

Saint Paul Residential Construction Management Acknowledgement

This acknowledgement applies to all exterior construction projects valued in excess \$25,000 of new build, or major remodeling including demolition, expansion, increase in height and large additions of 1 and 2-unit dwelling structures. This acknowledgement also applies to Vacant Buildings. This acknowledgement does not apply to roofing, siding or new garage projects. **Failure to comply with the provisions of this acknowledgement form may result in a correction order, criminal citation, fees, fines or immediate STOP Work orders as provided under the Saint Paul Legislative Code (SPLC) and the Minnesota State Building Code (MSB).**

PROJECT ADDRESS: _____

| | | | |
|----------|-------------|---------------------|--------------------------|
| Permit # | Date Issued | Proposed Start Date | Proposed Completion Date |
| | | | |

| APPLICANT INFORMATION: | CONTRACTOR INFORMATION: |
|------------------------|-------------------------|
| Name | Name |
| Address | Address |
| Contact Name | Contact Name |
| Contact Cell Phone | Contact Cell Phone |
| Contact Email | Contact Email |

1. **CONTACT INFORMATION:** Prior to commencement of work at construction site, a sign must be installed identifying the developer and contractor, company name, contact name with accessible phone numbers and an e-mail address for each person identified, the address of the project, and the contact number and e-mail address for the City of Saint Paul to report problems to **651-266-8989** and **dsicomplaints@ci.stpaul.mn.us**. The sign shall comply with SPLC 64.502 and shall be a minimum 24" x 36" in size with readable lettering as viewed from the street. All information posted must remain current and the sign must be posted, without obstruction, in the front yard, visible from the street of the project site until final inspection has been completed.

2. **APPROVED PLANS:** An approved/stamped set of building/construction plans and/or a copy of a code compliance inspection report must be kept at the site of the work and open to inspection by the building official, per MBC 1300.0130, subd. 6. This acknowledgement must be attached to the approved set of plans and be present onsite at all times during construction.

3. **NEIGHBOR NOTIFICATION:** When a completed application for permit(s) requiring notification is approved by DSI, the contractor or responsible party must provide a notification packet to all property owners whose properties share the block with the property undergoing construction as well as the properties on the front of the block directly across the street. The notification packet will include, at a minimum, a copy of this form signed by the applicant and/or the contractor and a cover letter describing the planned work to be done. The packet must be delivered (by hand or mail) prior to construction commencement. In addition, the contractor or the responsible party shall place 20 copies of a notification packet as described above in a weather-proof box, accessible to the public. The box is to be located directly adjacent to the notification sign. The contractor or responsible party shall ensure that any notification packets removed are replenished on a daily basis.

4. **WORK CREW PARKING:** Contractor and employee parking shall comply with all applicable parking regulations, such as no parking zones, other on-street parking restrictions, snow emergency parking regulations and emergency parking restrictions.

5. **NOISE REDUCTION AT WORK SITE:** Noise on the project site must not exceed the guidelines outlined in SPLC 293.07. Domestic power tools shall not be operated between the hours of 10:00 p.m. and 7 a.m. Noise on the project which exceeds the guidelines in SPLC 293 is only permitted by a variance granted as outlined under SPLC 293.09.

6. **IDLING OF VEICLES, GENERATORS AND OTHER EQUIPMENT:** Applicants and Contractors must comply with all provisions of SPLC 293 relating to motor vehicle noise.
7. **DUMPSTERS AND STREET USE:** Minnesota State Fire Code 304.3.3, requires that dumpsters must be located outside and at least 5 feet from combustible walls or openings. Dumpster use, placement and maintenance must meet all licensing requirements under SPLC 357.01. MBC 1300.0180 and Minnesota Statutes §463.15 state all waste material shall be removed in a manner which prevents injury or damage to persons, adjoining properties and public rights-of-way. Following dumpster removal, snow must be cleared from public streets and rights of way.
8. **DEBRIS/DUMPSTER MAINTENANCE:** Dumpster use, placement and maintenance must meet all licensing requirements under SPLC 357.01. SPLC 34.08(1) Minimum Property Maintenance Standards for all Structures and Premises specified all exterior property areas shall be maintained free from any accumulation of garbage, mixed municipal solid waste, animal feces or refuse. SPLC 221, indicates contractors shall maintain streets, alleys, sidewalks or other public places adjacent to construction, demolition or building sites free from dust, litter or other matter originating from their construction, demolition or building sites, including that effected by erosion and landslides.
9. **BUILDING MATERIALS:** It is unlawful to accumulate and store building material, lumber, boxes, cartons, portable storage containers, inter-modal cargo containers, machinery, and other items in such manner as to constitute a nuisance, per MBC 1300.0170. SPLC 45.03 defines public nuisances and nuisance conditions and lays out the responsibility of owners for correction of nuisance conditions, provides remedies to eliminate public nuisances and provides for enforcement and penalties. All deliveries and storage of building materials shall comply fully with SPLC 34 and SPLC 45. Storage and building materials must be stored and placed so as not to endanger the public, the workers or adjoining property for the duration of the construction project in accordance with MBC 1305.
10. **SITE AND SURROUNDING MAINTENANCE:** The permit holder shall keep the site, streets, alleys, boulevards, sidewalks and adjacent properties clean from equipment, waste, debris or refuse from operations of the construction site, per SPLC 45. Equipment and materials not used on the site shall be promptly removed. Construction equipment and materials shall be stored and placed so as to not endanger the public, the workers or adjoining property for the duration of the construction project. MBC 1305 also indicates portable toilets shall not be placed in side yard setbacks, boulevards, alleys, public rights of way or sidewalks and must be placed directly in front of or directly behind the structure. Portable toilets placed in the right of way shall be properly permitted.
11. **DRAINAGE AND RUNOFF:** Provisions shall be made to control water runoff during construction and demolition activities. MBC 3307.1. Drainage across property lines shall not exceed that which existed prior to construction, MBC 1305 Sect. JI09.4, Appendix E and MBC 1305. Erosion from water or wind shall be prevented using best management practices (BMPs). Sediment shall also be kept on-site using BMPs. Any fugitive soil or sediment washed or deposited on any public sidewalk, alley or street must be recovered at the end of each workday.
12. **PROTECTION OF ADJOINING PROPERTY:** Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work, MBC 1305, and Sect. 33007.1. Excavations for any purpose shall not remove lateral support from any footing or foundation without first protecting the footing or foundation against settlement or lateral translation. The Contractor is responsible for repairing any damage to public streets, sidewalks, boulevards (including trees), land, curbs, gutters, alleys or sewers. Trees planted along city boulevards shall be preserved and protected in accordance with SPLC 176.

The undersigned hereby acknowledges that they are responsible for complying with the conditions listed above. Failure to do so may result in fines and/or construction delays.

Applicant Signature: _____ Date: _____

Contractor Signature: _____ Date: _____