Residential Building Permit Process

1 Call or visit the Inspections Dept for an initial consultation about your project.

Proceed with project.

No permit needed.

Building permit needed.

2 Submit your building permit application and supporting documents to Inspections Dept.

INTERIOR PROJECTS & ROOFING

3 The Inspections Dept does an architectural review of your plans.

If your project requires an electrical, HVAC (heating, ventilation, air conditioning), or plumbing permit, apply for them now.*

Approved.

4 **Building Permit issued.**

Proceed with work and call for inspections as needed.

NOTE: Some permits can be approved in one day (eg, roofing, furnace, water heater, etc). Others may take anywhere from five to seven days after the application is received, depending on the project.

** Electrical permits are issued by the State of Minnesota. Contact Paul Hipsag at 763-241-2102.*

NEW CONSTRUCTION & ADDITIONS

3 Application goes to Planning Dept to make sure it complies with the zoning code.

Does not comply.

Modify building project for compliance and begin again.

Apply for a variance (must be approved by Board of Zoning Appeals).

Variance denied.

Variance approved.

Complies.

4 Application goes to Public Works Dept for review. Staff will contact you if additional permits (Grading, Tree Preservation, Water/Sewer, etc) are necessary for your project.

Additional permits necessary.

Apply for and obtain additional permits and inspections from Public Works.

Additional permits obtained.

Approved—No additional permits necessary.

5 Application returns to Inspections Dept for architectural review of:

- plans
- soil report
- code analysis
- site survey
- energy calculations

If your project requires an electrical, HVAC (heating, ventilation, air conditioning), or plumbing permit, apply for them now.*

Approved.

6 **Building Permit issued.**

Proceed with work and call for inspections as needed.