



RESIDENTIAL BUILDING PERMIT INFORMATION

Department of Building Safety

The City of Vadnais Heights

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This information sheet is being provided to explain the residential building permit issuance process. Permits are required for the construction, and most alterations, of residential structures. If you have questions whether a permit is required, please contact the Department of Building Safety.

Variations/Special Cases

If your proposed construction is not allowed by the current City Code, a variance process is available to anyone wishing to have their case reviewed by City personnel. All variance approvals must be complete and approved by the City Council prior to submitting a building permit application for the subject project. Certain projects may also require special testing, approval from easement holders, or approval from other government agencies before beginning the project. Those approvals must be made available at time of building permit application.

Applications

Applications will be processed when all the following materials are provided:

- A completed and signed building permit application.
- Two complete sets of construction documents (floor plans, elevations, sections, and details). Plans must include all structural and architectural details. Heating/ventilating/cooling, plumbing, and electrical plans may be included, but are not required. Certificate of Survey (new construction); site plan (additions).
- One 11" x 17" legible reduction drawing or PDF formatted file, representing all details on the plan.
- Energy calculations may be submitted on approved worksheets or MNCheck software.
- Heat loss calculations (equipment sizing) for all new structures and most additions.

Separate Permits

Separate permits are required for the installation or alteration of any heating/ventilating/cooling, plumbing, or electrical system.

Licenses

Contractors working in the City of Vadnais Heights must be licensed either by the State of Minnesota in their profession, or must obtain a City license before performing work.

Fees

Permit fees are based on the entire valuation of the project, including materials and labor. All permit applications that require plans will be charged a plan review fee. State surcharge fees apply to all permits that are governed by the Minnesota State Building Code.

Property Boundaries

Property owners are required to locate and identify all property boundaries that are needed to verify setback compliance.