



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

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Plan Review

Life Safety & Structural

General Phone #: (651)266-9007

Live Help Icon

Purpose of Plan Review

Plan Review coordinates the approval processes for building permit review and issuance. Plan Examiners coordinate the overall approval of plans with appropriate code disciplines. (Electrical, HVAC, Zoning, Etc.) Examiners will review building plans for conformance with state and federal building codes, along with local ordinances governing construction. Plan examiners are available to answer questions about a design relating to code but cannot design the project.

Contact our Plan Examiners

• Jim Bloom	Plan Examiner II	(651)266-9071
• John Skradski	Plan Examiner II	(651)266-9075
• Dori Dufresne	Plan Examiner II	(651)266-9070
• Brian Krawiecki	Plan Examiner I	(651)266-9074
• Steve Grandstrand	Plan Examiner I	(651)266-9076
• James Williamette	Plan Review Supervisor	(651)266-9077
• Brian Karpen	Staff Structural Engineer	(651)266-9072

Requirements for Application

- Fences
- Decks
- Detached Garages
- 1 and 2 Family Dwellings
- Commercial/Industrial/Institutional

Commercial/Industrial/Institutional

I. Steps to obtaining a Building Permit for New Construction and Additions.

1. **Site Plan Review**-Contact the Zoning Department at (651)266-9008 to set up a meeting with Site Plan Review. Members of Public Works, Zoning, Building Plan review and other city departments are present to review proposed plans and provide comments.

2. **Preliminary Building Plan Review**-Contact Plan Review at (651)266-9007 to set up a meeting. This meeting is to look at preliminary plans and discuss any code issues prior to submittal for permit. We will pull in other departments like Fire, Warm Air, etc.
3. **“The Rounds”**-A completed Building Permit application and 2 complete sets of plans (Architectural, Structural, and Mechanical), must be taken to Public Works Addresses and Sewers for their stamp off.
 - a. Address is located on the 10th floor of City Hall Annex.
 - b. Sewer is located on the 7th floor of City Hall Annex.
4. **SAC**-New buildings and additions will be assessed a Service Availability Charge unless the addition is very small or there are credits to be used on the property. Contact Metro Waste for a SAC determination at (651)602-1113.
5. **Submittal for Permit**-The completed building permit application, and the 2 complete sets of plans that have been on “The Rounds” should be submitted to the plan review department for review. The plans will be routed through the other departments (Mechanical and Structural) also so submit plans well before the projected start date to allow for any requested revisions.

NOTE: Restaurants and structures containing commercial kitchens or other amenities which require permit from the Environmental Health Department must have plans and specs submitted also. The Environmental Health Department can be contacted at (651)266-9134.

NOTE: Buildings located in the Historic Preservation District must be approved by the Historic Preservation Commission. HPC Staff is available to answer questions at (651)266-9078.

NOTE: Demo permits must be submitted on all existing buildings prior to demo to award SAC credits and get approval from all other city departments.

II. Building Permit for Remodels and Change of Occupancy.

1. **Zoning**-Contact the Zoning department to verify any additional parking requirements or non-conforming uses in the zoning district.
2. **Submittal for Permit**-Submit 2 complete sets of plans (Architectural, Structural, and Mechanical) to the Plan Review Department for review and approval. The plans will be routed through the other departments (Mechanical and Structural) also so submit plans well before the projected start date to allow for any requested revisions.

NOTE: Restaurants and structures containing commercial kitchens or other amenities which require permit from the Minnesota Department of Health must have plans and specs submitted also. The Minnesota Department of Health can be contacted at (651)201-5634.

NOTE: Buildings located in the Historic Preservation District must be approved by the Historic Preservation Commission. HPC Staff is available to answer questions at (651)266-9078.

NOTE: The project may result in issuance of SAC Charges or Credits which will be determined by Plan Review Staff. It is an extensive project in institutional or industrial buildings it may be required to contact Metro Waste for determination.

1 and 2 Family Dwellings

I. New single family home or duplex basics.

- **Registered Survey** (3 copies) required with the home located on the survey with proposed setbacks.
 - Contact Zoning at (651)266-9008 to verify average front yard setback and other setbacks set forth by the specific zoning district.
 - Homes can occupy up to 35% of the entire lot.
- See the Plan Requirement Handout for other requirements for submittal.

II. Additions to single family home or duplex basics.

- **Site Plan** required with dimensions of existing home, dimensions of addition and existing setbacks. Also have the proposed setbacks for addition if different from existing. Have a complete site plan with all other structures including garages shown and distance between structures labeled.
- See the Plan Requirement Handout for other requirements for submittal.

Detached Garage basics.

- Site Plan required with proposed garage size and location.
- Floor plan required with details of foundation type, wall height, and truss pitch. If proposing to use storage truss or high pitch truss then a building section is required to determine height of garage.
- See following handouts for more specifics on garages:
 - Detached Garage Location Requirements (Required Setbacks, and Lot Coverage)
 - Detached Garage Inspection Procedure (Inspections and Building Height Limits)
 - Detached Garage Construction Requirements (General Construction Requirements)
 - Residential Garage Wiring

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