



Using the Online Permitting Portal

The city's online portal allows you to apply and pay for building permits, search permit information and manage inspections.

Contractors and registered design professionals, please contact the Inspections Division at 651-714-3543 for your registration setup.

Homeowners must apply for permits via [email](#) or at City Hall.

Combination permits

A **combination permit** will be issued to the general contractor or the homeowner acting as the general contractor for the following: addition, basement finish, deck, porch, remodel, repair, and new construction. The permit will include all fees associated with this project (e.g. building, plan check, plumbing, HVAC, electric, sprinkler), if applicable.

When your permit is approved, you will receive an email with further instructions.

If you have questions, please call 651-714-3543 to determine if a **combination permit** should be issued.

Stand-alone permits

Stand-alone, flat fee permits will be issued to the licensed contractor doing the work, or to the homeowner doing the work, for replacement furnace, A/C, water heater, water softener, etc. Stand-alone permits do not require inspector review.

Applying for a permit

Once you are logged into the permitting portal, use the dashboard to apply for a new permit.

Use the drop-down menus to select the appropriate permit type and subtype (if applicable) and describe the work.

Search and select the project address. For best results, enter the house numbers without the street name and select “search.” Then, select the appropriate address.

Attach required supplement forms, plans, and project scope.

Select “next step” to continue with the process.