



**City of Duluth
Construction Services & Inspections Division**

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Survey Requirements Policy

June 19, 2006; Updated September 22, 2016

The purpose of this policy is to establish when a boundary survey is required to be submitted in addition to a site plan.

The basis for these requirements is the Minnesota State Building Code, Minnesota Rules Chapter 1300.0130, Subpart 4, which reads in part:

Minnesota rules section 1300.0130, Construction Documents, Subpart. 4. Site plan, provides "The construction documents submitted with the application for permit shall be accompanied by a site plan drawn to scale, showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades, and the proposed finished grades, and it shall be drawn according to an accurate boundary line survey."

Therefore, the basic premise is that a survey is required for all site plans, unless there are findings that it is not warranted.

New Principle Buildings and Accessory Structures

Site plans showing locations for new principal buildings and accessory buildings, including detached garages, must be based upon surveyed monumentation (site pins) placed by a surveyor marking the boundaries of the lot on the ground. Site pins must be locatable in the field in order to be useful for layout of structures and in order for inspectors to verify that buildings are constructed in accordance with approved plans. A recorded plat is one form of a registered survey. If the platted lot can be identified on the ground using site pins, a separate survey is not required. If surveyed monumentation cannot be located at the site or if the survey drawing is not available, the lot must be surveyed, monumentation placed, and a survey drawing must be submitted at the time of permit application.

Additions and Decks Attached to Existing Buildings

A survey may not be warranted if existing site pins can be located or, when approved on a case by case basis, the property owner can locate the property boundaries based upon accurate measurements from identifiable known surveyed markers, the method used to identify property boundaries is clearly shown on the submitted site plan, the method used to identify the corners can be recreated in the field by the inspector, and setbacks are sufficient to accommodate a reasonable margin of error, ensuring all setback requirements are met.

Floodplain Construction

Additions and new buildings in the flood plain require two surveys. This is required to fill out the certificate of elevation required by the National Flood Insurance Program. The first is to identify the boundaries and elevations of the lot, and the second one is done after construction to certify the elevation of the building.