

Permit #	FORM #2 (email this completed form to <a href="mailto:greenwoodpermits@minnetonkamn.gov">greenwoodpermits@minnetonkamn.gov</a> )
Receipt #	



# Building Permit Checklist

If you prefer to complete this form electronically, it is available at [greenwoodmn.com](http://greenwoodmn.com).

Property Owner(s)	
Property Address	

Submitted Accepted Below is the list of typical items needed for a building permit application in the city of Greenwood. Complete forms 1 & 6 for projects that are exclusively within the interior of an existing structure. For all other projects, complete applicable forms. Contact the city zoning administrator if you have questions regarding which of the below are required with your application.

- ☐ ☐ **Form #1** Building Permit Application. **Fee: per building code** (section 300.10).
- ☐ ☐ **Form #2** Building Permit Checklist (this form) must be completed and submitted to City Hall with all other documents.
- ☐ ☐ **Form #3** Building Plan Checklist.
- ☐ ☐ **Form #4** Building Survey Checklist. Electronic files of the survey showing all of the items on the checklist. Survey must be prepared and signed by a registered land surveyor (section 300.15).
- ☐ ☐ **Form #5** Building Volume Compliance Form (section 1140.18).
- ☐ ☐ **Form #6** Construction Site Management Plan (section 305). Required for building projects \$10,000+. Includes a water management plan and site management statements.
- ☐ ☐ **Form #7** Demolition Permit Application. **Fee: per building code**
- ☐ ☐ **Form #8** Sewer Permit Application  
  - Sewer Lateral Connection Fee. **Fee: \$2500** for new homes on vacant lots.
  - Sewer Access Charge (SAC) Fee. **Fee set by the Met Council plus \$1,000**
  - Sewer Cap Fee. **Fee: \$100**
  - Sewer Re-Connection Fee. **Fee: \$100** paid at time of reconnection.
  - Sewer Repair Fee. **Fee: \$75**
- ☐ ☐ **Form #9** Shoreland Management Worksheet (section 305.00 subd 2b). Required for building projects \$10,000+. A Shore-land Compliance Review is required for all properties within 1,000 feet of the OHW of Lake Minnetonka (all properties in the city). **Fee: \$200** (section 1176.03, subd. 3 & 10).
- ☐ ☐ **Form #10** Tree Permit Application. A construction-related tree removal permit is required for a home addition (remove up to 10% of the total diameter inches of significant trees on a property) or new construction (remove up to 20% of the total diameter inches of significant trees) if more than the "annual permitted tree harvest" are to be removed for the project (section 1140.80, subd. 4). **Fee: \$350**.
- ☐ ☐ **Form #11** Stormwater Management Plan.
- ☐ ☐ **Form #12** Showcase Event Application. This form is included in the Building Permit Packet for information purposes only. Complete only if applicable.
- ☐ ☐ Water Permit Application. Properties served by Excelsior city water need to get a water permit from the city of Excelsior.

Form Updated 12.29.23