

#### COMMUNITY DEVELOPMENT DEPARTMENT

Email: permits@cityofroseville.com Phone# 651-792-7080

# RESIDENTIAL PERMIT APPLICATION CHECKLIST

The City of Roseville has adopted a digital plan review process for Residential Permits. Use the online permitting portal to submit digital plans.

### **Online Permits:**

www.cityofroseville.com/epermits

<b>N</b> T	D 1 4 - 1	<b>O 4 4</b> •	
New	Kesidentiai	Construction	and Additions:

□ Floor Plans, Elevations (include section details), energy calculations, Certificate of Survey (Residential Certificate of Survey Requirements link), Tree Preservation Plan, and any engineering documents.

### **Residential Remodeling (not involving additions):**

	Build	ling P	ermit	Apı	olication
--	-------	--------	-------	-----	-----------

□ Plans should include: Floor Plans, Elevations (include section details), and any engineering documents.

## Pools, Porches, Driveway Extensions and Decks:

D "	1 1.	т.	• .		1.	. •
<b>H</b> 1111	lding	$Pe_1$	rmıt.	$\Delta$ nn	ll1C	atıon
 Dui	ıuıız	1 0	ווווו		-	auon

□ Plans should include: Floor Plans, Elevations (include section details), and any engineering documents.

 $\Box$  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)

Separate permits required for Plumbing, HVAC, Electric, Water and Sewer

## **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 651-792-7080 or email permits@cityofroseville.com to confirm.
- \* How long does it take to get a permit? Applications requiring plan review may take up to 15 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).