



Do I need a permit?

The City enforces the Minnesota State Building Code. The Community Development Department provides interpretation of the codes and issues building permits for construction and inspection services. Whenever you build, enlarge, alter, repair, convert, demolish, or move a building, a permit is required. Most Plumbing, Mechanical and Electrical Permits can be issued at City Hall or online using the links at the bottom of the page. Building Permits that involve plan review generally take up to 5 working days before they can be issued. Smaller projects take less time; some may be issued immediately. Large projects can take up to 2 weeks or more for plan review. (Remember, always call before you dig, www.gopherstateonecall.org.)

If you are still not sure if you need a permit, [email](#) or phone the Building Department at 651-638-2050.

Building Permit

This permit is required when erecting, expanding, or changing buildings. Simple maintenance or repairs do not require a permit. A homeowner working on his **own** home or a State Licensed Contractor working on 1 or 2 family homes, or a City/State Licensed Contractor may apply for this permit. When applying for a Building Permit, please submit the following along with your online application:

- Application form (Online Application)
- Site plan or survey (for additions and decks)
- Floor plan
- Cross section
- Elevation
- [Energy calculations](#) (new house or heated addition)
- Description of work being done
- Cost estimates including labor & materials (If the project is for minor remodeling or repairs, only a description and cost estimate is needed.)

Electrical Permit

When installing or changing any electrical system, such as changing a service, adding outlets, or replacing furnaces and air conditioners, a permit is required. If you are not sure if an electrical permit is required, call the City's Electrical Inspector, Bob Clausen, 651-777-7885, Monday through Friday, 7 – 8:30 am. A homeowner working on his **own** home or a State

Licensed Electrician may apply for this permit. When applying for an Electrical Permit, the following things are required:

- Online application
- Description of the work to be done.

Mechanical Permit

A permit is required when installing or changing any mechanical system (heating, air conditioning, and ventilation) or component of the system. Simple maintenance or repairs do not require a permit. A homeowner working on his **own** home or a City Licensed Contractor may apply for this permit. When applying for a Mechanical Permit, the following things are required:

- Online application
- Description of the work to be done

Plumbing Permit

When installing or changing any plumbing systems in a building, a plumbing permit would be required. This includes installing a water softener/heater, moving pipes and fixtures, adding or finishing a bathroom or similar project. Simple maintenance or repairs do not require a permit. A homeowner working on his **own** existing home or a State Licensed Plumber may apply for this permit. When applying for a Plumbing Permit, the following things are required:

- Online application
- Description of the work to be done

Work Exempt from Permits

1. Accessory buildings (sheds, playhouses, and similar uses) provided that the floor area does not exceed 200 square feet.
2. Retaining walls not over 4 feet high.
3. Platforms, decks, walks and driveways not over 30 inches above grade and not attached to a building.
4. Painting, wallpapering and similar work.
5. Swimming pools (prefabricated) above grade and less than 5000 gallons.

Unless otherwise exempted, separate plumbing, electrical, and mechanical permits will be required for the above-exempted items. **Exemption from permit requirements does not grant authorization for any work to be done in any manner that is in violation of the building code or any other laws or ordinances of New Brighton.**