



Residential Addition Permit Process

**FOR YOUR OWN SAFETY, PLEASE REMEMBER TO CALL
GOPHER STATE ONE AT (651) 454-0002 OR 1-800-252-1166,
TO MARK YOUR PROPERTY FOR UTILITY OR PIPELINE LOCATIONS.**

Submit the following documents:

1. **Completed Building Permit Application**, available at City Hall. If you are hiring a building contractor, make sure that person is licensed. You or your contractor may apply for the permit. You may also need additional plumbing and mechanical permits
2. **A site plan** of your lot, showing the location of the house, any detached structures, and septic system, if applicable. Indicate where the addition will be located, including estimated distance to the nearest property lines.

If you have a septic system, and if the addition will include another bedroom(s), you will need to verify that your current septic system is sized for the total number of bedroom(s). If your septic system is not sized correctly you will need to have the system upgraded before a building permit is issued.

3. **Two sets of plans/blueprints** for the addition. Plans should be as detailed as possible, and must include foundation design and structural details.

The Building Official will review your plans and will call you when the permit is ready to be issued. The permit fee is due at the time you pick up your permit. The expected wait time is 10 business days for all plan review.

The City of North Branch does not issue electrical permits or perform electrical inspections. This is handled through the State Board of Electricity. The state electrical inspector for our area is Gene Boyle. He can be reached **ONLY** between the hours of 7:00 AM to 8:30 AM Monday through Friday at 763-389-0397. Also www.dli.gov/electric

Inspections

Please call 651-674-8113 at least 24 hours in advance to schedule inspections at the following stages:

Footings – After the holes are dug, but before any concrete is poured.

Foundation – Prior to backfilling.

Framing, Plumbing rough-in, and Heating rough-in. (Electrical rough-in should be completed by this stage.)

Sheetrock – Optional

Plumbing Final and Heating Final.

Building Final (Electrical final should be completed by this stage.)

If you have any questions, please call the building department at 651-674-8113.