



CITY OF ST PAUL

Department of Safety and Inspections
375 Jackson Street, Suite 220
St Paul, Minnesota 55101-1806

GENERAL BUILDING PERMIT APPLICATION

Visit our Web Site at www.stpaul.gov/dsi

PROJECT ADDRESS: Number, Street Name, St. Ave. Blvd. Etc., N S E W, Suite/Apt, Building Name, Date

Contractor: (Include Contact Person), Address, City, State, Zip + 4, Phone, State Building Contr. Lic. #

Contractor's Email: Architect/Designer, Email, Phone

Property Owner: (Include Contact Person), Address, City, State, Zip + 4, Phone

Select the Type of Work: New Structure, Addition, Remodel/Alter, Repair

Select Applicable Installation Below: Windows, Roofing, Siding; Select Type of Use: Residential, Commercial; Est. Start Date, Est. Finish Date, Total Value

Description of Project; Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued. Applicant's Signature

PLEASE COMPLETE THIS SECTION ONLY FOR NEW STRUCTURE OR ADDITION

Structure Dimensions (In Feet): Width, Length, Height, Total Square Feet, Basement, # of Stories; Is a Fire Suppression System Available? (i.e. - Sprinklers)

Lot Dimensions (In Feet): Lot Width, Lot Depth, Front, Back, Side 1, Side 2; Set Backs from Property Lines

For Office Use Only

Change/Expansion of Use? Yes / No; SUMMARY OF FEES: Building Permit Fee, Plan Check Fee, State Surcharge, SAC, SAC Processing Fee, Design Review Fee, Park Dedication Fee, Total Permit Fee; S.A.C. #: Reviewed By, Date, Warning Folder #; State Valuation: \$; Vacant Bldg. Folder #; PERMIT #

Signature of Cardholder (required for all charges):

Payment options: AMEX, Discover, MasterCard, Visa; Security Code; Expiration Month/Year; Enter Account Number

GENERAL BUILDING PERMIT APPROVALS & REQUIREMENTS

*If you are paying for your permit by American Express, Discover, MasterCard or Visa, you may fax your application.
The credit card information section must be filled in including the 3-digit or 4-digit security code and signed.
Our FAX number is 651-266-9124.*

If paying by check, please mail the application and check to us. Make checks payable to: City of St. Paul

FOR NEW CONSTRUCTION AND MULTI-FAMILY RESIDENTIAL OR COMMERCIAL ADDITIONS

Building Permit Application and two (2) complete sets of plans must have stamped approval by the following Offices prior to submittal to the plan examination section in DSI at 375 Jackson Street, Suite 220.

REQUIRED

- 1) Public Works – 10th Floor City Hall Annex
25 W. 4th Street
(Bring Lot Survey with Legal Description)

Assigned Address: _____

Pin # : _____

Legal Description:

REQUIRED

- 2) Public Works – Sewer 7th Floor City Hall Annex
25 W. 4th Street
(Sewer Size and Location)

FOR OFFICE USE ONLY

Review	Required	Initials/OK	Date
HPC			
SITE PLAN REVIEW*			
SPECIAL USE PERMIT			
ENVIRONMENTAL / FOOD			

Site Plan Review is required for new construction and additions to commercial buildings or residential buildings with 3 or more units.
(651-266-9086)

Building Field Inspectors are in the office for inspection requests between 7:30 – 9:00 AM, Monday – Friday. Phone number is 651-266-9002.
Permit Fee Information can be obtained by calling 651-266-8989, Monday – Friday, 7:30 – 4:30.

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