

Building Permits: When are they required?

Generally, you need to obtain a building permit from the City whenever you construct, enlarge, alter, repair, move, remove, improve, convert, or demolish a building or other structure.

- A building could be anything from a house to a tool shed. Generally, permits are required for all building (structural - interior or exterior) and land disturbance activities - residential and commercial, as well as for towers, demolition, electrical work, low voltage wiring,
- Replacement of water heaters or other plumbing fixtures, air conditioning units, new electrical service, and rewiring, etc.
- Installation of heating equipment, such as stoves, wall heaters and fireplaces heating and air conditioning, and plumbing.
- Additions-Room additions, patio covers, swimming pools, etc.
- Alterations-Re-roofs, garage conversions, exterior stucco, new

Note: All new construction, major redevelopment/renovation and expansion of existing structures must be approved for zoning and site development prior to permitting. Contact the Zoning Administrator at 651-638-2059

WHEN IS A PERMIT *NOT* REQUIRED?

A permit is not required for the following:

- One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed one hundred twenty (120) square feet.
- Fences not over six (6) feet high.
- Movable cases, counters and partitions not over five (5) feet high.
- Retaining walls not over four (4) feet high measured from the bottom of the footing to the top of the wall and not supporting a surcharge or impounding Class I, II, or III-A liquids. Contact your local Building Official for walls retaining soils in close proximity of the property line.
- Water tanks supported directly on grade if the capacity does not exceed five thousand (5000) gallons and the ratio of height to diameter or width does not exceed two to one (2:1).
- Walks, driveways or detached platforms not more than thirty (30) inches above grade and not over any basement or story below. Contact your local Building Official if the walks or platforms are accessible to the public.
- Painting, papering and similar finish work. papering tiling carpeting cabinets countertops and similar finish work
- Temporary motion picture, television, and theater stage sets and scenery.

- Window awnings supported by an exterior wall of Group R-3 or U-1 Occupancy when projecting not more than fifty four (54) inches.
- Prefabricated swimming pools accessory to dwelling units constructed to the provisions of the International Residential Code or R 3 occupancies constructed to the provisions of the International Building Code which are 24 inches 610 mm or less in depth do not exceed 5 000 gallons (19 000L) and are installed entirely above ground. (Note: Associated electrical work **does** require a permit.)

NOTE:

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above- exempted items.

WHY OBTAIN A BUILDING PERMIT?

- A building permit is required by law and is intended to protect life and property.
- Protect your largest asset you have invested in all your life.
- When you obtain a building permit, you have the comfort of knowing that your project is being reviewed and inspected by qualified personnel who are trained and experienced in this line of work.
- Most projects begin with a plan review before a permit is issued. A large majority of potential problems are discovered at this stage and resolved before the project even begins. This saves unnecessary construction delays, time, and money, as opposed to discovering the errors in the field after materials are delivered and/or installed.
- During the construction of your project, an experienced building inspector performs periodic inspections to verify the work is properly completed and meets code requirements. The inspector may also be able to provide suggestions or recommendations since they, most likely, have experienced similar situations in the past!
- Plan review and inspection fees for building permits are nominal and are a small price to pay when you consider the alternatives. Wouldn't you rest assured knowing that your construction project was approved by experts?

WHAT IF SOMETHING IS BUILT WITHOUT A PERMIT

- If work is completed without the benefit of permits, it is a violation, you may be ordered to stop work, be prosecuted, and even ordered to remove work already done. No further permits will be issued for that site until the violation is corrected. Additional fees and/or fines may result and a lien may be placed against the property until the violation is corrected.
- Building permits must be obtained as required for new construction. The work must comply with the applicable codes in effect at the time of application.

- If the unpermitted work is commercial, a licensed architect or engineer must prepare and certify all plans and documents as indicated in this pamphlet and submit to the Building Official for review and approval. When the plans are approved by the Building Official, a building inspector will perform the normal inspections. However, any construction which the inspector cannot verify must be qualified by a licensed engineer or architect to the satisfaction of the Building Official. This may require expensive testing and/or demolition and often becomes very time consuming.
- If the unpermitted work is residential, you can pay for a building inspector to perform a site inspection and he/she will indicate, in writing, what documents and information must be provided to the building department in order to obtain the building permit. A licensed engineer or architect may be required to certify plans and documents. Again, any work that cannot be verified by the inspector must be qualified by a licensed engineer or architect to the satisfaction of the Building Official.
- If you start construction but do not have the necessary permits. Contact the building department if you are not sure whether you need a permit for your project

When is a Building Permit Required?

A homeowner occupying his own dwelling may perform ordinary repairs and construction work on the dwelling. Ordinary repairs do not require a permit. Jobs listed as requiring a permit, may be performed by the homeowner or a licensed contractor, AFTER securing an approved permit from the Building Department. [\(SEE CHART\)](#)

Where a permit or the filing of plans is required, the requirement is a matter of state law. Its purpose is to protect you, your family, and neighbors from the effects of repairs or additions that violate building codes and could cause fire or other hazards to life and property.

Building, electrical, mechanical, and plumbing permits may be issued to a homeowner without a state contractor's license. A homeowner may secure a permit in his own name provided he signs the required affidavit. He can subsequently contract with another party to perform the work provided the contractor has a current state trade license and a current local business license. The permit for the work must show who is actually going to perform the work, their current state trade license and current business license before a permit will be approved. The contractor must submit to the City of New Brighton a copy of their business liability insurance or a bond for each trade electrical, and plumbing.

<i>Accessory Building</i>	<i>Permit</i>	<i>Plot Plan</i>	<i>Bldg. Plans</i>
Install pre-manufactured storage shed	Yes	Yes*	No
Erect Storage Shed	Yes	Yes*	Yes
Build storage shed attached to carport	Yes	Yes*	Yes
<i>*Plot Plans are required to insure zoning requirements are met and that structure is not in an easement</i>			
<i>Home Improvements and Repair Projects</i>	<i>Permit</i>	<i>Plot Plan</i>	<i>Bldg. Plans</i>
Install exterior siding	Yes	No	No
Paint	No	No	No
Putting up storm windows	No	No	No
Install rugs	No	No	No
Install insulation	Yes	No	No
Repairing and lining closets	No	No	No
Panel interior walls without constructing or removing partitions	Yes	No	No
Build or remove partitions, finish recreation room or basement	Yes	No	Yes
Install prefabricated fireplace	Yes	No	No*
Build masonry chimney for stove	Yes	No	No
Build masonry fireplace	Yes	No	No
Construct an entrance into a basement	Yes	No	Yes
Construct or excavate a basement under existing dwelling	Yes	No	Yes
Minor porch repairs Less than \$150.00	No	No	No
Build concrete patio on grade	No	No	No
Construct a new driveway	No	No	No
Resurface driveway with changing the curb cut	Yes	Yes	No
Build above grade deck, porch, or patio	Yes	Yes	Yes
Build roof for deck, porch, or patio	Yes	Yes	Yes
Install canvas awning over windows or patio	No	No	No
Screen in an existing porch, patio, or deck (already roofed)	Yes	No	No
Replace porch or deck flooring	Yes	No	No
Repair steps using same materials and dimensions	Yes	No	No
Relocate stairs	Yes	No	No
Install attic pull-down stairs	Yes	No	No
Add dormer windows to house	Yes	No	Yes
Lay hardwood or asphalt tile floor on a sub-floor	No	No	No
Install kitchen cabinets	No	No	No
Fill in space between kitchen cabinets and ceiling	Yes	No	No
<i>*Submit manufacturer's instructions on fireplace</i>			
*			
<i>Electrical Projects</i>	<i>Permit</i>	<i>Plot Plan</i>	<i>Bldg. Plans</i>
Replace switch plates	No	No	No
Replace wall outlet plates	No	No	No
Replace junction box covers	No	No	No

<u>Electrical Projects</u>	<u>Permit</u>	<u>Plot Plan</u>	<u>Bldg. Plans</u>
Relocating sub-panels	Yes	No	No
Relocating or upgrading electrical services	Yes	No	No
Installing permanently wired smoke detectors	Yes	No	No
Installing battery operated smoke detectors	No	No	No
Installing plug-in smoke detectors	No	No	No
Replace electrical switches	Yes	No	No
Replace electrical outlets with same type outlet	Yes	No	No
Replace ungrounded outlets with grounded 3-prong outlets	Yes	No	No
Replace light fixtures with same type and wattage	Yes	No	No
Replace circuit breakers	Yes	No	No
Replace fuses	No	No	No
<u>Plumbing Projects</u>	<u>Permit</u>	<u>Plot Plan</u>	<u>Bldg. Plans</u>
Install new sink, shower, toilet, or tub	Yes	No	Yes
Install sink, shower, toilet, or tub where plumbing already exists	Yes	No	No
Repair leak in sink, shower, toilet, or tub	No	No	No
Replace sink, shower, toilet, or tub	Yes	No	No
Replace water faucet	No	No	No
Install NEW water or sewer service	Yes*	No	No
Install sump pump	Yes	No	No
Install clean-out in building sewer	Yes	No	No
Thaw frozen pipes	No	No	No
Unstop a sewer line	No	No	No
Repair sewer pipe inside	No	No	No
Replace sewer pipe outside	Yes*	No	No
Repair leak in water pipe inside	No	No	No
Repair leak in water pipe outside	Yes*	No	No
Replace water pipe	Yes	No	No
Repair a leak in gas pipe	Yes	No	No
<i>* Public Works to be notified for location of line</i>			
<u>Appliance Repairs</u>	<u>Permit</u>	<u>Plot Plan</u>	<u>Bldg. Plans</u>
Repair dishwasher or garbage disposal	No	No	No
Repair electric range and/or oven	No	No	No
Repair water heater	No	No	No
Repair heat pump and/or air conditioner	Yes	No	No
Install dishwasher, garbage disposal,	Yes	No	No
Repair heating boiler (by welding)	Yes	No	No

<u>Appliance Repairs</u>	<u>Permit</u>	<u>Plot Plan</u>	<u>Bldg. Plans</u>
Repair warm air heating equipment (gas, oil, etc.-heat exchangers)	Yes	No	No
Convert furnace from oil to gas	Yes	No	No
All new installation of gas, oil, and electric appliances	Yes	No	No
<u>Miscellaneous</u>	<u>Permit</u>	<u>Plot Plan</u>	<u>Bldg. Plans</u>
Building retaining walls less than 4 ft including footing...	No	No	No
Building retaining wall more than 4 ft.	Yes	Yes	No
Build brick or privacy wall	Yes	Yes	Yes
Construct outdoor barbecue	Yes	No	No
Install outdoor natural gas barbecue	Yes	No	Yes
Install swimming pool	Yes	Yes	Yes
Install solar heating system	Yes	No	Yes
Erect freestanding radio or TV antenna	Yes	Yes	Yes
Erect or install free standing roof top antenna	Yes	No	Yes
Erect free-standing flagpole	Yes	Yes	Yes
Erect free-standing signage	Yes*	Yes	Yes
Erect attached sign	Yes*	Yes	Yes
Demolish building not connected to public water or sewer	Yes*	No	No
Demolish building connected to public water or sewer	Yes*	No	No
<i>*Asbestos inspection required, if present then removal must be documented</i>			
<i>* Public Works to be notified on water and sewer connection</i>			
<i>*Sign permit to be obtained through City Planners office</i>			