



Application Information Required For An Addition
Inspection Scheduling and General Information 651-792-7080

This information is a guide to the most common questions. It is not intended nor shall it be considered a complete set of requirements.

Submit the Following

1. Signed, completed, Building Permit Application form.
2. Two copies of a site plan drawn to scale. Indicate the lot dimensions, size and location of the proposed new structure. Provide dimensions from existing and proposed structures to adjacent property lines. Use arrows to indicate surface water drainage patterns. A survey is not required, but is acceptable if available.
3. Two copies of the construction plans drawn to scale. The plans must indicate size and types of materials to be used and have sufficient detail to convey all the information needed to construct the project.

Plans must contain the following information:

- Footing/Foundation details
- Floor Plan
- Any additional documentation requested.
- Cross Section
- Elevation Diagram

1. Minimum required setbacks to side property lines for all structures is 5 feet.
2. Minimum required setbacks to front and rear property lines for principle dwelling, additions and attached garages is 30 feet.
3. A maximum of 30% of the lot may be covered with impermeable surfaces. Property located in a designated Water Management Overlay District is limited to 25% of the lot area. To determine if your property is within this district, contact the Roseville Engineering Department at 651-792-7004. Impermeable surfaces include all building footprints, driveways, sidewalks, patios, porches and other compacted surfaces which do not soak up rain water.

If you have any questions regarding potential conflicts with city ordinances or other agency requirements, call the general information number above.

Plan Review may take up to 10 working days.

Typical Building Permit Inspections Required

1. Footing/Foundation – To be scheduled after soils have been excavated, and all forms are in place with any steel reinforcement (if required) and prior to the placement of concrete. Locate property corner markers for inspector to verify setbacks, if required.
2. Framing – To be scheduled after all framing work is completed, roof and windows are installed, and HVAC, Plumbing and Electrical rough-in inspections have passed.
3. Insulation – To be scheduled when all insulation is in place, vapor retarders have been installed and project is ready for interior finishes.
4. Final – To be scheduled after all HVAC, Plumbing and Electrical systems have passed final inspection. All exterior finishes must be complete and site restored to prevent erosion.

General Notes

1. Any disturbed ground on the site is required to have erosion control. Protection must be in place prior to the start of construction. Site erosion causes silt to enter into city streets, wetland areas, ponds and lakes. You may be contacted by the City Engineering Department with specific requirements related to your project during the Plan Review process.
2. Plan Review and Building Permit issue typically requires 10 working days from receipt of a completed application and plans. You will be contacted as soon as the permit is ready.
3. The approved plans, site plan and permit card must be kept on the job site and made available for all the inspections until the final inspection has passed. Permit cards must be posted in a visible location and protected from the weather.
4. Separate permits are required for Electrical, Plumbing and HVAC systems. Please contact the Community Development Department at 651-792-7080 for information regarding application details. These permits typically do not require plans and are available over the counter.
5. Smoke and Carbon Monoxide Alarms are required by the Minnesota State Building Code. The entire dwelling must be updated to the current code requirements. In areas not under construction you may use battery operated alarms. Details on the locations will be included in your Plan Review documents.
6. The Building Permit cost is based in part on a published fee schedule available online at the City of Roseville website. Additional charges or escrow amounts may be added, as required.

7. Information on the current Minnesota Building, Plumbing, Mechanical, Fuel Gas and Electrical Codes is available from the Minnesota Department of Labor and Industry website. Copies of the codes are also available at local libraries.
8. You will be contacted as soon as your permit is ready for pickup and payment.
9. To arrange an inspection call 651-792-7080 between 8:00am and 4:30pm Monday through Friday. Please have your permit number(s) ready before calling.

Plan Examples

The following illustrations for two additions are provided as a guide only. You **must** provide with your application site specific drawings and documents for your intended construction project. The information provided here should not be construed as the only code compliant methods available to you, as many methods and materials meet minimum code requirements.

Your Plan Review notes will provide additional information, corrections and requirements. Please read your approved plans thoroughly and have them available for reference by all subcontractors and inspectors. Please call the general information number if you have any questions.











