
What Requires a Permit?



New Buildings

Additions

(bedrooms, bathrooms, family rooms, etc.)

Residential Work

(decks, garages, fences, fireplaces, pools, water heaters, sheds over 120 SF, etc.)

Renovations

(garage conversions, basement finishes, kitchen expansions, re-roofing, etc.)

Electrical, Plumbing and HVAC*
Modifications

*heating, ventilating and air-conditioning

Even when a permit is not required, there are very specific locations and setback requirements for most construction.

It is a good idea to check with City Hall before starting any new project.



Frequently Called Numbers

MNSPECT

Inspection Scheduling and
Building Code Questions

952-442-7520

Sarah Smith

Community Development Director

952-472-0604

Jill Norlander

Planning & Inspections Assistant

952-472-0607

Gopher State One Call

Underground locations

651-454-0002

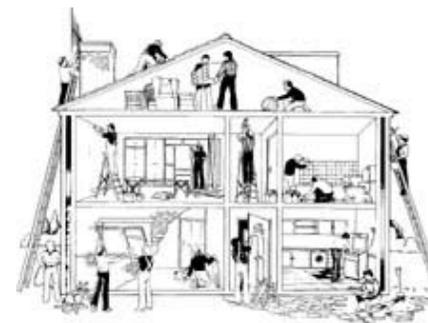
1-800-252-1166

This Old House Tax Deferment Program

612-348-8591

Office Hours 8:00-4:30
Monday thru Friday
May through September
M-Th 7:30 – 5:00; F 7:30 – 11:30

A Resident's Guide to Permits and Inspections



Commonly Asked Questions

What are the Benefits of Building Permits?

The truth is, building permits are very beneficial to you and your community. By working with an expert code official, you will benefit from their knowledge of the building codes to ensure your construction project is built right, will be safe and will last.

What is a Building Permit?

A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications.

When do you need a Building Permit?

The best way to find out if you need a permit is to call your local building department. Discuss your plans with the code official before you begin construction to determine whether you need a permit. Even if a permit is not needed, the code official will answer your construction questions and may provide valuable advice.



The Building Permit Process

1. Talk to your local Building Official

Your Building Official wants your project to be a success and will help you avoid potential problems that could cost you time and money. You will be asked some basic questions about your project, advised of any code requirements and be referred to other departments, if necessary, for their approval.

2. Submit Application

At this stage you will document the “Who, What, When, Where and How” of the project and submit any sketches or plans of the proposed work. Generally, for smaller projects, the drawings do not need to be drawn by an architect.

3. Review Process

The Building Official and Zoning Personnel will review your plans and determine if your project is in compliance with local requirements. If your plan meets these requirements, a permit is issued. If for some reason they do not, Staff will work with you to help correct the problem.

4. Receive Permit

Now that you have been approved for a permit, you have legal permission to start construction. A fee, based on the value of the job, is collected to cover the cost of the application, the review, and the inspection processes.

5. Job – Site Visits

On-site inspections are required to make sure the work conforms to the permit, local codes and plans. The Building Official will let you know approximately how many inspections may be needed for your project. It is your responsibility to call the Inspector to schedule required inspections at the appropriate time.

6. Final Approval

The Building Official will provide documentation when construction is completed and code compliance is determined.

When Will I Received My Building Permit?

- ▶ Roofing, Siding, Plumbing, Mechanical and Same Size & Type Window/Door Replacement

Permit can be issued “over the counter” during normal business hours.

After department review for zoning compliance, (3-5 business days) the following permit types are forwarded to the Building Official for plan review.

- ▶ Small Remodeling projects (decks, porches, sheds, garages, etc)
Building Official plan review takes 5 to 7 business days

- ▶ Large Projects and New Homes
Building Official plan review takes 7 to 10 business days

The Building Inspections Department strives to turn around permit applications as quickly as possible. However, because a detailed, thorough review is required to ensure a successful building project, the review process may take a bit longer.

Handouts are available on-line and at City Hall to help residents with their projects.

