

*City of Winona, Minnesota*

**CONCRETE CONSTRUCTION GUIDELINES AND PROCEDURES**

**Permits**

This office has had problems with some contractors who had not taken out the proper permits for the concrete work they do. Concrete permits from the Engineering office are required **before** you begin any work in the City's right-of-way. Failing to obtain permits has caused problems for this office and for the property owners who hired you. Please make sure you take out separate permits for each address.

Do not assume you have a permit. If you are unsure, call to find out. The permit is a permanent record to benefit the City of Winona, the property owners, and the contractor who did the work. Permits are **VITAL** to the smooth operation of the sidewalk replacement program. Failure to obtain required permits is a direct violation of your concrete license under the city code and may be cause for suspension or non-renewal of that license. There is a charge for concrete permits. The permits you receive from the Inspections Department do NOT cover any work done in the right-of-way.

**Dump Site:**

Contractors and homeowners are responsible for finding their own site for disposing of concrete.

**Minimum Sidewalk Width Requirement**

To be in compliance with ADA rules, all sidewalks must be constructed with a minimum width of **five (5) feet**. Please make sure the sidewalks you construct meet this requirement for handicap accessibility. Four (4) foot wide sidewalks are no longer allowed. All sidewalks in a city block are required to be the same width.

**Sidewalk Repair Methods**

Sidewalk crack filling, slab lifting & filling are not acceptable methods of sidewalk repair. Mud jacking is acceptable.

**Utility Location**

Prior to doing removals, you should contact Gopher State One-Call at **1-800-252-1166** to have the utilities in the area located.

**Standard Specifications and Drawings**

A copy of MnDOT's Standard Specifications [2521 \(Walks\)](#), [2531 \(Concrete Curbing\)](#) and [Pedestrian Curb Ramp](#) is available for your reference. These are the guidelines used for concrete construction in the City. Attached are drawings of [Concrete Walk & Curb Returns at Entrances](#), [Pedestrian Curb Ramp drawings](#), and [MNDOT drawing 7100G](#) that cover concrete construction. We would like to point out some of the more important details in the specifications:

1. The maximum slump allowed is three (3) inches.
2. Contraction joints have to be at least one-third (1/3) the depth of the slab.
3. Flat work in the City right-of-way must have a broom finish for traction.
4. A **white** curing compound **must** be used with coverage as directed by the manufacturer.

### **Barricades and Lights**

Barricades and lights must be used at each construction site: Pursuant to City Code 25.14 (f) Storage of Equipment and Materials, Guards and Lights, Restoration of Streets shall keep and maintain in good order proper barricades by day and by night at all material, machinery and appliances locations and at the sites of all unfinished work to prevent injury or accident therefrom and shall replace and restore the street and its grass plots which may be disturbed in the doing of such work to as good a state and condition as he found it in. When a location or site is insufficiently lighted at night by other means, the licensee shall provide adequate lighting. All rules and regulations of the city pertaining to the construction shall apply.

### **Street Excavation**

Excavation of a portion of the street may be required by you when doing driveway approaches or curb & gutter authorized by the property owner. If excavation is required in completing your job, you should be aware of the proper procedure for patching the excavation: Pursuant to City code 25.20 (j) Refilling and Restoring Pavement in refilling the excavation all earth must be laid in layers not more than six inches in depth, and each layer must be thoroughly puddled or tamped, or both, to prevent after-settlement. Every excavation in the portion of a street or highway used for vehicular traffic shall be surfaced level with adjacent area of the street or highway with 1-1/2 inches of asphalt patching materials directly under which shall be 4 inches of crushed rock. The paving, curbing, flagging and sidewalks must be restored to as good condition as previous to the excavation and all broken or injured brick or stone must be replaced by new. All rubbish and surplus earth must be immediately removed.

The Street Department will be given a list of all permits taken out which may involve street excavation and will be monitoring the patching of any required excavation.

### **Tree Removal**

If a boulevard tree is to be removed as part of your sidewalk work, you **must** do the following:

1. Contact person for tree & stump removal:

City Engineering Department: 507-457-8269

The Engineering Department will hire a contractor to remove the tree. Coordination of the removal will be between the sidewalk contractor and the tree removal contractor.

### **Water Stop Boxes**

In the past, contractors have poured concrete over water stop boxes making them inaccessible. You are responsible for making sure the water stop boxes are raised and accessible.