



ONLINE PERMITS
www.cityofroseville.com/epermits

2021

COMMUNITY DEVELOPMENT DEPARTMENT • PHONE: 651-792-7080
2660 CIVIC CENTER DR. • ROSEVILLE, MN 55113

RESIDENTIAL BUILDING PERMIT APPLICATION

APPLICATION DATE: _____

PERMIT NUMBER: _____

WORK PROPOSED: (check all that apply)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Addition* (Requires Tree Preservation Plan Review) | <input type="checkbox"/> Driveway Expansion* - \$75.00 +Engineering fee | <input type="checkbox"/> Roof/Siding - \$140.00 + fees +\$3.80 (roof) and/or +\$4.80 (siding) +\$1.00 (contractors) | Other: _____

*REQUIRES: Plan Review |
| <input type="checkbox"/> Alteration* | <input type="checkbox"/> Fence - \$52.00 +\$2.00 processing fee | <input type="checkbox"/> Shed up to 120 sq. ft. - \$52.00 +\$2.00 processing fee | |
| <input type="checkbox"/> New Construction* (Requires Tree Preservation Plan Review) | <input type="checkbox"/> Fireplace (wood burning)* | <input type="checkbox"/> Shed - 121-200 sq. ft.* - \$75.00 +\$15.00 Engineering fee | |
| <input type="checkbox"/> Deck* | <input type="checkbox"/> Footing/Foundation* | <input type="checkbox"/> Swimming Pool* - \$212.00 +\$15.00 Engineering fee | |
| <input type="checkbox"/> Draintile - \$115.00 +\$2.30 processing fee | <input type="checkbox"/> Garage* (Requires Tree Preservation Plan Review) | <input type="checkbox"/> Windows* - \$140.00 +fees \$3.80 +\$1.00 (contractors) (plans required for review when size change or Egress installation) | |
| <input type="checkbox"/> Driveway - \$55.00 +\$2.00 processing fee | <input type="checkbox"/> House Moving* | | |

PROPERTY TYPE: Single Family Two Family Townhome Manufactured Home

SITE ADDRESS:

APPLICANT: Name: _____ Phone: _____

Address: _____

OWNER: Name: _____ Phone: _____

Address: _____

***Homeowners/occupants performing their own work must also sign and submit a Homeowner Affidavit**

CONTRACTORS ONLY:

CONTRACTOR: Name: _____ Phone: _____

Address: _____

Is structure built before 1978 YES NO If yes, a valid EPA Lead- Safe Certificate # is required N/A _____

State License #: _____ Lead-Safe Certified Firm EPA # NAT- _____ City Contractor License #: _____

VALUATION (labor & materials): \$ _____ Requests for permit refunds must be made within 180 days of permit issuance date.
Homeowners must also include labor

WORK DESCRIPTION:

ACKNOWLEDGEMENT AND SIGNATURE:

The undersigned hereby makes application to the City of Roseville to perform the work as herein described. The undersigned further states, under penalty of law, that the work will be performed in accordance with applicable Minnesota State Building Codes, City of Roseville Codes, this application, and any approved plans and/or specifications. Some or all of the information that you are asked to provide on the application is classified by State law as either private, public, or confidential. The data will constitute a public record if and when the permit is issued.

Print Name: _____ Phone: _____ Date: _____

Applicant Owner Contractor

Signature: _____ E-Mail Address: _____

SEPARATE PERMITS ARE REQUIRED FOR: Electrical Mechanical Plumbing Sewer Water Erosion Control

OFFICE USE ONLY:

FEES:			Total Fees:
Permit	\$ _____	Contractor's License	\$ _____
Processing fee	\$ _____	Engineering Fee	\$ _____
State Surcharge	\$ _____	SAC Administration Fee	\$ _____
Plan Check	\$ _____	State License Verification Fee	\$ _____
Cert. of Occupancy	\$ _____	Lead Renovator Certificate Verification Fee	\$ _____
Metro SAC	\$ _____	Construction Deposit	\$ _____
Park Dedication	\$ _____	Other	\$ _____
			Receipt #: _____
			Receipt Date: _____

WARNING: Be sure to contact Gopher State One Call @ 811 prior to digging for locations of underground cables, pipes, etc.

FOR OFFICE USE ONLY:

NOTES:

REQUIRED INSPECTIONS:

ROUGH

- Erosion Control
- Footing
- Foundation
- Concrete Slab
- Electrical
- Plumbing
- HVAC
- Fireplace
- Air Test/Gas
- Framing
- Insulation
- Other: _____

FINISH

- Electrical Final
- HVAC Final
- Plumbing Final
- Final
- Certificate of Occupancy
- Deposit Refund
- Other: _____

CITY VALUATION: _____

APPROVALS:

Plan Reviewer _____

Planning _____

Engineering _____

Other _____