



COMMUNITY DEVELOPMENT DEPARTMENT | 651-792-7080

RESIDENTIAL PERMIT APPLICATION CHECKLIST

Online Permits:

www.cityofroseville.com/epermits

**The City of Roseville has adopted a paperless application process.
Use the online permitting portal to submit digital plans.**

New Residential Construction and Additions:

- Building Permit Application
- Floor Plans, Elevations (include wall section detail).
- Certificate of Survey (*see Survey Requirements handout*).
- Energy Calculations

Residential Remodeling/Alterations (not involving additions):

- Building Permit Application
- Floor Plans, Site Plan (include wall section detail)
- Energy Calculations (if required)

Pools, Porches, Driveway Extensions and Decks:

- Building Permit Application
- Digital 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 application(s) at least 5-7 working days prior to commencement of construction**
- ❖ **Separate permits required for Plumbing, HVAC, Electric, Water & Sewer**

Applicant will be contacted with any additional questions or once permit application is ready payment.

Frequently Asked Questions

What type of repairs/home improvement work requires a permit?

Permits are required when permanent repairs or improvements are made to a structure and the work is regulated by state or local codes and ordinances. Please call to confirm.

How long does it take to get a permit?

Applications requiring plan review could take anywhere from 2-7 business days. Some applications can be issued same day (electrical, plumbing, mechanical, roof, siding, etc).

How long is a permit valid?

180 days from the date of permit issuance (360 days for electrical).

How much will the permit cost?

Some permits are flat fees (roof, siding, windows, etc) while other projects such as alterations, additions, etc are based off of the job valuation (labor & materials).