



August 1, 2025

Re: Standard Reviewer Comments – Guidance for Applicants

Introduction

To help improve the consistency and quality of plan submissions, streamline the review process, and reduce review times, the City of Saint Paul has compiled a list of standard reviewer comments from various departments. Applicants are encouraged to review and incorporate applicable comments into their project plans prior to submittal. Doing so will support a smoother review process, minimize corrections, and ensure a more efficient path to permit issuance.

Please note: this list is a general reference and may not include all project-specific requirements. Additional comments may be issued as needed during the formal review process.

DSI Fire Safety Engineering

Reviewers:

- Ann Blaser – 651-266-9140 | ann.blaser@ci.stpaul.mn.us
- Jake Misiewicz – 651-266-1114 | jake.misiewicz@ci.stpaul.mn.us
- Roy Kingsley – 651-266-8995 | roy.kingsley@ci.stpaul.mn.us
- Ryan Struckmann – 651-266-8954 | ryan.struckmann@ci.stpaul.mn.us

- Ensure all required exits from the building are kept open and clear at all times during and after the construction period.
- Show the location of fire hydrants with respect to fire access lanes.
- Ensure construction does not interfere with FDC. Ensure FDC is clear for 3 feet on all sides and is visible from the street during construction.
- Ensure FDC is clear for 3 feet on all sides and is visible from the street.
- Update the Site Plan with the following notes: Contractor to maintain access to the fire department connection for fire department personnel at all times during the construction period.
- Maintain a 4:1 ratio for a combination fire/domestic water service.
- This location of the city may have low water pressure. Be advised that a fire pump may be needed to meet sprinkler system requirements. Recommend looking into early on during project



planning.

- For Automatic fire suppression & fire alarm/monitoring permitting go to: <https://www.stpaul.gov/departments/safety-inspections/building-and-construction/construction-permits-and-inspections/fire-engineering>
- Gates across fire department vehicle access shall either have 'cut-able' locks or a key box to provide access through the gate.

DSI Site Plan Review

Reviewers:

- Farhan Omar – 651-266-9089 | farhan.omar@ci.stpaul.mn.us
- Matthew Graybar – 651-266-9080 | matthew.graybar@ci.stpaul.mn.us
- Building permit is required from the Department of Safety and Inspections (651-266-9007). Ensure the building permit plan review file is consistent with the Site Plan Review file. Since the Site Plan Review process runs concurrently with the building permit process, you may submit for a building permit now. However, building permits will not be issued until the Site Plan has final approval. Contact Kari Hilleson, Plan Review Manager, to schedule preliminary building code review of the project prior to submitting for building permits.
- Per Minnesota State Statute 326, the final plans submitted shall be signed by the appropriate licensed Professional, i.e. PE, LA, RLS, etc., responsible for plan development.
- Inactivity on this file after six (6) months from the date of receiving an applicant resubmit task, may result in the file's expiration. Per Leg. Code Sec 61.402: When changes are required, the revised site plan shall be submitted within six (6) months from the date the applicant was notified of required changes. The zoning administrator may grant extensions.
- See all Changemark and Comments from Reviewers and documents in the "Reviewer Attachment" folder of this file. Update plan sheets and documents accordingly and provide a response as needed. Responses are required for comments marked Not Met, Unresolved, Note and Question.
- Upload updated plans and documents using the exact same file naming convention for version control, and complete the Corrections Required task to resubmit the site plan file to be routed for review/sign-off.
- Plan sheet revisions should not be sent via email directly to City Reviewers. Any requests for review or feedback regarding plan sheets and revisions must be directed through PDox as the file of record.



- Expect a standard 14-day review cycle each time revisions are resubmitted. If you would like to provide updates to your client, please utilize the status tab or reports in PDox to gather information.
- Updated plan sheet file names must be the same as prior plan sheet file names in order for ProjectDox to version them properly and stack them upon the old sheets. This will need to be resolved before final approval.
- When Final plans are uploaded, they shall not be marked "preliminary" or "not for construction".
- Coordinate any needed short term lane or street closures with Metro Transit transit-busops-streetsup-assistmanagers@metc.state.mn.us.
- The proposed project will need a SAC determination before a building permit can be issued. You must submit a copy of the plans to the Metropolitan Council Environmental Services (MCES) for a SAC determination. Please see their website at <https://metro council.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge.aspx?source=child>.
 - For additional information. If MCES determines that a SAC fee is due, the City will collect that payment with the building permit fee. SAC Questions and Determination Review Submittal Information email: <mailto:SACprogram@metc.state.mn.us> or call 651-602-1770 to speak to a SAC representative.

DSI Zoning

Reviewers:

- Farhan Omar – 651-266-9089 | farhan.omar@ci.stpaul.mn.us
- Matthew Graybar – 651-266-9080 | matthew.graybar@ci.stpaul.mn.us
- A separate sign permit for any business sign is required from the Department of Safety and Inspections. Multi-use developments require a Master Sign Plan as a means to ensure adequate signage for tenants. Contact Zoning for signage requirements and permits at 651-266-9008 or dsi-zoningreview@ci.stpaul.mn.us
- All areas of all off-street parking facilities shall be kept in a good state of repair and free from refuse and debris. Required parking areas shall be cleared of snow within a reasonable time according to Sec. 63.315.
- Update the roof plan to indicate location of mechanical rooftop equipment and ventilation. Leg. Code Sec. 63.110 states, "The visual impact of rooftop equipment must be reduced through such means as location, screening, or integration into the roof design. Screening must be of durable, permanent materials that are compatible with the primary building materials. Exterior mechanical equipment such as ductwork must not be located on primary building facades."



- Update the location of proposed bicycle parking to meet requirements in Sec. 63.210. Bicycle parking shall be provided in a convenient, safe, and secure location. The currently proposed location is near the front doors and visible from the public right-of-way, however, it is not visible from inside the building and may not be as safe tucked up at the side of the building.
- Provide building heights from average grade to average height to verify compliance with the height requirement in Sec. 66.231. Building height is defined under Sec. 60.203 as, "The vertical distance measured from the established grade to the highest point of the roof surface for flat and shed roofs; to the break line of mansard roofs; and to the average height between eaves and ridge for gable, gambrel, and hip roofs. Where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall. The existing grade of the property shall not be raised around a new building or foundation in order to comply with the height requirements of this code. When there is a dormer built into the roof, the height is measured to the midpoint of the dormer roof if the dormer(s) roof width exceeds fifty (50) percent or more of the building roof width on the side where the dormer(s) is located.
- Add setbacks to proposed building on site plan to verify compliance with setback requirements.
- No existing trash enclosure on site. Sec. 63.114 (9) requires trash enclosure to be provided. Applicant either needs to construct one, dedicate space interior to the building to store dumpsters, or apply for a variance from the requirement. If a trash enclosure will be added, then a site plan showing placement of the enclosure on the lot will be required along with details of the enclosure (material, height, etc.).
- Verify if awning projects more than 15" into right-of-way. Sec. 33.08 requires, "any part of a building or structure hereafter erected or of an enlargement of a building heretofore erected which projects beyond fifteen (15) inches into a public right-of-way shall require a certificate of insurance indemnifying the City of Saint Paul in a form approved by the city attorney and in an amount set forth by the risk manager. This shall include overhanging or projecting roofs, cornices, fixed awnings, canopies or any other permissible projection." Refer to <https://www.revisor.mn.gov/statutes/cite/466.04> for more information.
- Provide ADA parking space that meets requirements under Sec. 63.213. Refer to <https://www.ada.gov/resources/restriping-parking-spaces/> for more information. If a new ADA space needs to be added, submit site plan with parking details.
- Property owners that have barbed wire fences are required to provide a certificate of liability insurance to the city according to Sec. 33.07: Barbed wire fences. No barbed wire fence shall be constructed within the city limits of the city, except for police and correction facilities, unless the following conditions are complied with: (1) No fence which uses barbed wire may be built in, or abut, a residentially zoned district or built on or abut a lot occupied residentially. (2) Barbed wire, not exceeding three (3) strands, may be permitted on the top of a fence; providing, that the arms do not project over public property. The minimum height to the bottom strand of the barbed



wire shall not be less than six (6) feet from finished grade. (3) In all cases where a barbed wire fence is requested, an application shall be made to the building official. (4) A certificate of insurance indemnifying the City of Saint Paul shall be submitted with the application subject to the approval of the city attorney as to form and in an amount as set forth in Minn. Stats. 466.04. An annual registration fee of forty-nine dollars (\$49.00) shall be paid at the time of the annual certificate of insurance renewal.

- Add any exterior lighting on buildings to Sheets XXX & XXX to verify compliance with exterior lighting requirements under Sec. 63.116.
- Add total disturbed area to demo plan on Sheet CXXX.
- Update site plan to include how the parking lot will be lighted to meet the requirements in Sec. 63.318.
- Add window/door opening percentages on Sheet AXXX for building elevations facing streets to verify compliance with Sec. 63.110.
- Identify total land disturbance for parking facility to determine if stormwater requirements apply. Sec. 63.319 requires off street parking facilities with greater than one-quarter ($\frac{1}{4}$) of an acre of total disturbed area, stormwater management will apply.
- Provide setback from parking spaces to property line on Sheet CXXX to verify compliance with Sec. 63.312.
- Update landscaping plans to include landscaping calculations and dimensions to verify compliance with Sec. 63.314 & 63.115.
- Include setback from property line to overhangs to verify compliance with Sec. 63.106.
- Provide an engineering report on slope stability and hydrology as required in Sec. 63.111, since residential development will occur on slopes greater than 12%.
- Provide parking calculations to verify compliance with maximum parking space requirements according to Sec. 63.207.



DSI Water Resources

Reviewers:

- Andrew Hogg – 651-238-8196 | andrew.hogg@ci.stpaul.mn.us

- Provide on the erosion control plan the location and details for a stable construction entrance, either rock or rumble mat product.
- This project will be affecting more than one acre. A General Storm Water Permit for Construction Activity from the Minnesota Pollution Control Agency is required. No land disturbance activity for the project is allowed, until this permit is obtained and is in addition to any City or watershed district permits required. Upload approved permit into ProjectDocs.
- This project will be affecting more than one acre. A permit for construction activity from the Capitol Region Watershed District/Ramsey Washington Metro Watershed District is required. No land disturbance activity for the project is allowed, until this permit is obtained and is in addition to any City or MPCA permits required. Upload approved permit into ProjectDocs.
- Erosion control plan must include a note for street sweeping responsibility. Update the Site Plan with the following notes: Adjacent streets and alleys must be swept to keep them free of sediment. Contractor must monitor conditions and sweep as needed or within 24 hours of notice by the City.
- Complete and upload Floodplain Application.
- Project will require a utility maintenance agreement for the stormwater facilities. Submit draft agreement for signatures prior to recording at Ramey County. (See Appendix F of Stormwater Design Manual for agreement template)



Public Works Sewers Utility

Reviewers:

- Anca Sima – 651-266-6237 | anca.sima@ci.stpaul.mn.us
- Tommy Eickelberg – 651-266-6233 | tommy.eickelberg@ci.stpaul.mn.us
- Brady Zeug – 651-266-9787 | brady.zeug@ci.stpaul.mn.us
- Daniel T. Nguyen – 651-266-6249 | daniel.t.nguyen@ci.stpaul.mn.us
- Len Mark – 651-266-6126 | len.mark@ci.stpaul.mn.us

General Comments:

- Project team to confirm location and elevation of all utilities.
- Depict existing sewers services and public sewers on plans.
- Specify disturbed areas on the plans.
- Unused storm and sanitary services shall be abandoned per Standard Specifications for Constructing and Repairing Private Sewer Connections. Property owner shall be responsible for effective drainage of their site in an interim condition (demolition awaiting development).
- Identify standard plate number on the plans for abandoning unused services.
- Depict public sewer easements on the plans. Proposed public sewer easements shall be in accordance with standard plate 2500. Limitations on encroachments apply. No buildings, structures, trees, material storage, fixture, or any other objects, whether temporary or permanent, that may prohibit normal access to utility facilities for maintenance purposes are permitted within the easement area.
- Proposed storm and sanitary sewer services shall be installed per Standard Specifications for Constructing and Repairing Private Sewer Connections. Standard plate or custom detail needs to be identified on the plans. No connection to a public catch basin is allowed.
- Specify the pipe's materials, lengths, sizes, and slopes on the plans. Allowable materials in the ROW include SCH40-PVC, SDR 26, C900, ductile iron pipe, reinforced concrete pipe. HDPE is not allowed in the ROW. Specify standard plates on the plans. Specify pipe depth at property line (8-ft minimum).
- Add a note on the title sheet: Gopher State One-Call (Private Sewer Services in Saint Paul). All contractors and sub-contractors are responsible for all reasonable efforts to identify underground facilities (including private sewer service laterals) using information provided through Saint Paul Public Works Sewers Record Center (obtain access through PWsewersRecordCenter@ci.stpaul.mn.us) as well as compliance with all GSOC requirements



such as potholing activities to verify location identification.

- Add a note on the utility plan: If the proposed pipe has less than 2% slope, laser equipment is required.
- Add a note on the utility plan: If the existing manhole for the proposed sanitary service connection is a brick construction, reconstruction of the manhole access may be required, please add the attached detail (2322) for manhole reconstruction.
- Add a note on the utility plan: Contractor to submit manhole shop drawings and material/product information to the Engineer of Record and Sewer Utility for review. Approval will be needed prior to issuing the connection permits.
- Add a note on the utility plan: SEWER REPAIR PERMIT: Plumbing Contractor to obtain a "Repair Permit" from Public Works for proposed modification to the existing storm sewer connections. Call St Paul PW permit desk (651-266-6234) for information on obtaining this permit.
- Add a note on the utility plan: SEWER REMOVAL/ABANDONMENT PERMIT: Licensed House Drain Contractor to obtain a "Removal Permit" from Public Works to cut off existing sewer connection services at the mainline sewer. Call St Paul PW permit desk (651-266-6234) for information on obtaining this permit.
- Add a note on the utility plan: SEWER CONNECTION PERMIT: Licensed House Drain Contractor to obtain a "Sewer Connection Permit" to construct new sanitary and storm connection in street from main to the property. Call St Paul PW permit desk (651-266-6234) for information on obtaining this permit.
- Add a note on the utility plan: Engineer of Record to provide as-built of constructed sewer systems to Sewer Utility (AutoCAD and PDF formats).
- Land disturbance is at or above 0.25-acres. Provide stormwater management plan, and summary worksheet ("Appendix C" – in Saint Paul Stormwater Management Design Standards).
- Cleanout structures are required at all sanitary pipe bends and every 100 feet. Cleanouts shall only be located on private property. A manhole is required at the connection to the main if the outside diameter of the service is greater than one-half the inside diameter of the main.
- Existing sanitary service to the property is more than 50 years old, the pipe must be replaced up to the main.
- Existing sanitary service to the property is less than 50 years old. A televised inspection of the existing sanitary pipe is required. Prior to the approval of the reuse of the service and release of the sewer permit: a copy of the video inspection must be provided to PW-Sewer Utility for the



evaluation of the pipe's integrity.

- The proposed manhole should be further than 50 feet away from the existing one; if not, connect to an existing manhole.
- Confirm with DSI on the number of sanitary connections required for multi-family housing. Determine if shared services or common interest communities are required.
- Confirm with DSI on easement requirements and utilization of adjacent properties for sewer service or drainage needs.

Public Works Street Design and Construction

Reviewers:

- Ryan Lowry – 651-266-6147 | ryan.lowry@ci.stpaul.mn.us
 - Jary Lee – 651-266-1107 | jary.lee@ci.stpaul.mn.us
 - Steve Dodge – 651-266-6020 | steve.dodge@ci.stpaul.mn.us
 - Bill Vos - 651-266-6113 | bill.vos@ci.stpaul.mn.us
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- Contractor is responsible for damage to the mainline sidewalk, curb, drive access and boulevard landscaping caused during the construction. Contractor advised to document pre-existing condition of the right of way prior to commencement of the construction. For questions, please call Ryan Lowry at 651-266-6147.
 - CONSTRUCTION IN RIGHT OF WAY: All work on curbs, driveways, and sidewalks within the public right of way must be done to City Standards and Specifications by a contractor licensed to work in the City right-of-way under a permit from Public Works Sidewalk Section (651-266-6120).
 - RIGHT OF WAY RESTORATION: Restoration of asphalt and concrete pavements are performed by the Public Works Street Maintenance Division. The contractor is responsible for payment to the City for the cost of these restorations. The contractor shall contact Public Works Street Maintenance to set up a work order prior to beginning any removals in the street at 651-266-9700. Procedures and unit costs are found in Street Maintenance's "General Requirements - All Restorations" and are available at the permit office.
 - ORDINANCE PERMIT: An ordinance permit is required for the construction of public facilities by private contractors under this project. Ordinance permits include, but are not limited to, construction of roads, alleys, curb and gutter, storm sewer, sanitary sewer, and water main. Please contact Ryan Lowry at 651-266-6147 for ordinance permit information and to begin the permitting process.



- A R.O.W. Encroachment Permit is not required for the private storm or sanitary sewer as it is covered under the Sewer Permit.
- Mainline sidewalk or catwalks/outwalks installed at 4" concrete thickness with 4" agg. base. Aggregate must extend at least 6" beyond the edge of the concrete.
- Residential driveways installed at 6" concrete thickness with 4" agg. base. Commercial driveways, alley driveways, and sidewalk expecting traffic per turning movements or traffic studies are to be installed at 8" thickness with 6" agg. base. Aggregate must extend at least 6" beyond the edge of the concrete.
- Ped. Ramps, curb ramps, sidewalk abutting back of curb installed at 6" concrete thickness with 4" agg. base. Ramp landings included in 6" installation. Aggregate must extend at least 6" beyond the edge of the concrete.
- Alley bituminous installed at 3.5" thickness with 6" agg. base. Alleys are typically center draining through the apron unless circumstances do not allow.
- Curb work and cuts into alleys require a minimum of 3' saw cut into the asphalt to ensure proper installation of abutting construction and proper compaction of asphalt road/alley section.
- Manipulating the City ROW to fit private facilities is not acceptable unless prior authorization has been gained during the Site Plan Review process. Creating hazards or violating ADA standards in the public ROW to achieve private property goals is not allowed.
- Boulevard sprinklers are not marked with utility locates. Confirm possible sprinkler locations and depict on the plan sheets if applicable. The City of St. Paul is not responsible for damage caused by private contractors to boulevard sprinklers during the course of routine maintenance or construction. Contractors are responsible for damage caused to sprinklers on private property. Sprinkler permit information can be found at www.stpaul.gov.
- Driveways are allowed to be up to' wider than the garage door if the garage door is within 30' of the property line. If the garage is more than 30' from the property line, the maximum width of the driveway is 12', as measured at the property line.



Public Works Traffic Engineering

Reviewers:

- Elizabeth Stiffler – 651-266-6210 | elizabeth.stiffler@ci.stpaul.mn.us
- Luisana Mendez Escalante – 651-266-6215 | luisana.mendez.escalante@ci.stpaul.mn.us
- Randy Newton – 651-266-6209 | randy.newton@ci.stpaul.mn.us

Signs:

- Show ALL existing traffic signs, including indicating the specific sign message, in vicinity of proposed construction, including where work is proposed up to the right of way, even if not expecting to work into the right of way. Expected area of impact often changes during construction, without documentation of existing conditions.
- Add this note to the plan: SIGNING: Signs regulating parking and/or traffic on private property (outside of the public right- of-way ROW) shall be furnished and installed by the property owner or contractor at no cost to the City of St. Paul Department of Public Works. Removal of existing signs within the public ROW that regulate traffic and or parking shall be completed by the City at the expense of the development. New signs or the reinstallation of existing signs, as approved by Public Works Traffic Engineering, regulating parking and/or traffic in the public ROW shall be furnished and installed by the City at the expense of the development. All equipment, materials, and labor costs associated with the City affecting a complete sign installation shall be the responsibility of the development. Contact Chris Gulden of Public Works 651-266-9778 two weeks in advance of needed sign work.

Striping:

- Show the existing striping and pavement markings on (street name).
- Add this note to the plan: STRIPING: Striping restoration shall be completed immediately following final pavement restoration. Roadway striping impacted by the work zone shall be replaced in-kind at no cost to the road authority. If there are questions as to the type of striping material to be used, contact Chris Gulden (651.266.9778) in the City's Traffic Operations Section. If there is a desire for the City of St. Paul Public Works Department to complete pavement marking restoration work, contact Chris Gulden of Public Works Traffic Operations for an estimate. At a minimum, two weeks advance notice shall be provided for any striping work request. If advance notice is not provided, any associated project delays, and costs incurred resulting from said delays, shall be the sole responsibility of the Contractor.



Lighting

- Show existing street lighting and signal elements within the project frontage and depict any expected impacts to traffic signals (including detection) or street lighting.
- Add this note to the plan: The Contractor shall contact Mike Lusian, General Foreman, Lighting - Signal Maintenance, (651-266-9780), if removal or relocation of existing facilities is required or in the event of damage to the lighting or signal utilities. The Contractor shall assume responsibility (and related costs) for any damage or relocations.

Memo:

- Provide a memo evaluating of transportation characteristics by mode memo consistent with Section 3 of the City's Transportation Study Guidelines (in Reviewer Attachments folder). If you have questions regarding the scope of this work, contact Elizabeth Stiffler (elizabeth.stiffler@ci.stpaul.mn.us).

Public Works Transportation Planning and Safety

Reviewers:

- Colleen Paavola – 651-266-6104 | colleen.paavola@ci.stpaul.mn.us
- David Kuebler– 651-266-6217 | david.kuebler@ci.stpaul.mn.us
- Reuben Collins – 651-266-6059 | reuben.collins@ci.stpaul.mn.us
- INSPECTION CONTACT: The developer shall contact the Right of Way inspector XXXXXX XXXXXX, 651-xxx-xxxx (two weeks prior to beginning work) to discuss traffic control, pedestrian safety and coordination of all work in the public right of way. Note: If a two-week notice is not provided to the City, any resulting delays shall be the sole responsibility of the Contractor.

(Inspectors: Rob Prokopiuk: 651-485-4263, Brent Gillen: 651-485-0419, Teshome Hailemariam: 651-238-0681, Dan Brady: 651-485-4398, Evan Vail: 651- 485-0417, Anthony Heidenreich: 651-703-8226)
- As part of the ROW permitting process, two weeks before any work begins that impacts the ROW in any way the developer shall provide to the ROW Inspector the name and contact information of the Construction Project Manager or Construction Project Superintendent. If this information is not provided there may be a delay in obtaining permits for the work in the ROW. Said delays will be the sole responsibility of the developer.
- SAFE WORK SITE REQUIREMENTS: The Contractor shall provide a continuous, accessible and safe pedestrian walkway that meets ADA and MN MUTCD standards if working in a sidewalk area,



and traffic control per MN MUTCD requirements for work in the public right of way.

- **ENCROACHMENTS:** Per Chapter 134 of the Legislative Code, no person shall construct and maintain any projection or encroachment within the public right-of-way.
- Add this note to the plan: Construction of the development that necessitates temporary use of the Right-of-Way (ROW) for construction purposes shall be limited to equipment, personnel, devices and appurtenances that are removable following construction. Encroachment permits will not be granted for devices such as tie backs, rock bolts, H-piles, lagging, timbers, sheet piling, etc. that the owner is seeking to abandon in the ROW.
- Section 3201.3 of the Minnesota Building Code defers final authority of encroachments into public rights-of-way/public property to the local authority. City Legislative Code governs management of the public rights-of-way. Provided such installations are approved by Public Works, footings may be allowed to encroach into City ROW no more than twelve (12) inches at depths below eight (8) feet as provided for in Minnesota Building Code Section 3202.1. Said encroachments would require an encroachment permit from the City per Chapter 134 of the Legislative Code.
- Add this note to the plan: Encroachments into County or State ROW are not allowed unless authorization has been granted from said agency.
- Encroachments installed in the ROW without authorization will be removed at no expense to the City/County/State.
- **NO PRIVATE FACILITIES IN THE RIGHT OF WAY:** The developer is strictly prohibited from installing private electrical wiring, conduit, receptacles and/or lighting in the City's Right of Way. This includes stubbing conduit or cable into the public right of way to accommodate utility feeds to the site. Coordinate with each utility prior to construction to determine feed points into the property. Utilities are responsible for securing excavation permits to run their service into a site, and (where required) submitting plans for review by the Public Works Utility Review Committee.
- **MISCELLANEOUS:** Any public infrastructure damage resulting from the contractor's activities, incidental or otherwise, shall be repaired/replaced to the satisfaction of the City at no cost to the City.



- **ORDERING OBSTRUCTION AND EXCAVATION PERMITS:** Contact Public Works Right of Way Service Desk at (651) 266-6151. It is strongly recommended that contractors call for cost estimates prior to bidding to obtain accurate cost estimates.
- **OBSTRUCTION PERMITS:** The contractor must obtain an Obstruction Permit if construction (including silt fences) will block City streets, sidewalks or alleys, or if driving over curbs.
- **EXCAVATION PERMITS:** All digging in the public right of way requires an Excavation Permit. If the proposed building is close to the right of way, and excavating into the right of way is needed to facilitate construction, contact the utility inspector.
- **FAILURE TO SECURE PERMITS:** Failure to secure Obstruction Permits or Excavation Permits will result in a double-permit fee and other fees required under City of St. Paul Legislative Codes.

Parks Department – Forestry

Reviewers:

- Brianna Bacher – 651-632-2436 | brianna.bacher@ci.stpaul.mn.us
- Adam Strehlow – 651-632-2432 | adam.strehlow@ci.stpaul.mn.us

- Existing public property trees are to be protected at all times. Public trees damaged or removed during construction shall be restored or replaced to the satisfaction of, and at no cost to the City, as determined by the Forestry manager. The contractor is advised to document pre-existing conditions of public trees as well as the surrounding boulevard prior to construction activities.
- The removal, pruning, and/or planting of trees on public property requires an approved Forestry Tree Work Permit from the City Forester (651-632-2436). Any work must be completed by a licensed tree contractor.
- Public property trees shall be protected by establishing a tree protection zone using 4' tall fencing installed at the drip line of the tree. Tree protection fencing shall be installed prior to the start of any site work and maintained for the duration of the project. Proposed work within, or changes to the location of tree protection fencing shall be reviewed by the City Forester prior to alteration.
- Contractor shall contact the City Forester (651-632-2436), prior to demolition or other land disturbance associated with site construction, to verify tree protection measures.
- Tree planting details shall include the following:



- Expose root flare and set at grade.
 - At the time of planting, remove burlap and ropes from top 1/3rd of root ball, cut wire basket down to second horizontal wire from the bottom, and dispose of all materials off-site.
 - Contractor is responsible for maintaining trees in a plumb position throughout the maintenance period.
- Boulevard restoration shall include the following:
 - All concrete, asphalt, and base materials shall be removed.
 - Boulevard soils are to be protected during construction by using plywood, a 6" layer of mulch, and/or track pads. Soil compaction due to construction activities shall be corrected to the satisfaction of, and at no cost to the City prior to final grading.
 - Boulevards shall be restored with a minimum of 6" of topsoil.
 - Construction supplies, materials, spoils, equipment, and vehicles shall not be stored or operated within the drip line of any public tree or on turf boulevards without prior written approval from the City Forester. If the boulevard must be used for construction activities, site access routes, material storage, or other related activities, protective measures approved by the City Forester shall be taken to reduce soil compaction and damage to public trees.
 - Please create a separate note for oak wilt protection, including the following text: If pruning cannot be avoided or damage occurs to an oak tree between April 1 and July 31 all wounds shall be immediately painted to limit the introduction of oak wilt. Roots exposed, damaged, or cut during this period shall immediately be cleanly cut and covered with soil or painted.
 - In locations where public trees cannot be protected to the drip line with temporary tree protection fencing, the use of a 6" layer of mulch or track pads will be required to limit soil compaction and protect root systems within the boulevard when access routes or material storage is necessary.
 - All work performed on public trees including pruning and removal must be completed by a tree contractor licensed by the City of Saint Paul. Work is to be completed with an approved Forestry permit. A complete list of contractors is available from the Department of Safety and Inspections.



- Any tree roots encountered by excavation are to be cut cleanly with a sharp wood cutting tool at the point of excavation and covered with a sandy loam topsoil. Major root loss of the tree may result in the removal and replacement of the tree, to be done at the contractor's expense. Any root encountered by excavation that are 2-inches in diameter or larger requires the contractor to contact the city forester to assess the impact to the tree before work continues adjacent to the tree.
- Tree planting:
 - Expose root flare by removing excess soil from the top of the soil ball and ensure that the first main lateral root is within two inches of finished grade without exceeding finished grade.
 - Newly planted trees are to be of nursery stock, at 2.5" caliper.

Saint Paul Regional Water Services (SPRWS)

Reviewers:

- Richelle Nicosia – 651-266-6818 | richelle.nicosia@ci.stpaul.mn.us
- Amanda Leier – 651-266-6276 | amanda.leier@ci.stpaul.mn.us
- Rutger Krenz – 651-266-6797 | rutger.krenz@ci.stpaul.mn.us

1. General Notes:

- Provide the following water main information: size, material, installation year, and psi.
- Show existing water services on Plan Sheet [XXXX] to be cut off at the water main. Include address, size, material, and long measurement.
- Provide a profile view or show vertical separation measurements of all proposed utility crossings.
- Show stationing and degree of bends on plan sheets.
- For combination services, the ratio of fire suppression to domestic takeoff must be no less than 4:1.
- Submit plumbing permit applications to SPRWS at 1900 Rice Street, Saint Paul, MN.



- Before scheduling installation of a new water service, submit the following to SPRWS:
 - Signed Water Service Contract(s)
 - Payment in full
 - Applications for all outside plumbing permits
- Provide completed project data sheets. SPRWS will verify domestic service size and determine meter sizing. A blank project data sheet is available in the reviewer's attachments folder.
- Furnish one set of interior fire suppression mechanical plans for review and approval by SPRWS plumbing inspection unit. **USE THIS NOTE ONLY FOR SUBURBAN REVIEWS!**
- Notify James Yapp at 651-266-6825 a minimum of 48 hours prior to construction and/or testing.
- Provide the following on PLAN SHEET XXX under GENERAL UTILITY NOTES:
 - The following work in the right-of-way shall be performed by SPRWS on an actual cost basis: (1) Connection to the public main for any installation that is off of a public main larger than 12" or of material not made of iron. (2) Inspection of Contractor installed mains and services. (3) Construction of temporary services if necessary. An estimate will be provided for this work and payment in the amount of the estimate must be received before the work can be scheduled. All other work, including excavation, restoration, cut offs, and pipework to be performed by the Contractor.
 - Water services to be installed according to SPRWS "Standards for the Installation of Water Mains."
 - A four-sided trench box is required on all excavations deeper than 5 feet where underground work or inspection is to be performed by SPRWS. For all wet taps to be performed by SPRWS, a minimum trench box size of 8 feet high x 8 feet wide x 10 feet long is required. Ladders are required and must extend 3 feet above the surface of the trench. Sidewalks, pavements, ducts and appurtenant structures shall not be undermined unless a support system or another method of protection is provided. Trenches in excess of 20 feet in depth must be signed off by a registered professional engineer. Excavated material must be kept a minimum of 2 feet from the edge of the trench.
 - Service connections shall be installed with 8 feet of cover as per the established grade from the main to the property line or, if applicable, to the utility easement line. When



solid rock conditions are encountered, water services may be installed with 6.5 feet of cover. At this depth, the need for insulation will be determined by SPRWS Inspectors.

- All pipe 2" and smaller must be Type K copper. Pipe material for 8" Ductile Iron Pipe must be Class 52, Pipe material for 6" and 4" Ductile Iron Pipe must be Class 53. The exterior of ductile iron pipe shall be coated with a layer of arc-sprayed zinc per ISO 8179. The interior cement mortar lining shall be applied without asphalt seal coat. Pipe must be wrapped in V-Bio Polywrap encasement and shall be installed utilizing Modified Method A as recommended by DIPRA. Encasement shall be taped at each joint and around the middle of the pipe.
- Where a water service or main passes within 3 feet above or below a storm sewer, insulation shall be placed both over the top of the water pipe and between the water pipe and the storm sewer. Refer to Standard Plate D-10. Where a water main or service is within 6 feet of a catch basin, manhole or other outlet that is subject to cold, insulation shall be placed between the structure and the water pipe.
- Refer to SPRWS "Standards for the Installation of Water Mains" Standard Plate D-11 for restrained pipe requirement.
- All water service valve boxes within construction area must be exposed and brought to grade upon completion of construction.
- All pipe work inside of property to be performed by a plumber licensed by the State of Minnesota and Certified by the City of Saint Paul. SPRWS requires separate outside and inside plumbing permits for each new water service.
- All unused existing water services to be cut off by the Contractor at the main. Excavation and restoration by Contractor. Cut offs must be performed prior to the scheduled time of new installation.
- Services that are to become unused upon completion of the new service connection must be cut off by the Contractor at the main prior to the turn on of the new services. Excavation and restoration by Contractor.



- The Contractor is responsible for obtaining all excavation and obstruction permits required by any governing authority.
- Contractor must maintain as-built plans throughout construction and submit these plans to Saint Paul Regional Water Services Engineering Department upon completion of work via email at: water-plumbingpermitapp@ci.stpaul.mn.us.

Metro Transit

Reviewers:

- Scott Janowiak – 612-349-7447 | scott.janowiak@metrotransit.org
- Construction impacts: Contact Metro Transit’s Street Operations – Assistant Managers (transit-busops-streetsup-assistmanagers@metc.state.mn.us) if construction requires temporary bus stop, lane, or street closures. Todd Meyer is the assigned Assistant Manager of Street Operations and can be reached directly at todd.meyer@metrotransit.org or 612.349.7368.
- LRT permitting: It is possible light rail permitting will be required in advance of construction. All construction activities within 50 feet of the LRT right-of-way, such as crane operations, must be scheduled in coordination with Metro Transit Rail Operations. For comprehensive guidelines, additional details, and contact information on permitting, visit metrotransit.org/light-rail-permitting. Contact Metro Transit's Rail Operations group at 612-341-5682 to discuss further.

Capitol Region Watershed District (CRWD)

Reviewers:

- Elizabeth Hosch – (651) 644-8888 Ext. 117 | ehosch@capitolregionwd.org
- Luke Martinkosky – (651) 644-8888 Ext. 118 | lmartinkosky@capitolregionwd.org
- Check whether a permit is required from CRWD, visit <https://www.capitolregionwd.org/permits/your-permit/>

Ramsey-Washington Metro Watershed District (RWMWD)

Reviewers:

- Nicole Maras – 651-792-7976 | nicole.maras@rwmwd.org
- Contact Mary Fitzgerald, Ramsey-Washington Metro Watershed District, at 651-792-7956 prior to beginning construction activity to schedule an initial erosion control inspection.
- Check whether a permit is required from RWMWD, visit www.rwmwd.org/permits



SAINT PAUL
MINNESOTA

ZONING SECTION
DEPARTMENT OF SAFETY AND INSPECTIONS
DIRECTOR ANGIE WIESE

375 Jackson St. Suite 220

St. Paul, MN 55102

Tel: 651-266-9008 | DSI-ZoningReview@ci.stpaul.mn.us

Sincerely,

Site Plan Review Staff

DSI Zoning

651-266-9008

siteplanreview@ci.stpaul.mn.us