

Residential Room Additions ---

A building permit is required for all residential room additions. Listed below are the required items for obtaining a building permit.

Requirements:

- **Plans:** 2 sets of building plans are required.
- **Site Plan:** This is an aerial view of the lot with dimensions from the addition to all the property lines. Measurements of the existing building are also needed. A general site map may be obtained at City Hall. These are not official site maps as they show only the general outline and dimensions of the lot.
- **Footing and Foundation Plan:** Whether on pier footings with beams or on a full perimeter foundation, measurements of all materials used are required. This includes the sizes of all posts, beams, joists, and footings.
- **Floor Plan:** Floor plans show the locations of walls, doors, and windows. Include the measurements of the rooms.
- **Exterior Elevations:** This shows what the outside of the building will look like when the addition is complete.

Additional Requirements:

- **Smoke Detectors:** Anytime an addition is made to an existing home the requirements for smoke detectors must be met in the entire home. One smoke detector is required in every bedroom. One smoke detector shall be centrally located outside of every bedroom. One smoke detector is required on every level on the home, including the basement.
- **Light and Ventilation:** All habitable rooms are required to have a minimum 10% of floor area in glazing (windows), half of which shall be operable.
- **Additional Permit Fees:** The building permit covers the construction of the addition only. You may need to obtain additional permits if you are doing any electrical, plumbing or mechanical work.

Where Do I Come To Obtain A Permit?

- Building Permit Department
City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075

Questions?

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