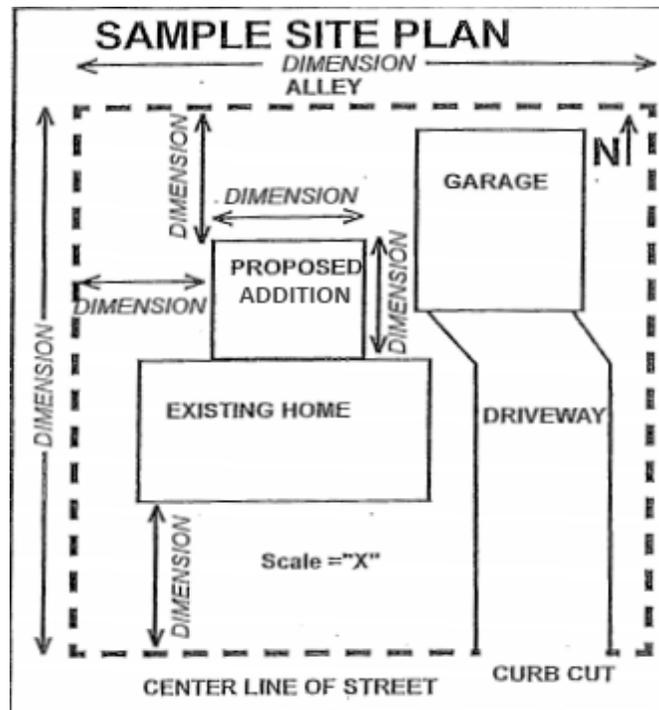




## Additions

### Permit requirements

- Submit a completed building permit application to the City of Mendota Heights, available at the City's website [www.mendota-heights.com](http://www.mendota-heights.com) or the City Hall, along with a site plan or survey and two sets of plans.
- Separate permits are required for mechanical, plumbing and electrical work.
- The site plan or survey must show the distance to the property lines from the building and to the new addition (see sample site plan below).



- The addition plans should include floor plans, elevations and sections as necessary to adequately describe the project and indicate:
  - Addition size and height
  - Footing and foundation design
  - Framing details: floors, walls, roof, etc.
  - Beam sizing
  - Siding and roofing details
  - Windows and doors
  - Insulation R values
  - Decks, landings, handrails, guardrails

### Permit fees

- The applicant for a permit shall provide an estimated permit valuation at the time of application. This should include the total cost of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems (1300.0160 Subp. 3).  
Note: Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work do not require a permit (1300.0120 Subp.4 (8)).
- Building permit fees are based on the submitted valuation (1300.0160 Subp. 4).

## ***Required inspections***

- \*Footing: After forming and the rebar is in place and before pouring the concrete.
- Foundation: When formwork and rebar are in place and before pouring concrete.
- Waterproofing: When drain tile and waterproofing are in place and before backfilling.
- When rough in plumbing, mechanical, electrical are completed and before framing inspection.
- Framing: When walls, floors, trusses, windows, doors, house wrap, roofing, etc. are installed.
- Final for plumbing, mechanical and electrical.
- Building final: Should be scheduled after or at the same time as the final plumbing, mechanical and electrical inspections.

\*Call before you dig. Call Gopher State One Call at 651-454-0002 for protection against underground utility damage. Call 48 hours before you intend to dig to receive locations of underground utilities. [www.gopherstateonecall.org](http://www.gopherstateonecall.org)

***Call the City of Mendota Heights' Department of Building Safety at 651 452 1850 if you have questions, to request a permit or to schedule an inspection (8:00-4:30 M-F).***