
Building Permit Information & Requirements

Electrical, Plumbing and Mechanical Permits

All electrical, plumbing and mechanical (HVAC) work, whether performed by a licensed contractor or 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

- City Hall: 1616 Humboldt Ave (Monday-Friday 8:00 am – 4:30 pm unless otherwise posted)
- City Website: www.wspmn.gov

Applications can be submitted either in person, mail, email or as an online application.

How long is a permit valid for?

Once a permit is issued (payment received and processed) you have 180 days from that date to have an inspection. With each inspection the 180-day clock starts over until the project is complete. Projects that are weather or season dependent (exterior projects such as siding, roofing, windows, doors, etc.) will be given a grace period based on the circumstances.

If a permit goes past 180 days since issuance or last inspection, please contact the permit department at permits@wspmn.gov for an extension with reasoning and possible timeframe. Depending on the amount of time passed and situations, there may be a reopening fee added to the permit which is required to be paid before next inspection.

Who can apply for a permit?

[MN Dept of Labor & Industry - Residential Contractor Licensing](#)

The homeowner or contractor completing the work is responsible for obtaining all required permits.

Homeowner: A homeowner may apply for a permit if they plan to do the work themselves on the structure they presently reside in or plan to reside in once construction is completed. The home must be listed as Full Homestead with the County. There is a Homeowner Affidavit that is required to be signed by the applicant to accompany the permit application.

Contractor: A contractor must be licensed by the State of Minnesota to do work on all single-family homes up to four dwelling units. The exception of the State license for a contractor is if they fall into only 1 of the categories of a Specialty Contractor.

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

If you are unsure if a project requires a permit, please contact the Building Department at permits@wspmn.gov or 651-552-4116.