



**SAINT PAUL
MINNESOTA**

DEPARTMENT OF SAFETY AND INSPECTIONS (DSI)
Ia Xiong, (PE) MN, Director

375 Jackson Street, Suite 220
Saint Paul, MN 55101-1806

Telephone: 651-266-8989
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

Saint Paul Residential Construction Management Acknowledgement

Sec. 33.05. - St. Paul residential construction management acknowledgment form.

1. To ensure that individuals or contractors performing new construction or major remodeling, including demolition, expansion, height increases, and large additions for, one- or two-unit dwelling structures within the city are aware of and comply with applicable rules and regulations for managing their construction sites. The City has created the Saint Paul Residential Construction Management Acknowledgement Form. The purpose of this form is to ensure that neighbors directly affected by construction are informed about the project and understand the process for reporting any violations.
2. The Saint Paul Residential Construction Management Acknowledgement Form is adopted by resolution of the City Council and may be updated periodically upon recommendation from the Department of Safety and Inspections.
3. The Department of Safety and Inspections shall be responsible for collecting the Saint Paul Residential Construction Management Acknowledgement Form. The form must be signed prior to the approval of the plans or the issuance of permits.
4. **Failure to comply with any provision enumerated within the Saint Paul Residential Construction Management Acknowledgement Form shall be considered a violation under SPLC 33.09.**
5. The Department of Safety and Inspections shall monitor the cost of enforcing the Saint Paul Residential Construction Management Acknowledgement Form and shall adjust permit fees as necessary to cover any additional costs associated with the administration of this section.

PROJECT ADDRESS:

Permit #:	Date Issued:	Estimated Start Date:	Estimated Completion Date:
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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 the commencement of work at a residential construction site, a sign must be installed identifying the developer and contractor, including the company name, contact person, accessible phone numbers, and an e-mail address for each person listed, as well as the project address. The sign must also include the City of St Paul contact phone number and e-mail address for reporting concerns: 651-266-8989 and dsicomplaints@ci.stpaul.mn.us.

The sign shall comply with SPLC 64.502, measure no less than 24" x 36", and contain lettering that is readable from the street. All posted information must remain current, and the sign must be displayed unobstructed, in the front yard, visible from the street, for the duration of the project until final inspection has



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been completed.

2. **APPROVED PLANS:** An approved and stamped set of building or construction plans, and/or a copy of the Code Compliance Inspection Report, must be kept at the work site and made available for inspection by the Building Official, in accordance with MBC 1300.0130, subd. 6. This acknowledgement must be attached to the approved plans and remain onsite at all times throughout construction.
3. **NEIGHBOR NOTIFICATION:** When a completed application for permit(s) requiring notification is approved by DSI and prior to any commencement of work, 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 to the properties located 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 contractor, along with a cover letter describing the planned work. The packet must be delivered (by hand or by mail) prior to the commencement of construction.

In addition, the contractor or responsible party shall place 20 copies of a notification packet, as described above, in a weatherproof box accessible to the public. The box must be located directly adjacent to the required notification sign. The contractor or responsible party is responsible for ensuring that any removed packets are replenished daily.

4. **WORK CREW PARKING:** Contractor and employee parking must comply with all applicable parking regulations, including no-parking zones, on-street parking restrictions, snow emergency parking rules, and emergency parking restrictions.
5. **NOISE REDUCTION AT WORK SITE:** Noise generated on the project site must not exceed the limits established in SPLC 293.07. Domestic power tools shall not be operated between 10:00 p.m. and 7:00 a.m. Any noise exceeding the limits in SPLC 293 is only permitted with a variance granted in accordance with SPLC 293.09.
6. **IDLING OF VEHICLES, GENERATORS AND OTHER EQUIPMENT:** Applicants and Contractors must comply with all provisions of SPLC 293 related to motor vehicle noise.
7. **DUMPSTERS AND STREET USE:** In accordance with Minnesota State Fire Code 304.3.3, dumpsters must be located outdoors and at least 5 feet from combustible walls or openings. Dumpster use, placement, and maintenance must comply with all licensing requirements under SPLC 357.01. Pursuant to MBC 1300.0180 and Minnesota Statutes §463.15, all waste materials must be removed in a manner that prevents injury or damage to persons, adjoining properties, and public rights-of-way. After dumpster removal, snow must be cleared from public streets and rights-of-way.
8. **DEBRIS/DUMPSTER MAINTENANCE:** Dumpster use, placement and maintenance must comply with all licensing requirements under SPLC 357.01. in accordance with SPLC 34.08(1) Minimum Property Maintenance Standards, all exterior property areas must be maintained free from any accumulations of garbage, missed municipal solid waste, animal feces, or refuse. Additionally, SPLC 221, requires contractors to maintain streets, alleys, sidewalks and other public areas adjacent to construction, demolition or building sites free from dust, litter, or other debris originating from their sites, including materials displaced by erosion and landslides.
9. **BUILDING MATERIALS:** It is unlawful to accumulate or store building material, lumber, boxes, cartons,



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portable storage containers, intermodal cargo containers, machinery, or other items in a manner that constitute a nuisance, pursuant to MBC 1300.0170. SPLC 45.03 defines public nuisances and nuisance conditions, establishes the responsibility of property owners to correct such conditions, and provides for enforcement and penalties. All deliveries and storage of building materials must fully comply with SPLC 34 and SPLC 45. Building materials must be stored and placed in a manner that does not endanger the public, 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 maintain the construction site and surrounding areas - including streets, alleys, boulevards, sidewalks, and adjacent properties - in a clean condition, free from equipment, waste, debris, or refuse resulting from construction activities, in accordance with SPLC 45. Any equipment or materials not being used on the site must be promptly removed. All construction equipment and materials shall be stored and placed in a manner that does not endanger the public, the work, or adjoining properties for the duration of the project.

Per MBC 1305, portable toilets may not be placed in side yard setbacks, boulevards, alleys, public rights-of-way, or sidewalks. They must be located directly in front of or directly behind the structure. Portable toilets placed within the public right-of-way require proper permitting.

11. **DRAINAGE AND RUNOFF:** Provisions shall be made to control water runoff during construction and demolition activities, in accordance with MBC 3307.1. Drainage across property lines shall not exceed the levels that existed prior to construction, per MBC 1305 Sect. J109.4, Appendix E and MBC 1305.

Erosion caused by water or wind shall be prevented through the use of Best Management Practices (BMPs). Sediment must also be contained on-site using appropriate BMPs. Any fugitive soil or sediment that is washed or deposited onto public sidewalks, alleys, or streets must be recovered by the end of each workday.

12. **PROTECTION OF ADJOINING PROPERTY:** Adjoining public and private property must be protected from damage during construction, remodeling, and demolition activities, as required by MBC 1305, and Section 33007.1. Excavations of any kind shall not remove lateral support from any footing or foundation unless adequate measures are taken beforehand to protect the structure for settlement or lateral movement.

The Contractor is responsible for repairing any damage caused to public streets, sidewalks, boulevards (including trees), land, curbs, gutters, alleys, or sewers. Trees located along city boulevards must 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: _____