

Building Permit Information & Requirements

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 online at www.wspmn.gov.

Completed applications can be returned by mail, emailed to permits@wspmn.gov or submitted in person during regular business hours.

Permit fee

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

Timeline for building permit approval

- If your project **doesn't** require a plan review, a building inspector may be able to approve your building permit and answer questions in person during regular office hours.
- If your project **does** require a plan review, permits may take up to two weeks to issue after the document(s) are submitted.
- Once the permit has been issued, you have 180-days (6 months) to have an inspection. At each inspection the 180-day clock starts over. If there are no inspections within the 180-days, the permit will expire unless an extension request is sent in writing to permits@wspmn.gov or handed in to the Building Department.

Who should apply for the permit?

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

Types of permits

Building permits are required for nearly all structural improvements that are made to additions, decks, porches, roofing, siding and window replacements.

- Mechanical permits are required for all heating and ventilating work.
- Electrical permits are required for all electrical wiring.
- Plumbing permits are required for any changes to the piping in the wall or under the floor/grade.

The permit process:

1. Submit plans and application(s)
 - a) Residential plans must include a site plan or survey, floor plans and cross-sectional details
 - b) Commercial plans require two complete sets of plans and specification manuals
2. Plan Review - the inspector will review submitted plans for compliance with all applicable codes
3. Receive permit - once the permit fee is collected, the issued permit and any approved plans must be available on the job site
4. Inspections - it is the responsibility of the permit holder to schedule all required inspections
5. Final inspection - documentation will be received once project is completed