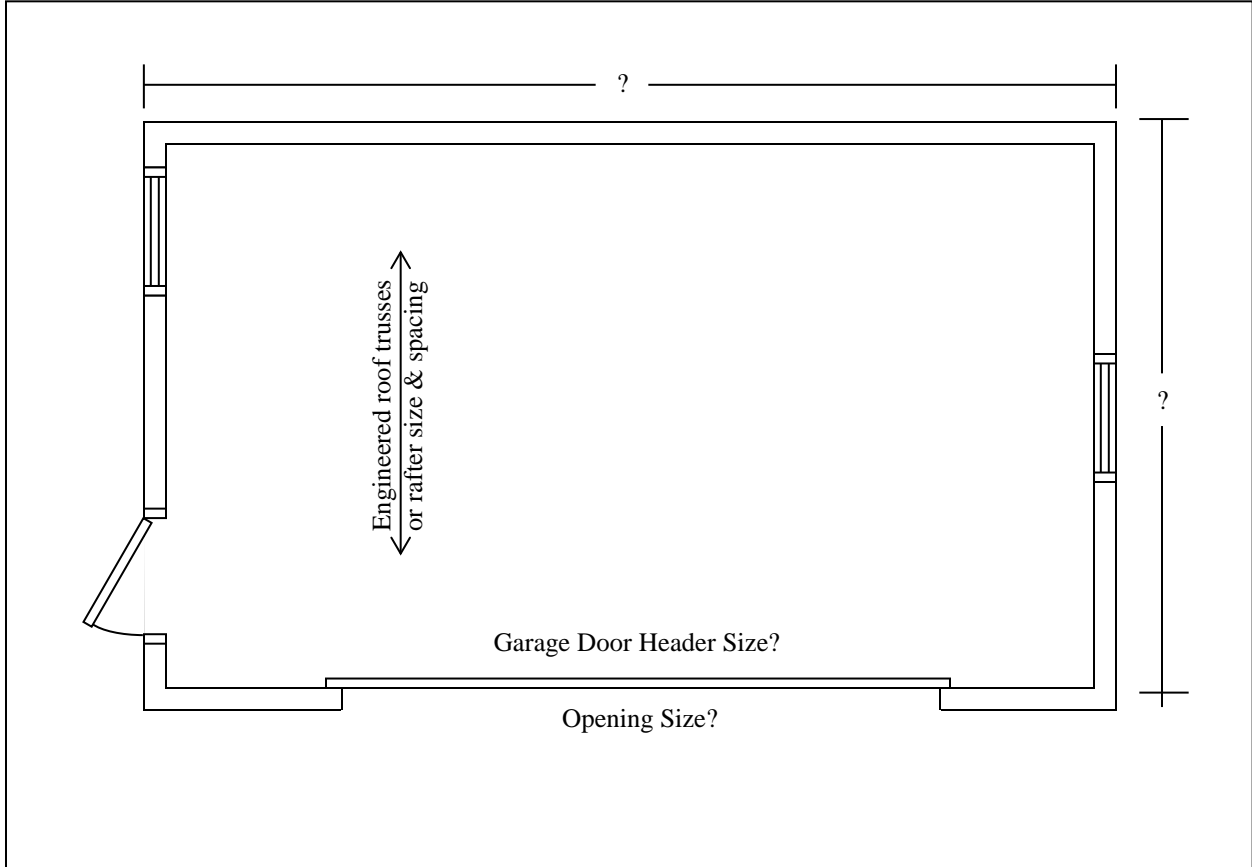
**NOTE:** For specific code and zoning requirements, please contact the Building Inspection Department at 952-985-4440.

### **REQUIRED INSPECTIONS:**

- Slab:** After forms and reinforcing are in place, but prior to pouring concrete.
- Electrical Rough-In:** Splices completed, minimum 6 inches of conductor, not energized.
- Framing:** After all framing and wiring are complete, roof covering installed but prior to application of the siding.
- Electrical Final:** When wiring is complete and all fixtures installed.
- Final:** When the structure has been completed and final electrical approved.

### **GENERAL NOTES:**

- The stamped, city approved plan and survey shall be kept on the job site and readily available until the final inspection has been made.
- The Inspection Record Card shall be placed on an exterior wall of the Accessory Building and shall remain posted until the final inspection has been made. Cards should be protected from the weather.
- Call 952-985-4440 between 8:00 A.M. and 4:30 P.M. to schedule for an inspection. **Provide at least 24-hour advance notice and provide permit number at time of scheduling.**
- Prior to digging, call Gopher Services at 651-454-0002 to verify utility locations. Forty-eight hour notice is required, excluding weekends and holidays.





# 2016 City of Lakeville

## Zoning Permit Application

PLANNING DEPARTMENT  
20195 HOLYOKE AVENUE  
LAKEVILLE, MINNESOTA 55044  
(952) 985-4420

Date: \_\_\_\_\_

**Zoning Permit Fee: \$30.00**

Job Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Email \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Email \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**PLEASE COMPLETE APPLICABLE SECTION(S)**

<b>Fences:</b>	<b>Materials:</b> Wood <input type="checkbox"/> Chain-link <input type="checkbox"/> Plastic <input type="checkbox"/> Iron <input type="checkbox"/> Other _____	<b>Type:</b> Privacy <input type="checkbox"/> Pool Enclosure <input type="checkbox"/> Kennel <input type="checkbox"/> Decorative <input type="checkbox"/> Other _____	<b>Setbacks:</b> Front _____ Side _____ Side _____ Rear _____	<b>Height:</b> _____
----------------	--	---	--	----------------------

<b>Accessory Buildings:</b>	<b>Size:</b> Length _____ (200 square feet or less) Width _____ Height _____	<b>Construction Type:</b> Wood <input type="checkbox"/> Aluminum <input type="checkbox"/> Other _____	<b>Setbacks:</b> Side _____ Side _____ Rear _____
-----------------------------	--	---	---

**Do you have an existing detached accessory building on your property?** No \_\_\_\_\_ Yes \_\_\_\_\_

<b>Above-ground Pools:</b>	<b>Size:</b> Dimensions _____ (less than 5000 gallons) Depth _____ Wall Height _____	<b>Enclosure:</b> Deck / gated entrance <input type="checkbox"/> Fence (around pool) <input type="checkbox"/> Fence (around ladder) <input type="checkbox"/> Gated Ladder <input type="checkbox"/>	<b>Setbacks:</b> Side _____ Side _____ Rear _____
----------------------------	--	---	---

**Do you have an existing fence?** No \_\_\_\_\_ Yes \_\_\_\_\_ **If yes, what type?** \_\_\_\_\_

*Applicant must submit an approved survey of the property that indicates the location and setbacks of the fence, accessory building or swimming pool.*

I HEREBY APPLY FOR A ZONING PERMIT AND I ACKNOWLEDGE THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE; THAT THE WORK WILL BE IN CONFORMANCE WITH THE ORDINANCES AND CODES OF THE CITY; THAT I UNDERSTAND WORK IS NOT TO START WITHOUT AN APPROVED ZONING PERMIT; AND THAT THE WORK WILL BE IN ACCORDANCE WITH THE APPROVED PLAN.

**Please allow at least 3 business days for processing**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS PAGE TO BE COMPLETED BY THE CITY**

**Job Site Address:** \_\_\_\_\_

**Permit Type:**  
Zoning \_\_\_\_\_ ZN

**Permit Sub-Type:**  
Fences (93) \_\_\_\_\_  
Accessory Buildings, 200 S.F. or less (71) \_\_\_\_\_  
Above-ground Pool, less than 5000 gal (91) \_\_\_\_\_

**Work Type:**  
New (81) \_\_\_\_\_  
Replace (85) \_\_\_\_\_  
Alter / Remodel (86) \_\_\_\_\_  
Move (87) \_\_\_\_\_  
\_\_\_\_\_

**Required Inspections:**  
Footing / Site (61) \_\_\_\_\_  
Final (65) \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Administrative Permit required:** \_\_\_\_\_

**Permit Fee:**  
Permit Fee: \_\_\_\_\_  
Other Fees: \_\_\_\_\_  
Total: \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Zoning Administrator*

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# BUILDING PERMIT APPLICATION

PROPERTY ADDRESS \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

PROPERTY OWNER (Name) \_\_\_\_\_ (Address) \_\_\_\_\_ (Phone) \_\_\_\_\_

CONTRACTOR (Name) \_\_\_\_\_ (Address) \_\_\_\_\_ (Phone) \_\_\_\_\_

CONTACT PERSON (Name) \_\_\_\_\_ (Phone) \_\_\_\_\_ State License # \_\_\_\_\_  
 (Applicant must complete and attach a subcontractor list)

ARCHITECT (Name) \_\_\_\_\_ (Address) \_\_\_\_\_ (Phone) \_\_\_\_\_

Property Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential				
Description of Work:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Alterations	<input type="checkbox"/> Porch	<input type="checkbox"/> Addition	<input type="checkbox"/> Deck	<input type="checkbox"/> Kitchen
	<input type="checkbox"/> Roofing*	<input type="checkbox"/> Siding*	<input type="checkbox"/> Window(s)*	<input type="checkbox"/> Door(s)	<input type="checkbox"/> Garage	<input type="checkbox"/> Swimming Pool
	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Basement	<input type="checkbox"/> Misc. _____			

Permit Valuation \$ \_\_\_\_\_

*Roofing	Commercial	1% of value minimum \$100.00 maximum \$1,000.00
*Roofing/and or Siding	Residential	1% of value /\$100.00 minimum
*Windows	Residential	1% of value /\$75.00 minimum

City office Use Only:	
Permit Fee	\$
Plan Review Fee	\$
State Surcharge	\$
SAC	\$
WAC	\$
Penalty Fee	\$
Other	\$
<b>Total Fee</b>	<b>\$</b>

### ACKNOWLEDGMENT AND SIGNATURE

The undersigned hereby represents upon all of the penalties of law, for the purpose of including the City of Mendota Heights to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances of the City of Mendota Heights, the State of Minnesota, and Rulings of the Building department.

1. All contractors and subcontractors shall be licensed in accordance with City and State requirements.
2. This permit may be revoked at any time upon violation of any of the provisions of the City Building and Zoning Codes.
3. This permit does not authorize construction of sewage treatment systems, plumbing, HVAC or electrical work.

\_\_\_\_\_  
 APPLICANT SIGNATURE  
 City Office Use Only:

\_\_\_\_\_  
 BUILDING OFFICIAL APPROVAL

Date Permit Issued:	Permit Number:
---------------------	----------------



## APPLICATION FOR FENCE PERMIT

**Office Use Only:**

Application Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Permit #: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant E-Mail Address: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Fence Area (SQ. FT.): \_\_\_\_\_ Fence Height (FT.): \_\_\_\_\_ Material: \_\_\_\_\_

Property Line Setbacks (FT.): \_\_\_\_\_ Front Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_ Side Yard

***Please provide a sketch and/or picture of the proposed fence's location and materials.***

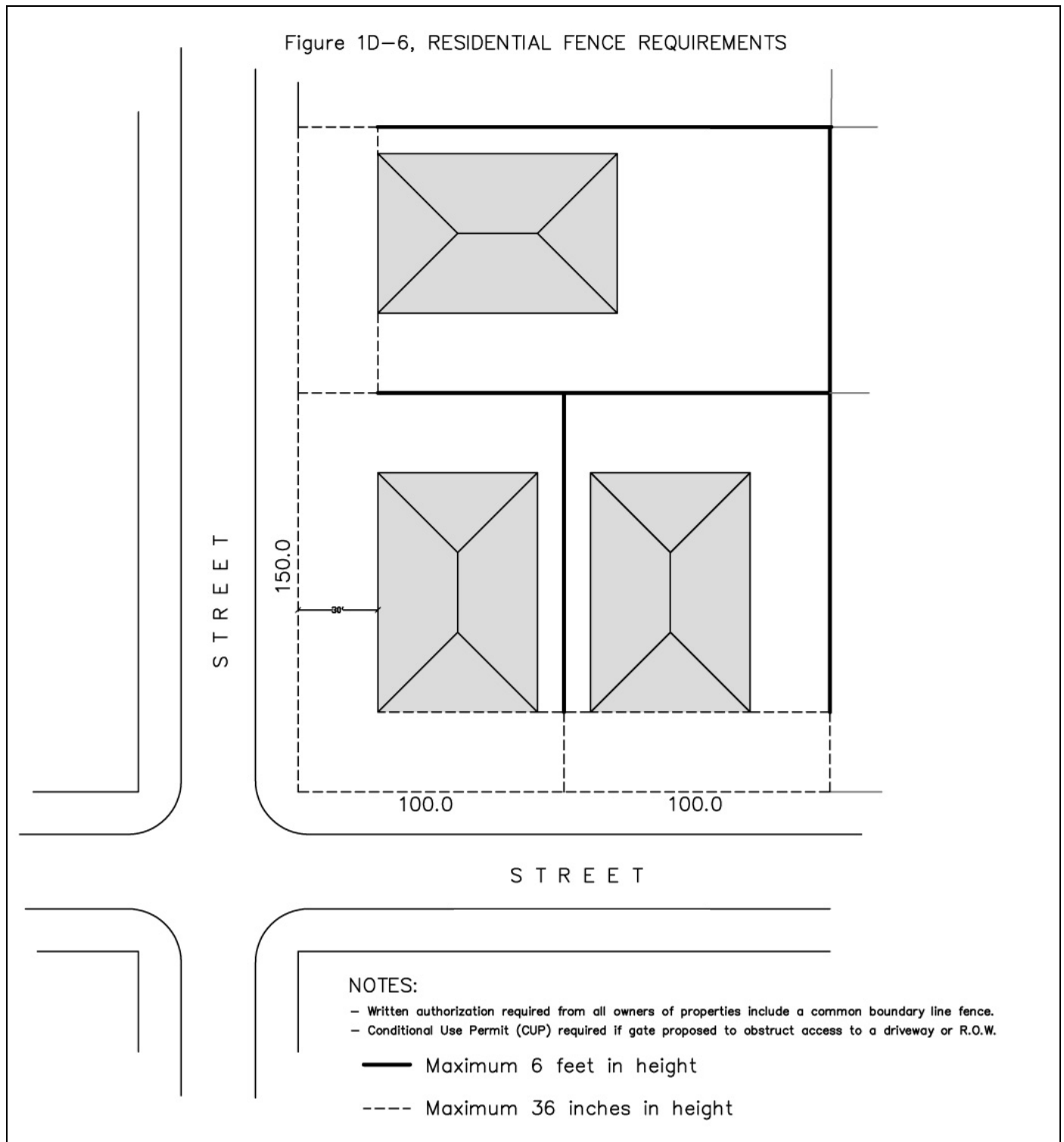
The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Mendota Heights to take the action herein requested, that all statements herein are true and that work herein mentioned will be done in accordance with the Ordinances of the City of Mendota Heights, the State of Minnesota, and rulings of the Building Department.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Staff Approval

\_\_\_\_\_  
Date

FIGURE 1D-6: RESIDENTIAL FENCE REQUIREMENTS





- Building
- 
- 
- Plumbing
- 
- 
- Heating
- 
- 
- Sewer
- 
- 
- Private septic
- 

Site Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

or PID # \_\_\_\_\_

**Owner Information**
**Contractor Information**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

State License No. \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

 (If this is a **deck** permit application please complete deck supplement and attach to this application.)

Valuation (including labor): \$ \_\_\_\_\_

**New single family homes:**

 Has this model been permitted before?  No  Yes If yes, master plan number/name \_\_\_\_\_

*The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Rosemount.*

 \_\_\_\_\_  
**Signature of Applicant or Authorized Agent**

 \_\_\_\_\_  
**Date**
**NOTICE:** This is an **application only**. Permit will be issued after City approval and payment of fees.

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Engineering Approval	Date	Type of Construction
Planning Approval	Date	Occupancy Classification
Fire Marshal Approval	Date	Special Conditions
Building Approval	Date	



Rosemount City Hall  
 2875 145<sup>th</sup> Street West  
 Rosemount, MN 55068  
 651-423-4411  
 651-423-4424 (FAX)

**Rental License Application**

Rental Premises Address: \_\_\_\_\_

Name of Complex, (if any) \_\_\_\_\_

Owner Name: \_\_\_\_\_ Agent/Caretaker: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check one of the following that applies:

New Rental License       Renewal Rental License

Properties within the City of Rosemount:

Type of rental dwelling unit:

Single-Family       Duplex       Townhome

Multi-Family Structure (Apartments/Condos)

# of buildings: \_\_\_\_\_ # of rental dwelling units: \_\_\_\_\_

Properties outside of the City of Rosemount:

List the business names and property addresses for rental properties operated by the applicant in other Minnesota municipalities.

Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The undersigned hereby applies for a rental dwelling license as required by Title 9-8-4 of the City Code of the City of Rosemount; acknowledges that the provisions of Title 9 Chapter 8 of the City Code have been reviewed; and attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees that the subject premises may be inspected by the housing official as provided in Title 9-8-8 of the City Code. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Rosemount to investigate any or all statements or facts contained herein acknowledging that the misrepresentation or the omission of facts called for will be just cause for the suspension or revocation of the license.*

\_\_\_\_\_  
**Signature of Applicant or Authorized Agent**

\_\_\_\_\_  
**Date**

Make sure to enclose the application fee when mailing this application – call 651 322 2024 if you need fee information.

---

**Small Accessory Buildings are defined as Buildings 200 Square Feet in Floor Area or Smaller**

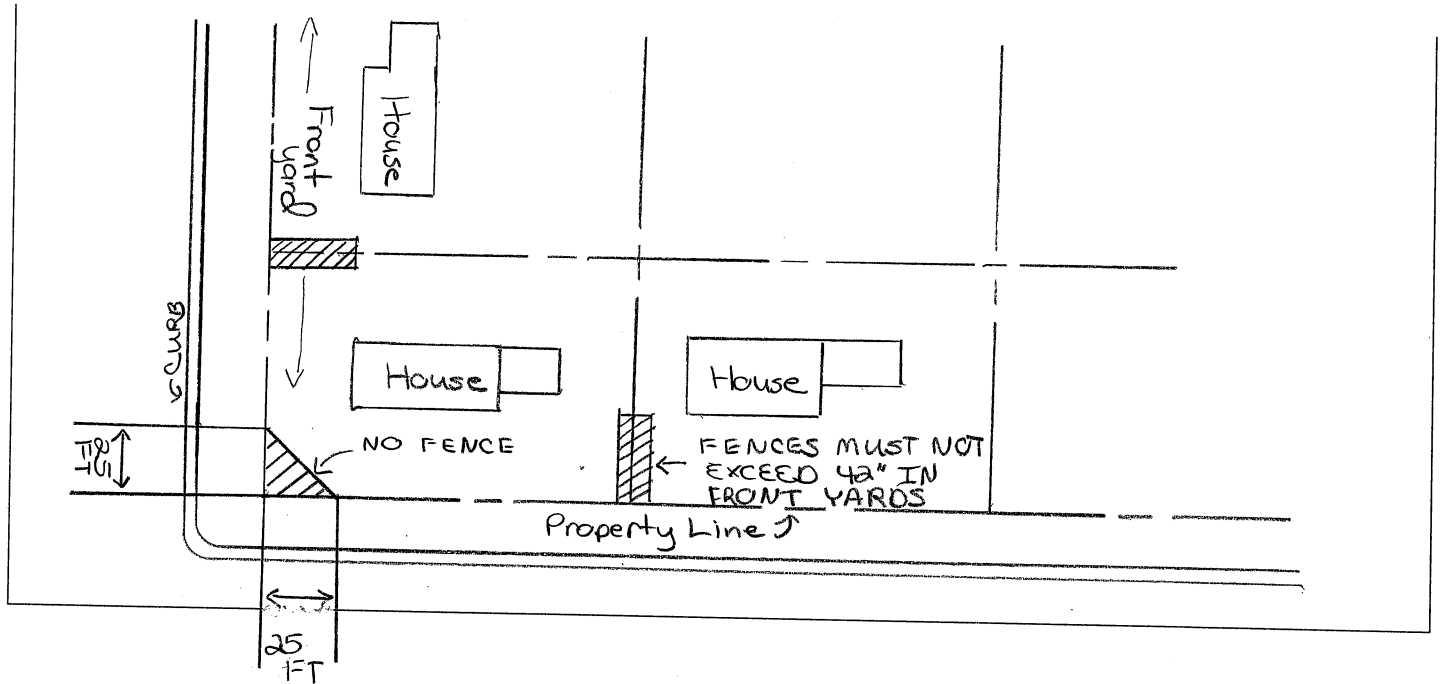
In the City of Rosemount, in all agricultural and residential zoning districts small accessory buildings 200 square feet in size or smaller do not require a building permit. There are however regulations for small accessory buildings which you must be aware of and incorporate into your design and construction.

Although a permit may not be required, the following conditions apply to small accessory buildings:

1. They may not be placed closer than 30 feet to a street side or front yard property line.
2. They may not be placed closer than 10 feet to any side property line or 5 feet to any rear property lines in most zoning districts. Setbacks are subject to zoning requirements. Please verify with the Planning Department.
3. The structures must be placed so as not to obstruct or change direction of storm water run-off from your property or your neighbors
4. In no case shall the structure be placed in easements. (When/if you place any structure on a legal easement you will be responsible for moving the structure. Keep this in mind when placing your accessory building.)
5. The accessory building must be 3 feet away from a house – minimum.
6. Exterior treatments (siding and roofing) should be carefully considered. There are no specific treatment requirements for accessory buildings under 120 square feet, but it should complement the buildings in the neighborhood. For accessory buildings over 120 square feet the building must comply with ordinance 11-5-2A.6. The ordinance requires the exterior have 3 to 12 roof pitch, asphalt shingles and siding must be identical or nearly matching the principal structure.
7. The maximum height of the building is 18 feet.

<b>Permits</b>	Permits are required for all fences installed in Rosemount. Fence permit fees are \$75.00
<b>Plan Submittals</b>	Include permit application and a drawing of your property indicating where your fence is to be placed.
<b>Maximum Height</b>	The maximum height of any fence installed within the City of Rosemount is 6 feet. Fences installed around swimming pools from ground up must be a minimum of 4 feet high and non-climbable with a self-closing/self latching gate.
<b>Setbacks</b>	All fences may be installed up to but not on the property line. For setback information on properties that have wetlands or ponding areas call Engineering at 651-322-2055.
<b>Establish property lines</b>	The City of Rosemount does not provide surveying services. It is up to the homeowner to establish the location of the lines and make these available upon request of the inspector.
<b>Special consideration</b>	Fences that extend into front yards of corner lots <b>MUST NOT</b> impair traffic visibility. See figure #1. Fences that extend into rear yards must consider abutting properties. If your rear yard abuts adjacent properties front yard then the fence in the front yard setback area must not exceed 42 inches.
<b>Covenants</b>	The City of Rosemount does not enforce the private covenants of subdivisions. Homeowners should always check the covenants in their areas for additional fence requirements.
<b>Inspections</b>	A final inspection is required upon completion for all fences. The city reviewed plans must be onsite during the final inspection.

# FENCE REQUIREMENTS - FIGURE 1 - CORNER LOTS





City of South St. Paul  
 125 3<sup>rd</sup> Avenue North  
 South St. Paul, MN 55075  
 Phone: (651) 554-3220  
 Fax: (651) 554-3211

For Office Use	
Permit #:	_____
Permit Fee:	_____
Date Received:	_____
Date Issued:	_____

## BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ PID # \_\_\_\_\_

<b>PROPERTY OWNER</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ E-mail: _____ Rental Property? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TENANT/LEASE HOLDER</b>	Name: _____ Phone: _____ Address / City / Zip: _____
<b>TYPE OF WORK</b>	Description of work: _____ Construction Cost/Value: _____ Multi-Family Building: (Yes <input type="checkbox"/> / No <input type="checkbox"/> )
<b>CONTRACTOR</b>	Company: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ Lead Certificate: _____ E-mail: _____
<b>ARCHITECT/ ENGINEER</b>	Name: _____ Registration #: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Contact Person: _____ Email: _____
<b>If the project is exempt from lead certification, please explain why: (see Page 2 for additional information)</b>	
<b>Comments:</b> _____ _____ _____	

This permit expires if work does not commence within 180 days of issuance or if work is suspended or abandoned for a period of 180 days. All exterior work covered by this permit must be completed within 180 days of issuance. The Building Official may grant a one-time extension of up to 180 days upon written request with justifiable cause demonstrated. All work - any work that wishes to be recommenced on an expired permit requires a renewal permit. The fee will be half the cost of the original permit.

The undersigned hereby makes application for a permit for the work specified herein, agreeing to do all the work in strict accordance with South St. Paul City Ordinances, applicable codes, and rulings of the Building Official; and, hereby declares that this application has been reviewed and all facts are true and correct.

x \_\_\_\_\_  
**Applicant's Signature**

**BUILDING PERMIT TYPES**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Accessory Building      | <input type="checkbox"/> Drywall/Sheetrock         | <input type="checkbox"/> Other                     | <input type="checkbox"/> Stairway               |
| <input type="checkbox"/> Alteration/Remodel      | <input type="checkbox"/> Doors/Windows (2 or more) | <input type="checkbox"/> Porch (3 Season)          | <input type="checkbox"/> Storm Damage           |
| <input type="checkbox"/> Basement Finish         | <input type="checkbox"/> Egress Window             | <input type="checkbox"/> Porch (4 Season)          | <input type="checkbox"/> Stucco                 |
| <input type="checkbox"/> Chimney Repair          | <input type="checkbox"/> Fire Repair               | <input type="checkbox"/> Porch (Gazebo/Pergola)    | <input type="checkbox"/> Swimming Pool          |
| <input type="checkbox"/> Commercial/Industrial   | <input type="checkbox"/> Foundation                | <input type="checkbox"/> Public Facility           | <input type="checkbox"/> Townhome               |
| <input type="checkbox"/> Communication Tower     | <input type="checkbox"/> Garage                    | <input type="checkbox"/> Retaining Wall            | <input type="checkbox"/> Two-Family Residential |
| <input type="checkbox"/> Deck                    | <input type="checkbox"/> Garage Door (overhead)    | <input type="checkbox"/> Roof                      | <input type="checkbox"/> Water Damage           |
| <input type="checkbox"/> Demolition              | <input type="checkbox"/> Handicap Accessibility    | <input type="checkbox"/> Siding/Soffit/Fascia      |   |
| <input type="checkbox"/> Door/Window (1 opening) | <input type="checkbox"/> Insulation                | <input type="checkbox"/> Single Family Residential |   |
| <input type="checkbox"/> Drain Tile              | <input type="checkbox"/> Multi-Family              | <input type="checkbox"/> Solar Energy              |   |

**WORK TYPES**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Land Disturbing | <input type="checkbox"/> Other          | <input type="checkbox"/> Replace       |
| <input type="checkbox"/> Foundation/Grading | <input type="checkbox"/> Move Building   | <input type="checkbox"/> Permit Renewal | <input type="checkbox"/> Tenant Finish |
| <input type="checkbox"/> Interior Demo Only | <input type="checkbox"/> New             | <input type="checkbox"/> Repair         |  |

**DESCRIPTION**

- |                      |       |                 |       |                  |       |
|----------------------|-------|-----------------|-------|------------------|-------|
| # of Units           | _____ | Stories         | _____ | Set Back - Front | _____ |
| # of Buildings       | _____ | Square Feet     | _____ | Set Back - Rear  | _____ |
| Type of Construction | _____ | Length          | _____ | Set Back - Side  | _____ |
| Occupancy            | _____ | Width           | _____ | Set Back - Side  | _____ |
| Code Edition         | _____ | Fire Sprinklers | _____ | Zoning           | _____ |

**REQUIRED INSPECTIONS**

- |  |  |
|--|--|
| <input type="checkbox"/> Address Numbers                                 | <input type="checkbox"/> Plumbing: ___ Rough In ___ Final                    |
| <input type="checkbox"/> Combustion Air                                  | <input type="checkbox"/> Poured Wall   |
| <input type="checkbox"/> Drain Tile: ___ Rough In ___ Final              | <input type="checkbox"/> Radon Control                                       |
| <input type="checkbox"/> Drywall/Sheetrock                               | <input type="checkbox"/> Retaining Wall: ___ Footings ___ Backfill ___ Final |
| <input type="checkbox"/> Footings  | <input type="checkbox"/> Roof: ___ I/W (pics ok) ___ Decking ___ Insulation  |
| <input type="checkbox"/> Forms/Slab                                      | <input type="checkbox"/> Siding: ___ Wrap (pics ok) ___ Lath ___ Brick       |
| <input type="checkbox"/> Foundation/Waterproofing                        | <input type="checkbox"/> Smoke/CO Detectors                                  |
| <input type="checkbox"/> Framing   | <input type="checkbox"/> Wallboard/Sheathing                                 |
| <input type="checkbox"/> Insulation                                      | <input type="checkbox"/> Window(s)/Door(s)                                   |
| <input type="checkbox"/> Lath/Paper/Stucco                               | <input type="checkbox"/> Final / No Certificate of Occupancy                 |
| <input type="checkbox"/> Mechanical: ___ Rough In ___ Air Test ___ Final | <input type="checkbox"/> Final / Certificate of Occupancy                    |
| <input type="checkbox"/> Other   | <input type="checkbox"/> Final/ Certificate of Occupancy w/Fire Marshal      |

Reviewed By: \_\_\_\_\_ Building Official/Date \_\_\_\_\_ Planning/Zoning/Date \_\_\_\_\_

**FEE CALCULATIONS**

- |                           |       |
|---------------------------|-------|
| Base Fee (Permit)         | _____ |
| Plan Review (25% to 100%) | _____ |
| Surcharge (State)         | _____ |
| MCES SAC Units            | _____ |
| Escrow                    | _____ |
| Park Dedication Fee       | _____ |
| Occupancy Permit          | _____ |
|                           | _____ |
|                           | _____ |
| <b>TOTAL</b>              | _____ |

**LEAD CERTIFICATION EXEMPTION**

- Check  **Appropriate Box**
- The applicant is not a Minnesota licensed residential contractor, residential remodeler or roofer.
- The building was constructed after 1978.
- The structure is not residential housing or a child occupied facility.
- The renovation will not disrupt 6 square feet or more of painted surface per room for interior activities, or 20 square feet or more of painted surface for exterior activities, and does not involve windows.

## **NEW SINGLE FAMILY DWELLING – BUILDING PERMIT REQUIREMENTS**

Site Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Check ✓ Appropriate Box**

- One** (1) signed and completed building permit application including a current contractor license number.
- Two** (2) copies of detailed plans, drawn to scale including but not limited to; foundation plan and wall design including foundation wall insulation, radon control system, floor plan(s), cross section(s), elevation plan(s), beam size(s), joist size(s) and spacing, label window and door openings with the manufacturing U-value, and label all exterior wall and ceilings with the R-value
- Three** (3) copies of a scaled Certificate of Survey prepared by a Minnesota registered land surveyor complying with City approved Survey requirements (maximum size 11 x 17).
- One** (1) copy of energy code design criteria labeled on the plan, verifying that the building envelope meets the provisions of Table N1102.1 and/or Table N1102.1.2.  
Exceptions would include one of the following calculations that must be submitted for approval:
  - R-value computation method per N1102.1.1.
  - Total UA alternative per N1102.1.3.
  - Engineered systems alternative per N1102.1.5.
- One** (1) copy of calculated heat loss / gain and calculated cooling load verifying HVAC sizing in compliance with the Minnesota Energy Code.
- One** (1) copy of IFGC Appendix E, Worksheet E-1 calculating combustion air size, AND  
**One** (1) copy of IMC Table 501.4.1 calculating makeup air quantity.  
**OR**  
**One** (1) Centerpoint Energy Form completed by a HVAC contractor, including size of mechanical room.\*
- One** (1) copy of New Construction Energy Code Compliance Certificate (N1101.8).
- Two** (2) copies of the individual lot tree preservation plan, if required by the development contract, shall be in accordance with the South St. Paul City Code.

\* Please contact (651) 675-5675 if you are experiencing problems with the Centerpoint Energy software.

## **REMODEL / REPAIR REQUIREMENTS**

### **Check ✓ Appropriate Box**

- Two** (2) copies of plan showing footings, beams and joists, label window and door openings with the manufacturing U-value, and label all exterior wall and ceilings with the R-values
- One** (1) copy of energy code design criteria labeled on the plan verifying that the building envelope meets the provisions of Table N1102.1 and/or Table N1102.1.2.  
Exceptions would include one of the following calculations that must be submitted for approval:
  - R-value computation method per N1102.1.1.
  - Total UA alternative per N1102.1.3.
  - Engineered systems alternative per N1102.1.5.
- One** (1) site survey for additions and decks
- Addition – indicate if on-site septic system*

## **LEAD CERTIFICATION EXEMPTION**

### **Check ✓ Appropriate Box**

- The applicant is not a Minnesota licensed residential contractor, residential remodeler or roofer.
- The building was constructed after 1978.
- The structure is not residential housing or a child occupied facility.
- The renovation will not disrupt 6 square feet or more of painted surface per room for interior activities, or 20 square feet or more of painted surface for exterior activities, and does not involve windows.





# City of South St. Paul

125 Third Avenue North  
South St. Paul, MN 55075  
Telephone: (651) 554-3270  
Fax: (651) 554-3271  
[www.southstpaul.org](http://www.southstpaul.org)

## For Office Use Only

Submittal Date:

Application Received By:

Receipt Number:

## PLANNING AND ZONING APPLICATION

### Property Information

Address of Subject Property: \_\_\_\_\_

### Applicant Information *(name and address used in public notices)*

Applicant (company name or individual): \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ Zip Code: \_\_\_\_\_

Telephone No.: ( ) Fax No.: ( )

Email Address: \_\_\_\_\_

### Owner Information

Property Owner \_\_\_\_\_

Owner's Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone No.: ( ) Fax No.: ( )

Email Address: \_\_\_\_\_

### Planning and Zoning Application Filing Requirements:

**Minimum Requirements – All applications. All Planning and Zoning Applications MUST be accompanied by the following:**

- A completed Planning and Zoning Application form** (including owner's signature or letter of consent).
- Required application and escrow fees** (listed on the first page of this form).
- A scaled site plan** (for all development projects) showing the lot size and location, and adjacent streets.
  - Dimensions and location of existing and proposed buildings and/or additions.
  - Location of all buildings on adjacent properties.
  - Existing and/or proposed parking areas and access drives, type of surfacing, curbing, and drainage.
- A narrative from the petitioner explaining their request.** The narrative should include any and all pertinent information the City Staff, Planning Commission, and City Council may need in assisting their consideration of the request. *Requests that involve a commercial or industrial operation should include the following in the narrative:*
  - Type of business/activity.
  - Expected activities on the site.
  - Number of employees.
  - Number of anticipated customers at any one time.
  - Hours of operation.

**Additional Requirements for Variances. All Variance applications MUST also include the following:**

- A narrative clearly indicating how the proposed variance is consistent with the standards for granting a variance (see the criteria from City Code section 118-39 listed below) to warrant variance approval.
  - The variance is in harmony with the general purpose and intent of the ordinance; and,
  - The terms of the variance are consistent with the Comprehensive Plan; and
  - The applicant for the variances establishes that there are practical difficulties in complying with the ordinance
    - (Economic considerations alone do not constitute practical difficulties)
    - The property owner proposes to utilize the property in a reasonable manner.
    - The plight of the property owner is due to circumstances unique to the property that were not created by the property owner; and
    - The variance will not alter the essential character of the neighborhood.

**Additional Requirements – New Construction/Subdivision. Applications for a new business, new residential dwelling or any other application that requires new construction or subdivision of land (example applications include Variances, PUDs, CUPs, and Plats) shall include the following:**

- A certified land survey.
- Architectural elevations and dimensions of all existing and proposed buildings from the front, side, and rear property lines.
- Scaled Plan Sets - Three (3) large scale copies, folded in sets no larger than 8 ½" x 14" with the print side facing out.\*\* Scaled plan sets shall include:
  - Signage plans (including size, location, and color).
  - Landscaping plans (including location, size, and species).
  - Lighting plans
  - Fencing plan (including height, location, and type of fencing).
  - Screening plan (for any outside storage).
  - Drainage and Utility Plans
  - Present lot elevation and proposed finished grades
  - Plat drawings showing existing and proposed lots, blocks, right of way, and easements.
- Plan Reductions - One (1) copy of 11" x 17" reductions for plans listed above\*\*
- PDF or JPEG copies of the plans, plats, elevations, or renderings are requested if they are available.*
- As-builts of water and sewers in CAD format are requested if they are available.*

*\*\*City staff reserves the right to require additional copies as needed.*

**True and accurate representation of the requirements outlined for the specified type of request is the responsibility of the applicant.**

**Complete/Incomplete Applications**

An incomplete application will delay the processing of planning and zoning requests. The application approval time commences and an application is considered officially filed when the City Planner has received and examined the application and determined that the application is complete. A decision on whether the application is complete or incomplete shall be made within fifteen (15) days following the submittal of the application and the applicant will be notified in writing of the decision. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting.

The City recommends that you make a pre-application meeting with the City Planner (651-554-3217) to discuss the application process, requirements, and deadlines.

**Notice of Meeting Attendance**

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

**Filing Requirements and Payment of Fees and Escrows**

The undersigned acknowledges that she/he understands that before this request can be considered, all required information and fees and escrows must be paid to the City in advance. If additional fees or escrows are required to cover costs incurred by the City, the City has the right to require additional payment from one or more of the undersigned, who shall be jointly and severally liable for such fees or escrows. Such expenses may include (but are not limited to) fees paid to consultants, engineers, planners, attorneys and other professionals. The City may withhold final action on a Planning and Zoning Application and/or rescind prior action until all additional fees or escrows have been paid.

<b><u>Type of Request</u></b>	<b><u>*Application Fee:</u></b>	<b><u>*Escrow Deposit:</u></b>
<input type="checkbox"/> Comprehensive Plan Amendment		
Minor	(\$ 200.00)	(\$ 250.00)
Major	(\$ 500.00)	(\$ 1,000.00)
<input type="checkbox"/> Conditional Use Permit (CUP)		
Residential	(\$ 250.00)	(\$ 250.00)
Commercial / Industrial	(\$ 300.00)	(\$ 750.00)
Amendment	(\$ 150.00)	(\$ 500.00)
<input type="checkbox"/> Final Plat		
2 or fewer lots	(\$ 0.00)	(\$ 0.00)
3 or more lots	(\$ 150.00)	(\$ 250.00)
<input type="checkbox"/> Interim Use Permit (IUP)		
Residential	(\$ 150.00)	(\$ 250.00)
Commercial / Industrial	(\$ 200.00)	(\$ 500.00)
<input type="checkbox"/> Tax Parcel Split / Combination	(\$ 100.00)	(\$ 100.00)
<input type="checkbox"/> Planned Unit Development (PUD)	(\$ 350.00)	(\$ 1,000.00)
Amendment to PUD	(\$ 250.00)	(\$ 500.00)
<input type="checkbox"/> Preliminary Plat		
2 or fewer lots	(\$ 250.00)	(\$ 250.00)
3 or more lots	(\$ 250.00)	(\$ 1,000.00)
<input type="checkbox"/> Rezoning		
Residential	(\$ 350.00)	(\$ 500.00)
Commercial / Industrial	(\$ 350.00)	(\$ 500.00)
<input type="checkbox"/> Site Plan Review	(\$ 100.00)	(\$ 100.00)
<input type="checkbox"/> Variance		
Residential	(\$ 150.00)	(\$ 250.00)
Commercial / Industrial	(\$ 200.00)	(\$ 500.00)
<input type="checkbox"/> Zoning Ordinance Amendment		
Minor	(\$ 100.00)	(\$ 250.00)
Major	(\$ 500.00)	(\$ 500.00)

**Acknowledgement and Signature**

I acknowledge that I have read all of the information listed in the City of South St. Paul Planning and Zoning Application and fully understand that I am responsible for costs, as outlined in this application, incurred by the City related to the processing of this application. I hereby certify that all fees, charges, utility bills, taxes and special assessments for the property have been paid.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

## **Agenda Deadline and Meeting Schedule**

The deadline for submittal of Planning and Zoning Applications is noon of the day specified as according to the schedule outlined below. There are **no exceptions**. All Planning Commission and City Council meetings are held in the Council Chambers at the South St. Paul City Hall, 125 Third Avenue North, South St. Paul, Minnesota 55075, unless otherwise stated. Applicants are advised that additional meetings and/or workshops may be scheduled when necessary upon approval of the Planning Commission or City Council.

### **2017 SCHEDULE** (\*subject to change)

\*\* Meeting dates are tentative (If there are no applications to be reviewed the meetings may be cancelled) so please consult the City Planner to verify meeting dates.

*All meetings are held in the Council Chambers at the South St. Paul City Hall (125 3<sup>rd</sup> Avenue North, South St. Paul) unless specifically stated otherwise.*

	<b>PC Meeting</b>	<b>Council Meeting</b>
<b><u>APPLICATION DEADLINE</u></b> (Due at Noon)	<b>**TENTATIVE PLANNING COMMISSION MEETING</b> (Generally held on Wednesday at 7:00 p.m.)	<b>TENTATIVE CITY COUNCIL MEETING DATE</b> (Generally held on Monday at 7:15 p.m.)
<b>November 28, 2016</b>	January 4, 2017	January 17, 2017 <i>(Tuesday)</i>
<b>January 3, 2017</b>	February 1, 2017	February 6, 2017
<b>February 6, 2017</b>	March 1, 2017	March 6, 2017
<b>March 6, 2017</b>	April 5, 2017	April 17, 2017
<b>April 3, 2017</b>	May 3, 2017	May 15, 2017
<b>May 8, 2017</b>	June 7, 2017	June 19, 2017
<b>June 5, 2017</b>	July 12, 2017	July 17, 2017
<b>July 3, 2017</b>	August 2, 2017	August 21, 2017
<b>August 7, 2017</b>	September 6, 2017	September 18, 2017
<b>September 5, 2017</b>	October 4, 2017	October 16, 2017
<b>October 2, 2017</b>	November 1, 2017	November 20, 2017
<b>November 6, 2017</b>	December 6, 2017	December 18, 2017
<b>December 4, 2017</b>	January 3, 2018	January 16, 2018

# City of West St. Paul

Community Development Department - Phone: 651-552-4116 - FAX: 651-552-4190

1616 Humboldt Ave - West St Paul MN 551118

## Building Permit Application

<b>Permit Number:</b> BLDG2017-_____	<b>Application Date:</b> _____
--------------------------------------	--------------------------------

**Project Address:** \_\_\_\_\_

**WORK PROPOSED:**

<input type="radio"/> New	<input type="radio"/> Alteration	<input type="radio"/> Demolition	<input type="radio"/> Roof/Siding
<input type="radio"/> Addition	<input type="radio"/> Deck	<input type="radio"/> Garage	<input type="radio"/> Window
<input type="radio"/> Other _____			

**PROPERTY TYPE:**

<input type="radio"/> Single Family Residential	<input type="radio"/> Apartment Complex
<input type="radio"/> Multi-Family Residential (2-4 units)	<input type="radio"/> Commercial

**SITE/OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: _____	E-Mail: _____
--------------	---------------

**ARCHITECT/ENGINEER**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: _____	E-Mail: _____
--------------	---------------

**CONTRACTOR**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: _____	E-Mail: _____
--------------	---------------

State License #: _____	Contact Name: _____
------------------------	---------------------

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

<input type="radio"/> Homeowner Affidavit Received	<input type="radio"/> Contractor Information Verified with MN DOLI
--	--

**PROJECT INFORMATION**

Project Valuation: _____	Project Description: _____
--------------------------	----------------------------

**FEES**

Permit Fee*	\$	*Permit Fee is based valuation as per the 1997 UBC Permit Fee Schedule  **State Surcharge is .0005 x project value with no minimum. Consult fee schedule to calculate surcharge for projects valueing over \$1,000,000.00
Plan Review	\$	
State Surcharge**	\$	
SAC Fee	\$	
License Verification Fee	\$	
Investigation Fee	\$	
Other	\$	
<b>TOTAL</b>	<b>\$</b>	



**Commercial Building Permit Submittal Requirements  
(Depending on the scope of projects, some items may not apply)**

1. A completed building permit application.
2. Letter from the Metropolitan Council Environmental Services assigning the number of Sewer Availability Charge (SAC) units to the building. Contact the Met Council at (651) 602-1378 or see their website. <http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge.aspx>
3. Plan review letter from Minnesota Department of Health (651)201-4500. Projects such as commercial kitchens, salad bars, condiment counters, hoods and ventilation, bars, buffets, plumbing fixtures, beverage dispensing, outdoor bars and beverage services.  
<http://www.health.state.mn.us/divs/eh/food/license/planreview.html>
4. Plan review letter from the Minnesota Department of Agriculture. Projects such as commercial bakery, convenience store, grocery store, mobile unit, prepackaged foods. Contact the Minnesota Department of Agriculture at (651) 201-6027 or see their website.  
<http://www.mda.state.mn.us/food/business/plan-review.aspx>
5. Planning Department approval.
6. Engineering Department approval.
7. Four complete sets of plans for review and approval. Plans must contain the following:
  - a) Architectural with complete code analysis life safety egress plan and signed stamped structural engineering including snow load calculations
  - b) Mechanical and electrical
  - c) Erosion control, site utilities, grading, landscape, lighting plan
  - d) Life safety and egress
  - e) Site line drawings for roof top unit screening approval
8. Signed plumbing plans must be submitted with permit application. State approved review letter and approved plumbing plans, if applicable. Contact the Minnesota Department of Labor & Industry at (651)284-5067 or see their website.  
<http://www.doli.state.mn.us/CCLD/Plumbing.asp>
9. Two complete sets of job specifications (spec books).
10. Documentation for all fire-rated assemblies and fire stopping materials.
11. Separate permits are required for fire suppression and alarm systems submit them to the South Metro Fire Marshal at 651-552-4172. Plans must be signed by a registered MN Fire Protection Engineer or a NICET level 3 or 4 designer. Contact [lmcmillan@southmetrofire.com](mailto:lmcmillan@southmetrofire.com)
12. Soil test report. Soils report must include recommended heated and non-heated footing depths .
13. Energy calculations for heat loss/heat gain. Minnesota Energy Code Analysis as outlined in Minnesota State Building Code Ch. 1323.
14. Special inspection testing schedule along with list of the qualifications of individuals performing special inspections.
15. Grading Permit may be obtained from the Building Department prior to building permit issuance. Footing foundation permits also available prior to main building permit.
16. Landscape/Erosion Control Escrow or letter of credit must be submitted to the Building Department prior to building permit issuance in the amount of \$3000 per acre or \$1000 for a residential lot.

**Building Codes currently in effect as of January 24,2015**

MN Rule 1300 2015 Minnesota State Building Code (SBC)

MN Rule 1305 2012 International Building Code (IBC)

MN Rule 1307 2007 Minnesota Elevator Code (Elevator Code)

MN Rule 1315 2008 National Electrical Code (NEC)

MN Rule 1323 2015 Commercial Energy Code (Energy Code)

MN Rule 1341 2015 Minnesota Accessibility Code

MN Rule 1346 2015 International Mechanical Code (IMC)

2006 International Fuel Gas Code (IFGC)

MN Rule 4715 2009 Minnesota Plumbing Code (SPC)

MN Rule 7511 2007 Minnesota Fire Code (replaces Chapter 7510)

2007 International Fire Code (IFC)

Please submit all documents to the Building Official in the Building Inspection Department. Documents will be distributed to the appropriate department for review (Planning, Engineering and Building). Permit turn-around times vary due to the complexities of the plans and the completeness of the plans submitted. If you have questions, please contact the Building Inspection Department at 651-552-4116.



## PERMIT REFUND PROCEDURE

1. Applicant must request a refund in writing someone in the Building Department:
  - a. Doug Whitney (Building Official)
    - i. [dwhitney@wspmn.gov](mailto:dwhitney@wspmn.gov)
  - b. Paul Swett (Building Inspector)
    - i. [pswett@wspmn.gov](mailto:pswett@wspmn.gov)
  - c. Grace Walmsley (Building Permit Clerk)
    - i. [gwalmsley@wspmn.gov](mailto:gwalmsley@wspmn.gov)
  
2. Refund Calculations:
  - a. Pre-Issuance
    - i. If the project is canceled before the permit was approved, received payment and then issued, the applicant can receive **at most** a refund of 80% of the **permit** fee.
    - ii. If a review was done there can be a percent of the **plan review** fee paid.
  - b. Post-Issuance
    - i. If the payment was collected and the permit was issued, the applicant can receive **at most** a refund of 80% of the **permit** fee.
    - ii. If a **plan review** was done, the plan review fee **cannot** be refunded.
    - iii. If the surcharge **has not** been paid to the state, the fee of the surcharge **can be** refunded
    - iv. If the surcharge **has been** paid to the state, the fee of the surcharge **cannot** be refunded.



# City of West St. Paul

Community Development Department - Phone: 651-552-4116 - FAX: 651-552-4190

1616 Humboldt Ave - West St Paul MN 551118

## Zoning Permit Application

<b>Permit Number:</b> ZONE2017-_____	<b>Application Date:</b> _____
--------------------------------------	--------------------------------

**Project Address:** \_\_\_\_\_

**SITE/OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: _____	E-Mail: _____
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**CONTRACTOR**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: _____	E-Mail: _____
--------------	---------------

State License #: _____	Contact Name: _____
------------------------	---------------------

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CALL GOPHER STATE ONE CALL BEFORE YOU DIG! (651) 454-0002 IT'S THE LAW!**

**PROJECT INFORMATION**

Project Description: \_\_\_\_\_

**Temporary Sign: \$25.00**

Type of Sign(s): _____	Location of Sign(s): _____
------------------------	----------------------------

Number of Signs(s): _____	Dates Sign(s) to be Displayed: _____
---------------------------	--------------------------------------

**Fence: \$50.00**

<b>Materials:</b>	Wood	Plastic	Other: _____
	Chain-Link	Iron	
<b>Type:</b>	Privacy	Kennel	Other: _____
	Pool Enclosure	Decorative	

Height: \_\_\_\_\_

**Accessory Building (under 200 Square Feet): \$25.00**

<b>Size:</b>	Length: _____	Height: _____	Width: _____
--------------	---------------	---------------	--------------

<b>Construction Type:</b>	Wood: _____	Aluminum: _____	Other: _____
---------------------------	-------------	-----------------	--------------

<b>Setbacks:</b>	Side: _____	Rear: _____
	Side: _____	

Do you have an existing detached accessory building on your property? Yes \_\_\_\_\_ No \_\_\_\_\_

**Platform/Deck (30" high or under and not attached to building) \$75.00**

<b>Size:</b>	Length: _____	Height: _____	Width: _____
--------------	---------------	---------------	--------------

<b>Construction Type:</b>	Wood: _____	Aluminum: _____	Other: _____
---------------------------	-------------	-----------------	--------------

<b>Setbacks:</b>	Side: _____	Rear: _____
	Side: _____	

**FEES**

TOTAL \$ \_\_\_\_\_

Other Cities Comparison

# Five Cities' Commercial Recycling Regulations



Alameda, California  
Austin, Texas  
Seattle, Washington  
Minneapolis, Minnesota  
St. Louis Park, Minnesota

*Prepared for:*

*Dakota*  
COUNTY  
Dakota County



Responsive partner.  
Exceptional outcomes.

Environmental Resources  
14955 Galaxie Avenue  
Apple Valley, Minnesota  
55125

*Prepared by:*

**WENCK Associates, Inc.**  
1800 Pioneer Creek Center  
Maple Plain, MN 55359  
Phone: 763-479-4200  
Fax: 763-479-4242

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# 1.0 Five Cities Comparison

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Wenck researched and identified mechanisms used by five other cities in the state or nation that have demonstrated effective diversion in the commercial/multiunit sectors. Selected cities are of similar size and characteristics as Dakota County cities. Cities researched were:

- ▲ Alameda, California
- ▲ Austin, Texas
- ▲ Seattle, Washington
- ▲ Minneapolis, Minnesota
- ▲ St. Louis Park, Minnesota

Overall, cities with strong mandates and enforcement show the highest diversion rates. Additionally, cities that carve out exceptions to commercial recycling mandates show lower diversion rates. For example, cities that provide exceptions for existing buildings have lower recycling rates compared to cities without such exclusions.

## 1.1 ALAMEDA, CALIFORNIA

California state law has established the goal to reduce solid waste disposal by no less than 75 percent through recycling or composting by the year 2020. While it's the intent of the Legislature to allow local jurisdictions the flexibility to develop and maintain solid waste recycling programs, state law sets a basic outline for solid waste reduction in commercial and multifamily properties.

Since the late 1980's, California has worked to divert waste from its landfills through local recycling programs.<sup>1</sup> Local jurisdictions have been required by state law to implement a recycling program appropriate for that jurisdiction designed to divert commercial solid waste from businesses.

Since 2012, multifamily residential dwellings of five units or more have been required to arrange for recycling services, consistent with state or local laws and requirements. The multifamily property owner must take at least one of the following actions:

- Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that includes collection, self-hauling, or other arrangements for the pickup of the recycling materials and/or
- Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation.

Property owners can require tenants to source separate their recyclable materials to aid in compliance with the law.

### Organic Waste and Composting

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<sup>1</sup> California Integrated Waste Management Act – Chapter 1095, Stats 1989, established a framework for solid waste planning and solid waste facility and landfill compliance.

Beginning in April 2016, a new series of mandates and timelines go into effect that require businesses, including multifamily properties of five units or more, that generate organic waste to arrange for recycling services<sup>2</sup>. The timeline is as follows:

- On and after April 1, 2016, a business including a multifamily residential dwelling of five units or more, that generate 8 cubic yards or more of organic waste per week must arrange for recycling services specifically for organic waste.
- One and after January 1, 2017, a business, including a multifamily residential dwelling of five units or more, that generates 4 cubic yards or more of organic waste per week must arrange for recycling services.
- On and after August 1, 2017, jurisdictions must provide information about their organic waste recycling program implementation in the annual report submitted to the California Department of Recycling and Recovery (CalRecycle).
- Fall 2018, after receipt of the 2016 annual reports submitted to CalRecycle on August 1, 2017, CalRecycle will conduct a formal review of those communities that are on a two-year review cycle.<sup>3</sup>
- January 1, 2019, businesses that generate 4 cubic yards or more of commercial solid waste per week shall arrange for organic waste recycling services.
- Fall 2020, after receipt of the 2019 annual reports submitted to CalRecycle on August 1, 2020, CalRecycle will conduct a formal review of all jurisdictions.
- Summer/Fall 2021, If CalRecycle determines that the statewide disposal of organic waste in 2020 has not been reduced by 50-percent of the level of disposal during 2014, the organic recycling requirements on businesses will expand to cover businesses that generate 2 cubic yards or more of commercial solid waste per week. Additionally, certain exemptions may no longer be available if this target is not met.

#### California Proposition 67 (2014 SB 270 banning single-use plastic bags)

State statute that was approved by voter ballot referendum 67 that prohibits grocery and other stores from providing single-use plastic or paper carryout bags but permits sale of recycled paper bags and reusable bags. The law also requires a 10-cent minimum charge for recycled paper bags, reusable plastic bags and compostable bags at certain locations.

*The City of Alameda County's Solid Waste and Recycling Ordinance mirrors the requirements of Alameda County.*

#### **Alameda County, California**

##### Alameda County Waste Reduction and Recycling Act of 1990

In 1990 Alameda County voters approved Measure D, the Alameda County Waste Reduction and Recycling Act of 1990. The purpose of the Act was to:

- A. Provide for an Alameda County Source Reduction and Recycling Plan in conformance with new state law requiring all cities and counties to plan, fund and implement a comprehensive source reduction and recycling program.

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<sup>2</sup> AB 1826, Chesbro, Chapter 727, Stat 2014 of the State of California.

<sup>3</sup> Details regarding CalRecycle's jurisdictional review is available on the CalRecycle website: <http://www.calrecycle.ca.gov/LGCentral/Reporting/Biennial.htm>

- B. Further by January 1, 1995 to meet the state-mandated goal of reducing by at least 25-percent the refuse landfilled in Alameda County and by January 1, 2000, meet the state-mandated goal of 50-percent and set longer-term goals of refuse reduction starting at 75-percent.
- C. Ensure that the recycling plan provides for at least the following essential elements:
  - 1. An Alameda County-wide Source Reduction Program to minimize the generation of refuse;
  - 2. Residential Recycling Programs to provide each Alameda County residence with curbside pick-up of recyclable materials;
  - 3. Commercial Recycling Programs to reduce the refuse disposal costs of businesses and government agencies;
  - 4. An Alameda County-wide Recycling Product Market Development Program to create and strengthen stable market for recycled materials;
  - 5. A Recycled Product Purchase Preference Program to further encourage recycled materials markets by maximizing the amount of recycled products purchased by County government agencies;
- D. Fund the Recycling Plan by instituting a six dollar per ton surcharge on materials disposed of in the Alameda County landfills;
- E. Create an Alameda County Source Reduction and Recycling Board to coordinate the Recycling Plan; and
- F. Prohibit the incineration of refuse within Alameda County.

The 23-page Alameda County Waste Reduction and Recycling Act includes recycling policy goals, recycling plan, a recycling fund, support for recycling programs, municipal rate structures for collection, a source reduction program, residential recycling program, commercial recycling program, a recycled product market development program, a recycled product preference program for the County, a recycling board known as the Alameda County Source Reduction and Recycling Board, and a prohibition to operate an incinerator within Alameda County.

#### Alameda County Plant Debris Landfill Ban Ordinance 2008-01

The ACWMA Plant Debris Landfill Ban Ordinance requires landscape professionals, residents and businesses to separate all plant debris from garbage. Those subscribing to 4 or more cubic yards of weekly on-site garbage service must place plant debris in the designated "organics" bin, and those who haul to their local facility must deposit plant debris in the disposal facility's designated "clean green" area. Plant debris includes grass, leaves, shrubbery, vines and tree branches.

This Ordinance covers all cities and unincorporated areas in the County and applies to any person or organization generating significant amounts of plant debris that hauls the material to Alameda County disposal facilities or places the material in bins for collection, including:

- Commercial and institutional (e.g. colleges, hospitals, park districts, golf courses) customers subscribing to 4 or more cubic yards of weekly solid waste collection service.
- Landscapers and gardeners
- Municipalities

### Alameda County Mandatory Recycling Ordinance 2012-01

The Alameda County Waste Management Authority (ACWMA) Mandatory Recycling Ordinance, requires businesses, institutions, and multi-family properties with five or more units to sort their recyclables from their trash. Multi-family property owners as well as businesses and institutions that generate food waste, such as restaurants and grocery stores, must also sort compostables from their trash. These requirements are effective within participating areas of Alameda County.

For all commercial and institutional uses regardless of garbage service volume must:

1. Provide containers and service of sufficient number, size and frequency for recyclable materials.
2. Businesses and institutions that generate significant quantities\* of organics (food scraps and/or compostable paper), such as restaurants and grocery stores: Provide containers and service of sufficient number, size and frequency for organics.
3. Recycle all recyclable Covered Materials: cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles.
4. Businesses and institutions that generate significant quantities\* of organics, such as restaurants and grocery stores: Place food scraps and compostable paper in separate organics cart/bin for organics collection.
5. Ensure recycling *and organics* containers are contamination free. Only recyclable materials may be placed in recycling containers and only organics may be placed in organics containers.
6. Provide information at least annually to employees, tenants, and contractors describing how to properly use the recycling, garbage, *and organics* containers, as well as no later than 14 days after move-in and no less than 14 days prior to move-out of tenant businesses.

\*The Ordinance prohibits the disposal of any food scraps or compostable paper in the garbage. However, for practical use, organics are considered to be "significant" when 10 or more gallons are disposed of in a garbage cart or 20 or more gallons of organics are disposed of in a garbage bin.

Citations are issued to businesses and multi-family property owners in violation of the Mandatory Recycling Ordinance. Administrative citations are issued after at least two official notices have been mailed. Citations are issues for: throwing away (recyclables/organics) per the Ordinance, putting garbage in the recycling/organics containers or not subscribing to recycling/organics collection services and a waiver or certification of recycling form has not been submitted or approved.

Section 11 of the Mandatory Recycling Ordinance has a fine schedule. The ordinance does provide a process of for payment, appeal procedure, assistance to correct the violation and further fines and charges for nonpayment.



Summary and Educational materials are available including free workbooks, guides, signs and stickers. Currently offering free indoor food scrap bins for approved businesses. Free business assistance is also available.

## **1.2 AUSTIN, TEXAS**

Dakota County requested that Wenck review the City of Austin, Texas's Universal Recycling Ordinance including the phased-implementation for business and multi-family housing units.

### Diversions Information

The City of Austin conducted a comprehensive diversion study in 2015 as part of its Zero Waste initiative. The study concluded the overall diversion rate is 41.2-percent. Approximately 15-percent of the total resource stream was from single family residential, with approximately 85-percent sourced from the multifamily, commercial and industrial sectors.

Approximately 37-percent of total waste in the land fill was comprised of organics. In summary, almost 80-percent of total materials to the landfill could have been recycled or composted. The study noted challenges to calculating the diversion rate included a limited ability to track material generated and movement through the region, inconsistencies in reporting methods and a lack of documented diversion quantities.

### Universal Recycling Ordinance (URO)

On November 4, 2010, the Austin City Council approved the Universal Recycling Ordinance (URO) which becomes effective October 1, 2012.

On April 25, 2013, Austin City Council approved amendments to the Universal Recycling Ordinance to include all commercial and multi-family residential properties within the city limits of Austin, Texas. This amendment also expanded efforts to include organics diversion for any food enterprise that requires a food permit under Section 10-3-61 of City Code.

### General Principles

The Universal Recycling Ordinance (URO) is designed to increase access to recycling and organics diversion and encourage waste reduction for properties within the city limits of Austin, Texas. Benefits may include one or more of the following:

- Aid in the City of Austin's Zero Waste goal of achieving 75% diversion from landfills by 2020 and 90% diversion by 2040 as defined in the October 2011 City Council adopted Austin Resource Recovery Master Plan.
- Increase the usable life of local landfills.
- Reduce long-term costs to businesses and tax payers.
- Reduce harmful environmental impacts.
- Boost economic development and opportunities for source reduction.
- Support implementation of the hierarchy of beneficial use of scrap food.

The Universal Recycling Ordinance Administrative Rules defines standards and expectations for collecting recyclables and diverting organics at commercial and multi-family residential properties as authorized by the Universal Recycling Ordinance (City Code Chapter 15-6, Article V).

The URO requires affected property owners to ensure that residents, tenants, customers and employees have convenient access to recycling<sup>4</sup>. Specifically, the ordinance requires affected property owners to ensure:

- Recycling for five materials at a minimum. Provide recycling for plastics #1 & #2, paper, cardboard, glass, and aluminum. Substitute materials can be proposed on the Annual Recycling Plan.
- Sufficient collection-container capacity for multi-family and commercial properties. All trash collection service containers (i.e. dumpsters, carts, or compactors) or other collection points (i.e. chutes) should have a recycling container within 25 feet.
- Annual Recycling Plans and record keeping. Requires an annual diversion plan (recycling plan). Submit online each year between Oct. 1 and Feb. 1.
- Informational signage in English and Spanish. All signs must indicate recyclable materials accepted, use graphic illustrations, and include both English and Spanish.
- Regular tenant and employee education. Educate new employees and tenants within 30 days of hire or move-in and annually thereafter.

Multifamily properties:

- Recycling service capacity must  $\geq$  6.4 gallons per dwelling per week.

Commercial properties:

- Make sure recycling capacity is equal to or larger than your total on site trash capacity. Recycling capacity can include single-stream dumpster services as well as any other diversion activities (reuse, repurpose, recycled, back-hauled, scrapped, donated, or baled).

#### Phased approach toward implementation

All multifamily and commercial properties will be phased in over time. By October 1, 2017 all properties will be required to provide recycling services to their tenants and employees, and properties with food service permits will be required to provide food scrap diversion programs. All properties are defined in the URO as Multifamily: apartments, condominiums, mobile home parks and private funded dorms. Commercial office buildings: business office properties, medical facilities, religious buildings and private educational facilities. Other commercial properties: food and beverage industry (restaurants, bars, grocers, catering), retail stores and grocers, hotels/motels and event facilities, industrial and manufacturing facilities.

#### Date and entities that must comply with the requirements of the URO

- Effective October 1, 2012 multifamily properties with greater than 75 dwelling units and commercial office buildings larger than 100,000 square feet must comply.
- Effective October 1, 2013 multifamily properties with greater than 50 dwelling units and commercial office buildings larger than 75,000 square feet must comply.
- Effective October 1, 2014 multifamily properties with greater than 25 dwelling units and commercial office buildings larger than 50,000 square feet must comply.

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<sup>4</sup> The URO was adopted on November 4, 2010. Administrative Rules were approved in September 2012, and the URO was amended on April 25, 2013 after a collaborative stakeholder process.

- Effective October 1, 2015 multifamily properties with greater than 10 dwelling units and commercial office buildings larger than 25,000 square feet and other commercial properties greater than 25,000 square feet must comply.
- Effective October 1, 2016 all multifamily properties must comply, commercial office buildings larger than 5,000 square feet, all other commercial properties greater than 5,000 square feet and other commercial properties with food service permits greater than 5,000 square feet must comply.
- Effective October 1, 2017, all properties must comply.

The Administrative Rules for the URO include specific recycling standards, exemption and reporting requirements in addition to a process for submitting a recycling plan and an application for a waiver.

#### Compliance and Enforcement

The Ordinance enables city staff to conduct a site visit through staff observation or public complaint. If violation is found, a 30-day Notice of Deficiency is issued. Owner required to correct deficiency and provide documentation to show compliance. Second and third Notice of Deficiency may be required. After third notice, the matter is referred to the Austin Code Department with potential fines up to \$2,000 per day each day the violation continues.

#### Education and Outreach

Financial assistance was available. Rebates were available to commercial, multifamily units and other commercial properties provided they met the following conditions:

- Properties that were not yet affected by the phased approach to the URO, those starting or expanding recycling, composting or donation services.
- Properties that were affected by the URO, but were attempting to expand the Zero Waste program elements beyond the minimum requirements.
- Rebates cannot exceed \$1,800 per eligible business location.
- Limited to two franchise location per eligible company per calendar year.
- Collection services must be provided through a licensed private hauler.

#### Single-Use Carryout Bag Ordinance & Administrative Rules (Chapter 15-6, Article 7)

The Austin City Council approved the Single-Use Carryout Bag Ordinance (SUBO), which took effect March 1, 2013. The Single-Use Carryout Bag Ordinance regulates the types of bags that can be distributed by business establishments in Austin and encourages a shift to reusable bags. The ordinance does not eliminate all plastic or paper carryout bags and does provide administration relief for alternative compliance, hardship or variance requests to the ordinance.

### **1.3 SEATTLE, WASHINGTON**

#### Diversion Information

City diversion goal is to achieve 60-percent recycling by 2015 and 70% by 2022 and maintain this rate through 2050. Quarterly Recycling and Organics reporting is available on their website. Annual Reports are available and published approximately 6-months after the end of the year. Most current annual reporting regarding recycling rates is the 2015 summary, published July 1, 2016. The overall municipal solid waste recycling rate for 2015

was 58-percent. The single-family recycling rate for 2015 was 74.3-percent. The commercial recycling rate for 2015 was 62.3-percent. The multi-family recycling rate for 2015 was 36.8-percent.

King County, Washington's County Code, Title 10.14 Waste Reduction – Recycling and Recovery states a County-wide goal to achieve zero waste of resources by 2030 through "maximum feasible and cost-effective prevention, reuse and reduction of solid waste going into its landfills and other processing facilities". Further, the code states they shall establish a program for waste reduction and recycling grants for cities, which includes the City of Seattle. Cities that participate in the county's solid waste system are eligible for grants which promote one or more of the following: promote waste reduction and recycling, implement and improve general recycling programs, encourage curbside collection of recyclable materials, prevent toxic materials from entering the waste stream, improve opportunities for curbside collection and recycling of organic materials, encourage sustainable development through the promotion of sustainable building principles in construction projects and broaden resource conservation programs that integrate with waste reduction and recycling education efforts.

Specific to the City of Seattle, A Zero Waste Resolution (30990) was adopted by the City Council on July 16, 2007 establishing new recycling goals for the City and provided direction on waste-reduction programs and solid waste facilities. As is typical of city resolutions, the Zero Waste Resolution (30990) provides history regarding the city's commitment to solid waste master planning, and recycling and reaffirmed its commitment to a 60-percent recycling goal as well as building more efficient waste facilities.

The sections of the Resolution covered recycling and waste reduction goals, waste reduction strategies, waste reduction actions, facility actions, and reporting. (Attach it)

#### Recycling & Waste Reduction Study - Zero Waste Study

This study, completed in 2007, evaluated both new strategies and existing programs adopted previously under the guiding principle of "zero waste" as originally laid out in the 1998 Seattle Solid Waste Comprehensive Plan, "On the Path to Sustainability." Zero Waste and collection strategies with the potential to divert significant tonnage away from landfill disposal were identified.

#### Commercial

Seattle Municipal Code 21.36.082 requires commercial recycling. Highlights of the code include:

As of January 1, 2005

- All commercial establishments, including those hauling their own waste, shall separate paper (including paper cups), cardboard and yard waste for recycling, and no paper, cardboard or yard waste shall be deposited in garbage containers or drop boxes or disposed as garbage at the City's transfer stations.

As of July 1, 2014

- All commercial establishments, including those hauling their own waste, shall separate glass bottles and jars, plastic cups, bottles and jars, and aluminum and tin cans for recycling, and no glass bottles and jars, plastic cups, bottles and jars, nor aluminum or tin cans shall be deposited in garbage containers or drop boxes or disposed as garbage at the City's transfer stations.

- The Director of Seattle Public Utilities shall monitor commercial containers and provide educational notices or tags for commercial garbage cans, detachable containers and drop boxes with significant amounts of glass bottles and jars, plastic cups, bottles and jars, and aluminum or tin cans.

As of January 1, 2015

- All commercial establishments, including those hauling their own waste, shall separate food waste and compostable paper for recycling, and no food waste or compostable paper shall be deposited in garbage containers or drop boxes or disposed as garbage at the City's transfer stations. All commercial establishments that generate food waste or compostable paper shall subscribe to a composting service, process their food waste onsite or self-haul their food waste for processing. All building owners shall provide composting service for their tenants or provide space for tenants' own food waste containers.

Exceptions to the ordinance include:

- Existing commercial structures that do not have adequate storage space for recyclable materials may be exempt from all or portions of this Section if so determined by the Director of Seattle Public Utilities. The Director of Seattle Public Utilities, in cases where space constraints are determined to exist, shall also evaluate the feasibility of shared recycling containers by contiguous businesses or multifamily structures.
- New or Expanded Structures: New structures permitted in commercial zones that have demonstrated difficulty in meeting the solid waste and recyclable materials storage space specifications required under SMC Section 23.54.040 may be exempt from all or portions of this Section as determined by the Director of Seattle Public Utilities.
- Commercial establishments are not responsible for recyclable materials deposited in commercial garbage containers made available to the general public.

Any violation of the ordinance shall result in an additional collection fee of \$50 per collection.

#### Multiunit Residential

Seattle Municipal Code 21.36.083 requires residential recycling, regardless of housing density. Highlights of the code include:

Regarding the recycling of paper, cardboard, glass, plastic aluminum and tin:

- As of January 1, 2005, all residents living in single-family structures, multifamily structures and mixed-use buildings shall separate paper, cardboard, glass and plastic bottles and jars and aluminum and tin cans for recycling, and no paper, cardboard, glass or plastic bottles and jars and aluminum or tin cans shall be deposited in a garbage container or drop box or disposed as garbage at the City's transfer stations.

Regarding Enforcement of this section:

- As of January 1, 2006, residential customers that self-haul their garbage shall be prohibited from disposing of garbage with significant amounts of paper, cardboard, or glass or plastic bottles or jars or aluminum or tin cans at the City's Recycling and Disposal Stations.

- Up through June 30, 2015, any violation of this section by residential curbside or backyard customers shall result in refusal of curbside garbage collection services. Residential customers shall be required to remove these items from garbage containers before they will be collected.
- As of July 1, 2015, any violation of this section by residential curbside or backyard customers shall result in an additional collection fee of \$1 per can collection.
- Any violation of this section by detachable container and drop box customers shall result in an additional collection fee of \$50 per detachable or drop box collection.

Regarding the recycling of food waste and compostable paper

- As of January 1, 2015, all residents living in single-family structures, multifamily structures and mixed-use buildings shall separate food waste and compostable paper for recycling, and no food waste or compostable paper shall be deposited in a garbage container or drop box or disposed as garbage at the City's transfer stations. The Director of Seattle Public Utilities is authorized to promulgate rules for purposes of interpreting and clarifying the requirements.

Regarding Enforcement of this section:

- As of October 1, 2014, the Director of Seattle Public Utilities shall begin a program of educational outreach regarding the food waste and compostable paper recycling requirements.
- As of January 1, 2015, the Director of Seattle Public Utilities shall establish a program of placing educational notices or tags on garbage containers with significant amounts of food waste and compostable paper.
- As of July 1, 2015, any violation of this section by residential curbside or backyard customers shall result in an additional collection fee of \$1 per can collection.
- As of July 1, 2015, any violation of this section by detachable container and drop box customers shall result in an additional collection fee of \$50 per collection.

Exceptions to the ordinance include:

- Existing structures: Existing multifamily structures that do not have adequate storage space for recyclable materials may be exempt from all or portions of this ordinance if so determined by the Director of Seattle Public Utilities. The Director of Seattle Public Utilities, in cases where space constraints are determined to exist, shall also evaluate the feasibility of shared recycling containers by contiguous businesses or multifamily structures.
- New or Expanded Structures: New multifamily structures permitted in commercial zones or expanded multifamily structures that have demonstrated difficulty in meeting the solid waste and recyclable materials storage space specifications required under SMC Section 23.54.040 may be exempt from all or portions of this ordinance as determined by the Director of Seattle Public Utilities.

Prohibition of Expanded Polystyrene food service products

Seattle Municipal Code 21.36.084 prohibits the use of expanded polystyrene food service products. Highlights of the code include:

- Effective January 1, 2009, food service businesses shall be prohibited from selling or providing food, for consumption on or off the premises, in expanded polystyrene food service products, except for
- Prepackaged soups and other foods that food service businesses sell or otherwise provide to their customers in expanded polystyrene containers that have been filled and sealed prior to receipt by the food service businesses shall be exempt.
- The prohibition on food service businesses selling or providing raw meat or raw seafood, for consumption on or off the premises, in expanded polystyrene food service products shall take effect on July 1, 2010.

#### Compostable Waste Program Requirements

Seattle Municipal Code 21.36.085 pertains to curbside compostable waste collection, transfer station yardwaste requirements, and setout requirements for plastic bags and compostable waste. Highlights of the code include: (ATTACH ORDINANCE)

Yardwaste shall not be mixed with garbage, refuse or rubbish for disposal.

Regarding curbside compostable waste collection, compostable waste for collection under the City's curbside program shall be set apart from refuse for pickup in a manner that is readily identifiable by the collectors. Only compostable waste generated at the dwelling unit shall be collected at curbside.

Regarding transfer station yardwaste, all yardwaste delivered to the City's transfer stations shall be separated from garbage, refuse and rubbish and deposited in an area designated for yardwaste.

Regarding plastic bags and compostable waste, Compostable waste shall not be setout at the curb for collection in plastic bags nor shall plastic bags containing yardwaste be deposited in transfer station yardwaste collection areas or transfer trailers.

#### Compostable or Recyclable Food Service Ware Requirement

Seattle Municipal code 21.36.086 pertains to rules prohibiting the sale/use of disposal food service ware. Highlights of the code include:

- Effective July 1, 2010, food service businesses shall be prohibited from selling or providing food, for consumption on or off the premises, in or with disposable food service ware. Acceptable alternatives for prohibited disposable food service ware shall be compostable or recyclable.
- Food service businesses providing food for consumption on premises using compostable or recyclable food service ware must provide conveniently located and clearly marked containers where customers may discard compostable and recyclable food service ware and must provide for the collection and delivery of these materials to appropriate processing facilities.
- Landlords of food service businesses subject to the requirements of this section shall make adequate space and/or services available to such food service businesses for the collection and pick up of the compostable and recyclable materials generated by such food service businesses.

- Landlords operating food courts or similar settings that include food service businesses and common areas set aside and maintained for the consumption of food and beverages shall provide in such common areas the services required in subsection B of this section.
- The Director of Seattle Public Utilities is authorized to promulgate rules for purposes of interpreting and clarifying the requirements and may provide temporary waivers or other relief that apply to use of certain food service ware products for a period of up to one year.

### Single-use Plastic Bag Ban

Seattle Municipal Ordinances 123775 and 125165 prohibit all Seattle retail stores from providing single-use plastic bags. Highlights of the ordinances include:

- Prohibits all Seattle retail stores from providing customers with single-use plastic carryout (shopping) bags, including bags labeled “biodegradable,” “degradable,” “decomposable” or similar.
- Allows retail stores to provide customers with any size recyclable paper or reusable carryout bags.
- Requires retail stores to charge a minimum of 5 cents for large paper carryout bags of 1/8 barrel (882 cubic inches) or larger. These are typical grocery bags with a flat bottom greater than 60 square inches.
- Prohibits all Seattle retail stores from providing customers with plastic bags (such as produce bags) that are tinted green or brown.
- Allows stores to provide approved compostable bags, and they must be colored green or brown.
- Requires retail stores to show all bag-charges on customer receipts; stores keep all revenue. The charge is a taxable retail sale.
- Allows retail stores, at their discretion, to charge for smaller bags or provide them free.
- Allows retail stores to provide carryout bags made of plastic 2.25 mil or thicker, with or without charge at their discretion.
- Requires that bags to which the 5-cent charge applies contain at least 40 percent post-consumer recycled fiber and display the minimum recycled content on the outside of the bag. Use of recycled fiber and labeling is encouraged for all sizes of paper bags.
- Imposes a \$250 fine for violations.
- Promotes reusable carryout bags as the best alternative to single-use plastic bags.

### Exemptions

- Customers using vouchers or electronic benefit cards from state or federal food assistance programs for grocery purchases are exempt from the 5-cent large paper bag fee.
- Plastic bags used in stores for bulk items or to protect vegetables, meat, frozen foods, flowers and similar items are exempt. Plastic bags cannot be green or brown tinted. Approved compostable bags are permitted for these purposes.
- Plastic or approved compostable bags used for take-out orders of prepared food from restaurants are allowed.
- Plastic dry-cleaner, newspaper and door-hanger bags are allowed but cannot be tinted green or brown.



- Plastic bags sold in packages containing multiple bags intended for use as garbage bags or to contain pet waste, or approved compostable food and yard waste bags are exempt.

Free city recycling is available for apartments, condominiums, co-ops, fraternities/sororities and house boats. Education and outreach materials are available through the Seattle Public Utilities Department, including materials printed in 18 languages for multi-family housing and commercial businesses.

## **1.4 MINNEAPOLIS, MINNESOTA**

### Diversions Information

The City of Minneapolis's overall diversion rate in 2016 was 36.3-percent. 21.84-percent was recycled, 15.09-percent was composted. All garbage not recycled or composted is converted to electricity at the Hennepin Energy Recover Center (HERC). Regarding home organics recycling, as of October, 2016 40-percent of residents have signed up for home organics collection. Organics collection information goes beyond the scope of this review. However, weblinks have been included.

Hennepin County has its own diversion goals, solid waste master planning documents and a variety of initiatives and incentives. Since Dakota County is within the 7-County Metro Area and Environmental Management staff are familiar with Hennepin County's programs, it is prudent to omit details regarding Hennepin County's programs and policies.

### Required recycling at multifamily housing

As of January 1, 1995, the City of Minneapolis requires by Ordinance (Chapter 225, Article VI)-requires:

- That every owner of a building with two or more dwelling units must provide by contract with a licensed private collection vendor, recycling services, adequate containers for all recyclable materials collected and distribute written information to building tenants at the time of lease and at least annually thereafter regarding the recycling program.
- Further, each licensed hauler must provide annually and semiannually thereafter, reports to the city engineer each address that is being provided recycling collection, the weight of materials collected by during the reporting period by type of material, (the aggregate figure reflecting total weight of all businesses served by the owner or vendor) and the recycling materials processing center or market for sale utilized for the recyclable materials.
- Enforcement enables the city engineer to make notice of compliance failure, required 10 days to compliance with the ordinance and provides penalty for noncompliance of \$100 first offense, \$200 for second offense within 12-months of first offense, \$450 for third offense within 12-months of first offense and \$700 for the fourth and subsequent offense within 12-months of the first offense.

### Required recycling at commercial buildings

As of Sept. 1, 2011, all Minneapolis commercial and business property owners are required to offer recycling (Chapter 174, Article IV). By ordinance, commercial property owners and managers are required to provide:

- Regular recycling collection (at least twice a month) for all materials generated onsite deemed recyclable in Minneapolis, including paper, cardboard, metal, food and beverage cans, plastic food and beverage containers, and glass bottles and jars.
- Adequate recycling containers stored on the premises of the building in locations that are convenient for the deposit and collection of recyclable materials by all tenants of the building.
- Recycling collection and storage areas.
- Written recycling information and instructions distributed to each business or commercial use located in the building annually.
- A written recycling plan.

Enforcement enables the fire marshal and authorized representatives to mail a warning notice stating they have 10 business days to comply. Failure to comply is subject to an administrative penalty pursuant to Chapter 2 and the schedule of civil fines adopted by the City Council. Further, failure to comply may constitute cause for denial, suspension, revocation or refusal to issue the certificate of commercial building registration.

Single-use Plastic Bag Prohibition and Recyclable Paper Carryout Bag Requirement (Ordinance 2016-028 and City Code 225, Garbage and Refuse, Article VII)

Purpose of Ordinance and Code is to reduce litter, waste, lifecycle environmental impacts and negative impacts on recycling facilities of single-use and incentivize Minneapolis customers to use recyclable bags. Effective June 1, 2017.

Single-use plastic carryout bags are prohibited. No retail establishment can provide single-use plastic bags to customers. Further, no retail establishment can provide paper bags that are not recyclable. There is a pass-through charge from retailers to customers for providing recyclable paper bags or reusable plastic bags which is retained by retailers to offer the cost of bags and other costs related to the pass-through charge. (Reusable is defined).

Enforcement and Penalty enables the director of community planning and economic development, the director of public works, the commissioner of health, the director of regulatory services, the licensing official and the authorized representatives of those officials to assist with enforcement. Violations are enforced as administrative offenses as outlined in Chapter 2 of the Minneapolis Code, through administrative citations. Further it can be enforced by injunction, abatement, mandamus or any other appropriate civil, administrative or criminal remedy.

Environmental Preservation: Environmentally Acceptable Packaging Requirement (Title 10 Food Code, Chapter 204)

Purpose of Code is to regulate food and beverage packaging for immediate consumption as waste generated is a significant and growing portion of the waste stream.

Requires that owning/operating a food establishment or providing free food or beverages for immediate consumption that require permit or license must use environmentally acceptable packaging. Packaging, environmentally acceptable packaging, and food establishment are defined.

Rules and regulations enables the Environmental Health Division to develop rules and regulations that may be necessary to carry out the purposes of the code. Enforcement is through the Environmental Health Division of the Health Department. The "license official"

has the authority to enforce the provisions of the code and cites a number of ordinances and code references to that end.

## **1.5 ST. LOUIS PARK, MINNESOTA**

### Diversification Information

The City of St. Louis Park does not have any current waste diversion information available. There is an 2009 Recycling Recovery Rate Study that was conducted but due to the age of the document, diversion data will not be included.

### Multi-family recycling (City Code Chapter 22, Division 3. Recycling For Multiple-Family Residential Structures)

Requires mandatory separation of recyclables for structures consisting of five or more apartments, townhomes, condominiums, or other living units.

### Separation and Storage

It is the responsibility of owners to have recycling containers available and accessible, and provide recycling collection services at least twice each month to all residents.

Every resident must separate recyclables from all refuse, and must store recyclables in containers designated for the storage of recyclables.

Containers with tight fitting lids for storage of recyclables shall be kept in the same location as refuse containers.

### Collection and City Reporting

Collection is by a licensed hauler under contract by property owner or property manager. If requested by City Manager or designee upon written request on forms prescribed, provide information to the program for separation, storage, and collection of recyclables. The owners or managers of each complex shall post and provide this information and additional educational material regarding recycling to residents of the complex.

### Enforcement

City Code Chapter 22 – Solid Waste Management is generally silent regarding enforcement mechanism for recycling.

Regarding the collection of garbage and refuse within the city, all garbage and refuse at any residential dwelling shall be collected, conveyed and disposed of by the city shall under the supervision of the director of public works. The city manager has the authority to make regulations. Any person aggrieved by a regulation of, or fee charged by the city manager shall have the right of appeal to the city council which shall have the authority to confirm, modify or revoke any such regulation or fee.

### Commercial Building Recycling

Currently, the City of St. Louis Park references the State Statute that as of January 1, 2016 owner of commercial buildings within the 7-county metro area that generate four cubic yards or more of trash per week must recycle at least three materials.

### 2017 Draft Solid Waste Management Ordinance (Chapter 22): inclusion of commercial recycling, including organics.

In 2017, it's the intent of the City to pass an amendment to the currently Solid Waste Management Ordinance (Chapter 22) to include a section pertaining to recycling for new or significantly remodeled commercial structures including at point of sale. The following are notable elements of the draft ordinance.

### Separation and Storage of Recyclables

Means test of guidance versus prescriptive requirements. Utilizes terms such as "accessible" as in, "...for the collection of recyclables available and accessible to all tenants at all times..."

"proximity" as in, "containers and/or chutes for the collection and storage of recyclables shall be located in close proximity to garbage containers and/or chutes."

### Separation and Storage of Source-separated Organic Material

Organics recycling based on the Hennepin County license category of "Medium Food – Small Menu", "High Food- Small Facility" or "High Food – Large Facility".

### Service Capacity and Hauling

"Service capacity" is not a prescriptive, formulaic size other than that for the combined recyclables and source-separated organic materials, it must be equal to or greater than the service capacity for garbage.

The "Responsible Party" as defined by the ordinance, shall report to the City upon written request such information relative to the program for separation, storage and collection of recyclables and source separated organic material for the complex.

### Signage and Education

Each container or chute designed for collection of recyclables shall be located with a sign that includes: the universal chasing arrows recycling symbol, images depicting examples of materials accepted, and the term "recycling".

Each container or chute designated for collection of source-separated organic material shall be labeled with a sign that includes: images depicting examples of materials accepted and the terms "organics recycling" or "compostables".

The responsible party shall provide educational material and instructions related to the collection of recyclables, source-separated organic material and garbage to each business, tenant, or organization newly located on the premises not later than the 30<sup>th</sup> day after a change in occupancy; and all occupancies at the premises not later than the 30<sup>th</sup> day after a change in the materials accepted in a recycling or organics recycling program.

### Disposal

Recyclables and source-separated organic material collected from commercial buildings for the purposes of recycling and/or organics recycling shall not in any event be: disposed in any landfill, burned in any waste-to-energy facility, or deposited or distributed in any way or manner contrary to applicable law, statute, ordinance, rule or regulation.

### Zero Waste Packaging Ordinance (Ordinance No. 2485-15) Ordinance To Increase Traditional Recycling And Organics Recycling Of Food and Beverage Packaging and To-Go Containers

Adopted in 2015 with an effective date of January 1, 2017, the Zero Waste Packaging Ordinance requires that all licensed food establishments use packaging that is reusable, recyclable, or compostable when serving food and beverages that are intended for immediate consumption, regardless of where the item is consumed (onsite or taken to-go). Further, businesses that utilize single-use packaging in-house must have an on-site opportunity to collect the packaging. Recycling collection is required for any recyclable packaging and organics collection is required for any compostable packaging. Catering services are exempt until January 1, 2018. Additional exclusions are within the ordinance.

Enforcement and Penalty defines violations as a misdemeanor and punishable under City Code 2420-12, Section 1014 Administrative Penalties as follows: first offense, written warning, second offense \$100 fine, repeated offense within 24 months, a fine double the amount of the fine imposed previously up to maximum of \$2,000. Offender given 14-calendar days to take corrective action or additional fine is issued.

The Public Works Division may develop rules and regulations to carry out the provisions of the ordinance.

Plastic Bag Ban (Tabled until further notice)

The St. Louis Park City Council considered regulation of single-use carryout plastic bags in the city. Council has discussed how a policy on single-use carryout plastic bags might help the city meet some of the following goals: increased recycling/composting and waste reduction, minimization of litter, reducing greenhouse gasses and increasing product reuse. Council has heard from industry experts, residents and business owners.

Several options were considered. The most recent option included charging a small fee for both plastic and paper single-use carryout bags and requiring at-store plastic bag recycling programs. At Special Study Session Discussions held in 2015 and 2016, the St. Louis Park City Council chose to set aside action on single-use plastic bags. The council may choose to revisit the plastic bag issue in the future and in the meantime, encourages residents to bring their own bags when shopping and recycle plastic bags at retail location.



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