

## **Additional Information**

### □ Posting of Inspection Card:

Post the inspection card in an accessible location visible from the street. If the permit is located on the exterior please put permit card in a Ziploc bag to protect it from the outside elements.

- After a final plumbing inspection has been made, the water will be turned off until a “final inspection” has been made and the building/structure is in compliance with all applicable codes.

### □ Driveway Surfacing Policy:

All off-street driveway and parking areas for a newly constructed residence must be hard-surfaced with bituminous asphalt or concrete prior to an issuance of a permanent certificate of occupancy. These driveway and parking improvements are subject to the review and approval of the City Engineer. An extension may be granted by the City Engineer in the case of winter construction.

- As part of the City's Storm Water Management Plan, the City adopted an ordinance on April 6, 2015 requiring a \$1000 escrow for any building permit issued for a new single-family home, two-family home, or garage. The escrow will be returned upon completion of landscaping requirements, driveways or parking lots.
- Please see requirements for SAC (Sewer Availability Charge)

## **WHERE DO I OBTAIN A PERMIT?**

Building Inspections  
City of South St. Paul  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075

## **QUESTIONS?**

Please contact our office between the hours of 8:00 a.m. and 4:30 p.m. at 651-554-3220.

# New Home Construction

*City of South St. Paul*



*City of South St. Paul*

Permit & Inspections Department  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075

Phone: 651-554-3220  
Fax: 651-554-3211

## **REQUIREMENTS FOR OBTAINING A BUILDING PERMIT FOR A NEW HOME:**

A building permit is required when building a new single family home. Listed below are the requirements that need to be met in order to obtain a permit.

### **Requirements:**

- Certified Survey/Site Plan: This shows where the building will be located on the lot, setbacks from all property lines, lot size, other buildings on the lot and their distances from property lines, soil conditions and square footage of all buildings on the lot. Existing and proposed drainage and grading plan must be shown. This must be based on a survey, and prepared by a licensed land surveyor.
- Building Plan:
  - a. Plan review of plans prior to construction (2 sets required)
  - b. Overhead view or elevation
  - c. Side view or elevation
  - d. Structural components
  - e. Footings
  - f. Landscaping
- Energy calculations
- Sediment & Erosion Control Plan: No inspections will be given until all required controls are in place.

- Subcontractors:
  - a. Architect
  - b. General contractor (must be licensed by the State of MN)
  - c. Masonry/Cement  
The cost of the cement permit is figured into the permit fee for a new single-family residence, addition to house, deck, and a garage. If you are doing anything other than listed above you will need a cement permit.
  - d. Electrical
    - 1) Must be licensed by the State of MN.
    - 2) An electrical permit is required.
    - 3) Electrical inspections for the city are done by Patrick McMullen. Ph: 612-866-1979 available from 7:00-8:30 a.m. Monday - Friday
  - e. Plumbing
    - 1) Must be licensed by the State of MN.
    - 2) A plumbing permit is required for all plumbing work.
  - f. Heating and Air Conditioning
    - 1) Must be licensed by State of MN.
    - 2) Permits are required for each.
    - 3) Heat loss calculations are required for furnace sizing of new buildings.
    - 4) Gas piping air test is required. (24-hour test)

- 5) New buildings require an air quality determination.
- g. Plaster, Stucco & Drywall
- h. Sewer & Water (from house to street)
  - 1) A sewer and water permit is required.
  - 2) Must be licensed by State of MN.
- i. Blacktopping
  - 1) A permit is required.

**Please Note:** Items listed in this brochure are intended for informational purposes, further building and/or zoning code guidelines or restrictions may be applicable.

### **Inspections Required:**

- Excavation (soil conditions)
- Footings(prior to pouring concrete)
- Foundation
- Framing
- Electrical (rough-in & final)
- Plumbing (rough-in & final)
- Insulation
- Heating (rough-in & final)
- Drywall (before taping)
- Sewer and water
- Final (on completion, prior to occupancy)