



COMMUNITY DEVELOPMENT DEPARTMENT
 2660 CIVIC CENTER DRIVE • ROSEVILLE, MN 55113
 INSPECTION SCHEDULING 651-792-7080 • CONSTRUCTION QUESTIONS 651-792-7084
 FAX 651-792-7070

RESIDENTIAL PERMIT APPLICATION CHECKLIST

New Residential Construction and Additions:

- Building Permit Application.
- 2 sets: Floor Plans, Elevations (include wall section detail).
- Certificate of Survey (*see Survey Requirements handout*).
- Energy Calculations.
- Copy of State License.
- Submit at least 5-7 working days prior to commencement of construction. You will be called as soon as your permit is approved.
- Separate permits required for Plumbing, HVAC, Electric, Water & Sewer.

Residential Remodeling (not involving additions):

- Building Permit Application.
- 2 sets of Floor Plans (include wall section detail).
- Energy Calculations (if required).
- Copy of State License.
- Submit at least 5-7 working days prior to commencement of construction. You will be called as soon as your permit is approved.
- Separate permits required for Plumbing, HVAC, Electric, Water & Sewer.

Roofing, siding, fascia, soffit and window replacement permit requests can be issued over the counter with a copy of your State Contractor License.

Pools, Porches, and Decks:

- Building Permit Application.
- 2 sets of Plans.
- Site Plan (scaled) including all pertinent structures and additions, their sizes and dimensions, with distances from the property lines. The site plan should indicate drainage patterns with arrows. (**Pool** drawings must show location of mechanical boxes and closest buildings on neighboring property – 50 foot separation required. Drawings must also show non-climbable fence around pool).
- Submit at least 5-7 working days prior to commencement of construction. You will be called as soon as your permit is approved.