

## Why do I need a permit?

Obtaining a permit will ensure your construction project is built according to code, while also reducing the potential hazards of unsafe construction. You will benefit from the knowledge and experience of City staff regarding building codes and general construction practices which helps to ensure that your project is safe and built to last.

If your home improvement project does not comply with applicable codes, property insurers may deny claims against unpermitted projects. In addition, at the time you sell your home, informed buyers will ask to see permits as evidence that work performed on the property was properly inspected and met building codes.

## When do I need a permit?

A permit is generally required for the following:

- New Construction
- Home Additions & Garages
- Window Replacement
- Decks over 30 " in height or attached to the dwelling
- Basement Finishes
- Re-Roofs, Siding
- Fences over 7 ft. high
- Fireplaces
- Steps, Stoops
- Sheds over 200 sq. ft.
- Pools
- Electrical Systems
- Plumbing Systems
- Furnace, Air Conditioning and other related ductwork

If you have questions about permit requirements, please contact the Building and Community Standards Department.



## What if I've hired a contractor?

Contractors are responsible to obtain appropriate permits for the work being performed. Generally, a permit will not be issued to a homeowner when a contractor has been hired as the permit holder is responsible for all permitted work. Residential contractors must be licensed with the State of Minnesota, with only a few exceptions, and a permit will not be issued without a current license. To confirm if your contractor is licensed in Minnesota, contact:

*Department of Labor & Industry*  
Phone: 651-284-5069 or 1-900-657-3944  
[www.dli.mn.gov/cclld/rbc.asp](http://www.dli.mn.gov/cclld/rbc.asp)

## How do I get a permit?

Permit applications may be obtained at City Hall or on the City's website. In most cases, the homeowner may obtain a permit when the owner is performing the work and resides in and homesteads the property.

## When and how do I get an inspection?

Inspections are required at various stages of a project. All required inspections will be printed on the inspection card. Call Building and Community Standards at 763-569-3344 to schedule inspections, allowing at least 24 hours advance notice.

## What does a permit cost?

The cost of a permit is generally based on the valuation of the job. The permit fee includes a plan review and a Minnesota State surcharge.

## What do I submit with the permit application?

For projects involving new construction, additions, and certain types of renovations, an accurate site plan and three copies of detailed building plans must be submitted at the time of application.

Building plans should show framing detail, type and size of lumber used, joist spaces, post spacing, footing detail, floor plan, etc. This may vary depending on the project.

A site plan must show the property corners, lot lines and dimensions. All existing and proposed structures must be located, showing dimensions and setback distances to the lot lines and each structure.

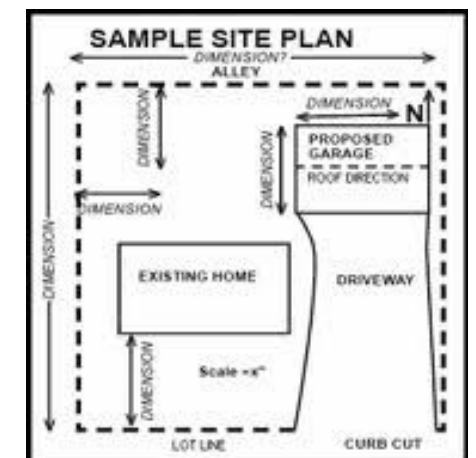
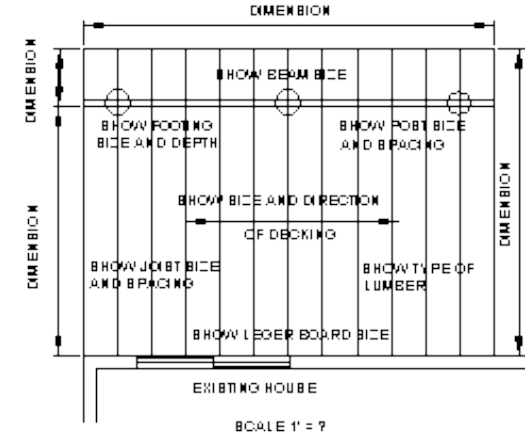
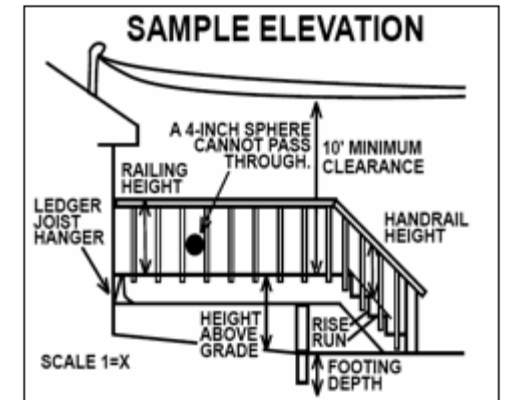
Porches that are heated may need to conform to the Minnesota Energy Code.

## When are carbon monoxide and smoke alarms required?

Smoke alarms are required outside of bedrooms and inside each bedroom. Wireless interconnected smoke alarms are approved and can be used in lieu of hardwire interconnected alarms. Carbon monoxide alarms must be within 10ft of each bedroom.

Alarms help save the lives of occupants, as well as the personnel responding to emergencies.

## Sample Building Plans



## Common Projects

### Fences

#### Know where your property lines are located.

Fences must be located inside the fence owner's property line. Fences should be made of durable, decay resistant materials and must be properly maintained in structure and appearance. The fence owner is responsible for maintaining both sides of the fence including repairing posts and boards, painting, etc.

A permit is required *only* if a fence is over 7 feet in height. Opaque fences, hedges or walls along front yard property lines abutting streets may not exceed 4 feet in height.

Fences may exceed 4 feet in height along interior property lines (behind the front setback) and in the rear yard area.

On corner lots, nothing (fences, shrubs, etc.) can be placed that will impede vision of traffic in the sight triangle, which is between 2 1/2 to 10 ft higher than the centerline of the street.



Although the City of Brooklyn Center does not have an ordinance that regulates which side of the fence faces the outside, please be considerate of your neighbors. Many fence styles are designed to look 'finished' on both sides.

For more information, please refer to the *Fences, Hedges & Retaining Walls* handout. (City Codes 3 & 35)

### Garages, Sheds & Decks

**Accessory structures** (such as sheds and garages) are limited to 16 feet in height and one-story. A property is limited to two accessory structures. Please note that an attached garage is considered an accessory structure. The total square footage of all accessory structures cannot exceed the dwelling foundation size.

Any two structures on a property must be at least 6 feet apart unless attached. Minimum lot line setbacks for accessory structures are:

- 5 ft. from the rear
- 3 ft. from the side
- 25 ft. from the side for corner lot
- 35 ft. from the front

Decks are not allowed in the front setback. For more information, please refer to the Residential Decks handout. (City Codes 3 & 35)

#### Gopher State One Call

Call at least two working days before you dig. Gopher State will locate and mark underground utilities.

Phone: 811 or  
1-800-252-1166 or 651-454-0002

[www.call811.com](http://www.call811.com)

#### How do I locate property lines?

Be sure to locate your property **lines** before installing a fence, adding to any structure or making additions to your home. It is the

responsibility of the property owner to avoid encroaching on neighboring properties and meet setback requirements. To accurately locate property lines:

- Use a metal detector or dig to locate the property stakes that are located at each of the four corners of your lot. (6 inch metal stakes are buried about 6 to 12 inches beneath the surface for *most* residential properties).
- Have the property surveyed by a licensed land surveyor. The City does not have a licensed land surveyor on staff.

The City does **not** get involved with property line disputes since they are considered civil issues. Community Mediation Services a program available to help citizens resolve conflicts. For more information about mediation services, please call 763-561-0033.

### Contact Us

For more information, please contact the Building & Community Standards Dept:

General Information 763-569-3330  
Inspection Scheduling 763-569-3344

#### City of Brooklyn Center

6301 Shingle Creek Parkway  
Brooklyn Center MN 55430-2199  
Phone 763-569-3300 TTY 711  
Fax 763-569-3360

[www.CityofBrooklynCenter.org](http://www.CityofBrooklynCenter.org)

*This brochure contains general information and is intended as a guide. Other regulations and requirements may apply. City codes, handouts and additional information are available on the City website.*

Residential Permit Requirements Revised 03172016

# Permit Information for Home Improvements

## Frequently Asked Questions



## Community Development