

The Building Inspection Division

The City of Plymouth helps ensure construction of safe buildings and protects community character through zoning laws and building code regulations. The Building Inspection Division administers these laws through permits and inspections. When you as a homeowner build something in Plymouth, or change the way you use the home or property, you may need to obtain a permit.

When Do I Need a Permit?

Permits are required for room additions, decks, porches, finished basements, wood stoves, masonry fireplaces, interior modifications, structural renovations or repair, demolition work, accessory structures, swimming pools, new roofs (including re-shingling), window replacements, re-siding and fences.

Separate plumbing, mechanical, fire suppression, and electrical systems permits are required for the installation, alteration, repair, relocation, replacement, or addition to any wiring, piping, or equipment or appliances associated with those systems.

A Permit is Not Needed To:

Paint a house (interior or exterior), hang wallpaper, and do similar finish work, erect an accessory building having a floor area less than 200 square feet, install concrete sidewalks, and patios, or insulate an existing building where no structural changes are made.

If you have questions about whether you need a permit for the project you have in mind, contact us at (763) 509-5430, Mondays and Wednesday through Friday from 8:00 a.m. to 4:30 p.m., and on Tuesdays from 8:00 a.m. to 6:00 p.m., except holidays

Why Do I Need Permits?

Building and related permits ensure that your project will be constructed according to nationally recognized standards designed to protect homes from structural collapse and fire.

Review of permit applications ensures that your home meets the zoning requirements such as yard coverage, setbacks and building height.

Where Do I Obtain My Permits?

To apply for and to obtain a permit, you will need to visit the Plymouth City Center, 3400 Plymouth Blvd. - about one mile west of I-494, just north of Hwy 55.

What Information should I Provide When Applying for a Permit?

Information requirements can vary depending upon your specific project. Handouts and checklists are available which describe the information required to submit an application. For building permits for new construction and additions, you will need to provide a plot plan (based on a current survey of your property), together with detailed construction plans, drawn to scale, showing your proposed project.

Homeowners may prepare their own plans, however, the Building Inspection Division may

require that an architect or engineer prepare plans if necessary to ensure accuracy and legibility. Allow adequate time for you or your representative to prepare your plans.

When you file your application, include two identical sets of plans. We will confirm that your materials were prepared correctly and if additional information is necessary.

How Long Does It Take to Get a Permit?

Some permits, such as plumbing, mechanical, electrical, re-siding, and re-roofing, can be issued at the time you apply. **Most other permit applications - that are complete and accurate - may take up to five working days to process.**

Applications for permits should be submitted well in advance of your scheduled starting date so that our staff can help you through the process and issue your permit before you are ready to start work. This is especially true during the summer construction season.

Is There a Charge for a Permit?

There is a charge for permits. Building and mechanical permit charges are based upon the value of the project (material and labor). Plumbing permit charges are based upon the number and type of fixture units. Electrical permit charges are based upon the type of work proposed. Fence permits not over seven feet in height are issued free.

Who Inspects the Work?

With your permit, we will provide information about when and who to call for inspection(s). Our inspectors will inspect your work several times during the course of construction for such things as footings, framing, insulation, rough-in and final plumbing, electrical, fire suppression (if applicable), mechanical work and building final inspection. You will need to contact our office to schedule an inspection at least one business day in advance of the requested inspection.

Call (763) 509-5449, Mondays and Wednesday through Friday from 8:00 a.m. to 4:30 p.m., and on Tuesdays from 8:00 a.m. to 6:00 p.m., except holidays to arrange for an inspection.

An Inspection Record Card is attached to all permits. You or your contractor should post the card on the site until completion of the final inspection. This card contains important information about the job and is used to record inspections performed.

How Can I Get More Information?

The Building Inspection Division provides various handouts on permit application procedures, requirements, and fees on the city's website at www.plymouthmn.gov located under Departments/Community Development/Permits and Inspections.

Some of the topics covered include:

- Porch construction

- Detached garage construction
- Deck construction
- Room additions
- Finishing residential basements
- Fence and wall construction
- Inspection checklist and requirements
- Erosion control requirements
- Rubbish disposal requirements

Building Inspection Division
City of Plymouth
3400 Plymouth Blvd.
Plymouth, MN 55447
(763) 509-5430



Call before you dig: Gopher State One
Call: (800) 252-1166 or (651) 454-0002 –
www.gopherstateonecall.org

IB\Apps Handouts Info\info for homeowner

Permits: Information for Homeowners



*Information for Plymouth
residents who are planning
home improvements*