



# Permit Application Guide

This guide provides a quick reference *to possible permits needed*. Before applying for permits, it is recommended that any homeowner, business owner, and/or contractor contact the City's Building Official and/or appropriate City personnel at 651-452-1850 to discuss the scope of the project. For permits not issued by the City, please contact the appropriate agency.

## Contacts

**BUILDING, PLUMBING, MECHANICAL:** Mike Andrejka, Building Official, 612-597-9667, [michaelja@mendota-heights.com](mailto:michaelja@mendota-heights.com)

**DOMESTIC WATER:** St. Paul Regional Water Services, 651-266-6270

**ELECTRICAL:** Peter DeGrood, State Electrical Inspector, 507-210-0754, [sparkypeted@gmail.com](mailto:sparkypeted@gmail.com)

**FIRE:** Jim Lee, Fire Marshal, 651-255-1156, [jiml@mendota-heights.com](mailto:jiml@mendota-heights.com)

**RIGHT OF WAY & UTILITY:** Bobby Crane, Sr. Engineering Technician, 651-255-1150, [bobbyc@mendota-heights.com](mailto:bobbyc@mendota-heights.com)

**STORMWATER ESCROW & WETLAND:** Krista Spreiter, Natural Resources Technician, 651-255-1123, [kristas@mendota-heights.com](mailto:kristas@mendota-heights.com)

**ZONING & OTHER:** Tim Benetti, Community Development Director, 651-255-1142, [timb@mendota-heights.com](mailto:timb@mendota-heights.com)



	<b>BUILDING</b> Issued by: City of MH	<b>ZONING/OTHER</b> Issued by: City of MH	<b>MECHANICAL</b> Issued by: City of MH	<b>PLUMBING</b> Issued by: City of MH	<b>DOMESTIC WATER</b> Issued by St. Paul Regional Water Services	<b>ELECTRICAL</b> Issued by: State Board of Electricity	<b>SEWER</b> (For licensed excavators/ general contractors)	<b>FIRE</b> Issued by: City of MH	<b>RIGHT OF WAY &amp; UTILITY</b>
<b>EXTERIORS (Cont.)</b>									
Demolition of structures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required							
Doors	<input checked="" type="checkbox"/>								
Driveway / New Curb Cut		<input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required							<input checked="" type="checkbox"/> <b>Driveway Permit</b>
Excavating		<input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required							<input checked="" type="checkbox"/>
Fences		<input checked="" type="checkbox"/> <b>Fence Permit</b>							
Gazebo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required							
Irrigation lawn sprinklers	No City issued permit required. Verify with Saint Paul Regional Water Services.								
Landscaping and driveway maintenance		<input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required							<input checked="" type="checkbox"/>
Patios/sidewalks laying slab	No permit required to lay slab. <input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required								
Porch (including 3 or 4-season)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required							
Retaining walls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required							<input checked="" type="checkbox"/> Walls over four feet (4') in height require structural engineering design

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<b>EXTERIORS (Cont.)</b>									
Roofing (re-roofing)	<input checked="" type="checkbox"/>								
Sheds or Accessory Structures		<input checked="" type="checkbox"/> <b>Accessory Structure Permit</b>							
Siding or Stucco (re-siding/re-stucco)	<input checked="" type="checkbox"/>								
Signs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Sign Permit</b>							
Steps/stoops	<input checked="" type="checkbox"/>								
Swimming pool – above ground	<input checked="" type="checkbox"/> If building a permanent deck or platform with pool	<input checked="" type="checkbox"/> <b>Above Ground Swimming Pool Permit</b>  <input checked="" type="checkbox"/> <b>Fence Permit</b> (if one is not existing)							
Swimming pool – above ground temporary	Temporary above-ground pools (kiddie pool) with a water surface area of less than one hundred (100) square feet and a water depth of less than eighteen inches (18") do not require a permit.								
Swimming pool – permanent in-ground	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Building Permit required</b>  <input checked="" type="checkbox"/> <b>Fence Permit</b> may be required if pool contractor does not install one or is not existing  <input checked="" type="checkbox"/> <b>Stormwater Escrow and/or Wetland Permit</b> may be required							

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<b>EXTERIORS (Cont.)</b>									
Swing sets, play-houses, or tree houses	No permit required. Check with City Zoning Official first before installing any equipment for location and size limitations.								
Utility work									<input checked="" type="checkbox"/>
Windows, patio doors, storm doors, egress windows	<input checked="" type="checkbox"/>								
<b>MECHANICAL</b>									
Air conditioning			<input checked="" type="checkbox"/>						
Boiler			<input checked="" type="checkbox"/>						
Exhaust fan			<input checked="" type="checkbox"/>						
Gas piping			<input checked="" type="checkbox"/>						
Heating/furnace			<input checked="" type="checkbox"/>						
Water Heaters				<input checked="" type="checkbox"/>					
<b>FIRE</b>									
Fire alarm								<input checked="" type="checkbox"/>	
New fire alarm addition/alteration								<input checked="" type="checkbox"/>	
Fire suppression addition/alteration								<input checked="" type="checkbox"/>	
Fire safety								<input checked="" type="checkbox"/>	

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<b>OTHER ACTIVITIES</b>									
Chicken Coop / Raising domestic chickens		<input checked="" type="checkbox"/> <b>Domestic Chicken Permit</b>							

PLEASE NOTE: some construction projects or work activity adjacent to an established water body or wetland may require a separate Wetlands Permit, per Wetlands Systems Ordinance - City Code Section 12-2-1.

Also, any construction projects or work activity in the established Critical Area Overlay District (Mississippi River Critical Corridor Area) will require a separate Critical Area Permit, per Critical Area Overlay District Ordinance – City Code Section 12-3-1.