

# Permit Information



Spanish- Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700  
Somali- Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500  
Hmong-Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800  
English- Attention. If you want help translating this information in any other language, call 612-673-3737  
Sign Language Interpreter- 612-673-3220 TTY: 612-673-2626

## When are permits required?

- \* Prior to starting any work which requires a permit, including interior demolition
- \* For all work not specifically exempt by the building code
  - \* Applies to all work to be done by homeowners, contractors and residential/commercial property owners
  - \* Homeowner/occupant still need a permit to work on your home
  - \* Many projects require more than one type of permit -- A project may also need plan review (see page 2)
- \* When converting attic or basement space to habitable rooms or sleeping rooms
- \* Increasing or decreasing the number of dwelling units
- \* Converting property to condos

## Examples of when permits are needed for each trade are listed below

### A Building Permit is required for:

- \* Stairs (add or rebuild) all interior and exterior that provide access to structure
- \* New or replacement doors, windows (includes: glass block, skylight and egress)
- \* Additions
- \* Kitchen or bath remodels
- \* Interior demolition and interior remodeling (e.g. removal of plaster or sheetrock and re-rocking)
- \* Demolition of buildings
- \* Demolition of garages that are over 1000 square feet in area
- \* Structural repairs/replacement (ex: joists, rafters, etc)
- \* Siding – house or garage
- \* Roofing – house or garage
- \* Retaining walls over 4 feet in height
- \* Decks/ porches over 30” in height OR attached to the structure OR that provide access to the home
- \* Sheds/greenhouses/utility buildings with an interior area over 120 square feet
- \* Swimming pools 24” or deeper and over 150 square feet in area
- \* Fences over 6 feet in height
- \* Garages

*NOTE: A building permit is not required when only painting, wallpapering, carpeting or changing cabinets & countertops*

### A Plumbing Permit is required:

- \* For all water piping, water heaters, new/replacement fixtures (sinks/dishwashers/toilets, etc.)
- \* To connect/reconnect gas appliances such as stoves, dryers and fireplaces

*NOTE: A plumbing permit is not required for minor maintenance such as repairing/replacing a faucet or a leaking trap*

### A Mechanical Permit is required:

- \* When installing/replacing a furnace, boiler, A/C, exhaust fan(s)
- \* Replacing or making changes to all heating and cooling systems, (both residential and commercial) including the associated piping / ductwork / radiators
- \* To connect the heating system to the gas piping and the flue to vent the combustion by-products

*NOTE: Only a Minneapolis licensed contractor can connect the gas-line and flue on gas fueled heating equipment*

### An Electrical Request for Inspection (permit) is required:

- \* For all work involving a building's wiring, including new/replacement fixtures (lights, ceiling fans, etc.)

*NOTE: Permits and inspections are arranged through the state. Call 651-284-5064 to obtain an application*

### A Street Use permit is required:

- \* For the placement of a dumpster or portable storage container in the street or public right-of-way

*NOTE: Only City of Minneapolis licensed solid waste haulers or wrecking contractors (class A or B) may obtain this permit. For personal storage containers, the container company is responsible for obtaining the permit.*

## **Permit Application Information**

### **Minneapolis Development Review -- 250 South Forth Street — third floor**

#### **Zoning approval is required:**

Survey of property and/or site plan for property is needed for installing an egress window, addition to the structure, new/replacement deck, new/replacement stairs & stoop, new/replacement porch, new/replacement detached garage, sometimes a fence.

#### **Plan Review approval is NOT generally required to obtain a permit when:**

No zoning or plan review approval is needed for re-roofing or re-siding, replacement windows and/or doors (only if exact same size as the originals).

#### **Plan Review approval is required to obtain a permit:**

Two copies of drawings/plans (drawings/plans should be detailed and have accurate dimensions) are needed for any structural alterations, replacements or additions such as decks, stairs, additions, adding rooms (habitable space) to the basement or attic, installing egress windows or building a garage.

**NOTE:** These are not comprehensive listings of projects, if you are not certain if your project will require zoning and/or plan review approval, please call 311 (Minneapolis) or 612.673.3000 (outside 612 area code).

#### **Survey Requirements to obtain construction permits**

Applicants for permits shall provide two (2) copies of surveys or partial surveys as follows:

A survey shall be required for the following projects: construction of new buildings and additions to commercial buildings including multi-family dwellings of 3 or more dwelling units.

For the following types of projects all property lines relevant to the work shall be established using found property boundary monuments or having a survey or partial survey completed that includes the location of property boundary monuments: additions/expansions to existing one and two family dwellings (exception: additions to dwellings where all new construction is recessed from the side wall of the existing structure by a minimum of three feet), construction of or additions to accessory structures (including sheds, garages, decks, gazebos, pools, hot tubs), egress windows/window wells, fences and retaining walls.

#### **Process for Obtaining a Permit**

- Bring the required information/plans to the Minneapolis Development Review (MDR)
- Sign-in at the counter. MDR staff will do a brief review and discuss your project and the process with you. They will then direct you to the appropriate section that will begin your permit (zoning, plan review or permit issuance).
- Once you receive all your approvals, you will proceed to the permit issuance counter to pay and obtain your permit. Remember to ask for your parking token.

OR

You will proceed directly to the permit issuance counter, if you do not require zoning or plan review approval, to pay for and obtain your permit. Remember to ask for your parking token.

\*Walk-in waiting times vary based on the number of customers in line to see each section. Depending on the complexity of your project, you may need to leave your plans for approval, gather more required information or submit a more detailed plan and therefore not receive your permit the same day.

**Licensed contractors are required to obtain the permit, do the work and arrange for the inspections.**

#### **Homeowner exception for plumbing and mechanical permits:**

If you are the property owner and occupying a single family dwelling; you may obtain permits for plumbing, or mechanical work when you are going to do the work yourself. Proof of ownership and occupancy (e.g. driver's license/State ID) are required. The person who obtains the permit is the person responsible for completing the work correctly and calling for inspections.

**NOTE:** Only a Minneapolis licensed contractor can connect the gas-line and flue on gas fueled heating equipment

**Phone Numbers:** Zoning, Minneapolis Development Review, Permit Issuance-call 311 (in Minneapolis) or 612.673. 3000

**City of Minneapolis Website:** [www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us)

**Minneapolis Development Review Website:** [www.minneapolismn.gov/mdr/index](http://www.minneapolismn.gov/mdr/index)

Helpful information, permit application forms and fees are on the website.

**PARK FREE** in the surface lot on 3rd Street behind the Public Service Center-watch for signs. Bring your ticket to Minneapolis Development Review to exchange for an exit token.