
Building Permit Information & Requirements

Electrical, Plumbing and Mechanical Permits.

All Electrical, Plumbing and Mechanical work, whether performed by a licensed contractor or a homeowner, is required by law to have separate permits and inspections. These permits and inspections are not included with a Building Permit.

Where to Obtain a Permit Application

Applications can be obtained at the West St. Paul Municipal Center, 1616 Humboldt Avenue, between the hours of 8:00 a.m. and 4:30 p.m. or by calling 651.552.4100 or 651-552-4116.

Also, permit applications may be obtained online by going to the City's web site <http://wspmn.gov/> click on City Departments, next click on Community Development and finally, click on Building Inspection. The different permit applications are listed at this location.

Completed applications can be returned by mail or submitted in person during regular business hours.

The Cost of a Permit

Permit fee must be paid when permit is issued. The permit fee is based on the project's total construction value.

Timeline for Building Permit Approval

If your project does not require a plan review (i.e. roofs, siding), the Building Inspector may be able to approve your Building Permit and answer questions in person during regular office hours between 8:00 a.m.-10:00 a.m. weekdays. No appointment is necessary during designated office hours.

The Building Inspector is also available to discuss your project by appointment or by telephone. If your project also requires plan review, permits will take a minimum of two weeks to issue after all your documents have been submitted.

Time Period Permit Covers

A permit is valid for 6 months from the date issued unless an extension is granted.

Who Applies for a Permit?

The homeowner may apply for a permit if they plan to do the work themselves on the structure they presently reside in. A State Licensed Contractor is required to do the work on all other single-family homes up to four dwelling units.

The Homeowner or Contractor completing the work is responsible for obtaining all required permits.

- Building Permits are required for nearly all structural improvements that are made to homes or accessory buildings. Additions, decks, porches, fences, roofing, siding and window replacements require a building permit but painting and re-carpeting do not.
- Mechanical Permits are required for all heating and ventilation system work.
- Electrical Permits are required for all electrical wiring.
- Plumbing Permits are required for all changes to plumbing.

If you are unsure if a project requires a permit, please contact the Building Inspector at 651.552.4119.

The Permit Process

1. Discuss Project with the Building Inspector

The Building Inspector can answer many questions you have about the necessary permit(s), provide helpful information regarding the specifics of your project and provide you with the required application materials.

2. Submit Plans and Application

Residential must include any relevant information such as two complete sets of a Site Plan or Survey, Floor Plans, Elevations, Cross Section Details and an Energy Calculation Worksheet.

Commercial building permit projects require four complete sets of plans and surveys along with two sets of specification manuals.

Small Tenant Remodeling permit projects require two complete sets of building remodeling plans drawn to scale ¼ inch scale preferred. Larger additions or remodeling projects may require full construction documents depending on the scope of the project. The inspector doing the plan review will contact you in the event more information is needed.

Commercial, plumbing, mechanical and electrical permits require two complete sets of plans along with their permit application. Commercial projects may require considerably more information needed that the building inspector can discuss with you prior to permit submittal.

3. Plan Review

The Building Inspector will review plans for compliance to all applicable codes. The Building Inspector may suggest or require solutions to problems identified. You may be asked to modify plans or provide additional detail.

4. Receive Permit

Once fee, based on the total value of the project, is collected, the Permit Card is issued for that specific job site and only the work listed on that Permit Application. The Permit Card must be clearly posted on the site by the Homeowner or Licensed Contractor. Construction may begin after posting of the Permit Card.

5. Inspections

Once a Homeowner or Licensed Contractor has received the permit(s) it is the Permittee's responsibility to call and schedule Inspections at 651.552.4116. Appointments for an inspection must be requested a minimum of 24 hours in advance.

*It is also the Permit tee's responsibility to remove anything that is covering the inspected material at the time of inspection.

6. Final Inspection

You will receive documentation from the Building Official or Inspector when your project is complete.