



City of White Bear Lake
Building Department
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GRADING / EXCAVATING

This handout is a summary of the permit & inspection process as well as standard requirements based on State Building Code and White Bear Lake City Zoning regulations regarding NEW Residential and Commercial Grading / Excavating and existing lot grading changes. Information contained herein does not contain all of the specific codes for construction, and shall only be used as a guide.

Permit Submission Requirements:

- Completed building permit application
- Two complete sets of grading and erosion control plans. See below for detailed grading plan requirements.

Residential Building Permit Fees: See the White Bear Lake Fee Schedule at www.whitebearlake.org

Licensing Requirements:

- Contractors must be licensed in the State of Minnesota if performing more than one single trade. Minnesota State license number must be provided on permit application.
- Contractors working on a structure built prior to 1978 are required to provide their Lead Certification Number (see permit application for exceptions.)
- Property owners may perform building related trades on property they own. Property owners may perform mechanical trades, such as plumbing, heating & electrical on property they own and occupy, otherwise a licensed contractor is required. Property owners doing their own work will be required to sign the Property Owner Waiver acknowledging their responsibilities to the Minnesota State Building Code, to Zoning Ordinances and to other applicable rules and regulation when they are acting as general contractor. All sub-contractors hired must be licensed and disclosed on the application.
- Rental property owners may perform building trade work. However, all plumbing, HVAC and electrical work on rental property shall be performed by a licensed contractor.
- Property owners renovating dwellings with the intent to sell must be state licensed if performing work on more than one property in a two-year period.

Inspection Requirements: The inspection card and approved plans must be on site upon the start of work until the final inspection has been performed and passed. All construction work shall remain accessible and exposed for inspection until approved by the Building Inspection Department.

All required inspections will be listed on the permit card. A final inspection is required upon completion of project and approvals for all other inspections have been complete; please call 651-429-8518 to schedule an inspection. A 24-hour notice is required for all inspections (period is subject change during busy times).

Information and Guidelines:

New Commercial Grading Plan: Every proposed new building requires a grading plan to be submitted with the building permit plans. The following items are required to be shown on the proposed grading plan:

- The location of the building, driveway, tree cover (every tree over 6" diameter shall be individually identified and located on the plan) wetlands, drainage ways or ditches, city streets, neighboring structures, easements, including trail, conservation, drainage and utility, and other significant features.
- The existing elevation of the building pad of neighboring structures, top of curb at the driveway, wetlands elevation, all lot corners and any drainage structures.
- The proposed elevation of the building floors and high or low points (breaks in grade).
- Drainage arrows showing the route of run off across the lot with proposed elevations of drainage swales, proposed storm sewers, holding ponds and copies of engineering computations. Lots bigger than one acre must provide a contour map.
- The plan should show how erosion would be controlled. Normally a silt fence and other erosion control methods will be required. In addition, turf establishment will be required immediately after grading.
- Any retaining walls with top and bottom wall elevations, steep slopes, or other special grading features should be denoted.
- Existing trees to be preserved shall be protected by silt fence around the dripline. Tree removal is subject to tree replacement.
- The plan should indicate a storm water, water quality management and erosion control plan.

New Residential Grading Plan: Every proposed new building requires a grading plan to be submitted with the building permit plans. The following items are required to be shown on the proposed grading plan:

- The location of the building, type of building (R, LO, WO, etc.) driveway, tree cover (every tree over 6" in diameter shall be individually identified and located on the plan), wetlands, drainage ways or ditches, city streets, neighboring structures, easements, including trail, conservation, drainage and utility and other significant features.
- The existing elevation of the building pad, neighboring structures, top of curb at the driveway, wetlands elevation, all lot corners and any drainage structures.
- The proposed elevation of the first floor, lowest floor, garage floor, walkout (if any), high or low points (breaks in grade). Percent grade of driveway, maximum 8 percent.
- Drainage arrows showing the route of run off across the lot with proposed elevations of drainage swales.
- Location of erosion control. A silt fence or other erosion control method will be required along the flow path to the wetland.
- Any retaining walls with top and bottom wall elevations, steep slopes, or other special grading features should be denoted.
- Name and contact phone number of homebuilder and landscaper who does final grade.
- Property addresses are required. Existing trees to be preserved shall be protected by silt fence around the dripline. Tree removal is subject to tree replacement.
- Other information as may be required by the City.

Existing Lot Grading Plan: Any existing lot grading or excavating changes require the following items be shown on the proposed grading plan:

- Existing grade and proposed final grades utilizing two-foot contour intervals.
- A survey or site plan showing the location and elevation of all roads, utilities and structures that may be impacted by the proposal.
- A tree survey or site plan showing all trees having a caliper of six inches or greater.
- A landscaping and site restoration plan.

- A drainage plan, which includes any engineering calculations for storm water retention as, *needed*.
- An erosion control plan indicating the type and location of erosion control measures to be used.
- A traffic analysis showing how materials will be removed from or delivered to the site.
- Other information as may be required by the City.

Erosion Control: Install all required erosion control prior to any soil disturbance.

- Maintain all erosion control measures until sufficient vegetation is established.
- Protect all curb and sidewalk. *Contractor is responsible for all damage.*
- Silt fence must be installed in accordance to city detail.
- Contractor responsible for all erosion control prevention and correction until site is stabilized in a permanent manner.
- Protect all survey lot corners and easements.
- All concrete cleanout must be done on private property owned by the builder and away from city structures.
- All attempts must be made to maintain sidewalk access at all times. The sidewalk should not be blocked, covered or impassable at any time. Except for a specific construction entrances. *i.e. Avoid storage of material on sidewalk*
That may make it impassable. Do not place dumpster on street or sidewalk. Remove any silt or soil buildup that hides or otherwise blocks the sidewalk.
- Construction Entrance - 6" layer of clean fill or course aggregate over a city structures such as sidewalk or curb to protect it from construction damage.

This document is for informational purposes only and not intended to address every situation for the permitting and plan review process.

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