

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 and garages
- Window replacement
- Deck installation or replacement
- Basement finishes
- Re-roof and siding projects
- Fences
- Sheds or accessory buildings
- Swimming pools
- Plumbing systems
- Fireplaces, furnaces, air conditioning and related ductwork
- Electrical system work

If you have questions about permit requirements, please contact City staff at 952.473.6961.

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/cclid/rbc.asp

How Do I Get a Permit?

Permit applications are available at the City Hall front desk or on the City's website at www.longlakemn.gov. In most cases, the homeowner may obtain a permit when the owner is performing the work and resides in and homesteads the property.

When/How Do I Call for Inspections?

Inspections are required at various stages of a project. Call Metro West Inspection Services at 763.479.1720 with questions regarding what inspections will be required, and 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 being completed. Valuation should include the value of the materials and labor. A homeowner completing their own project does need to include a labor value as part of the project valuation. 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 two copies of detailed **building plans** are required to 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.

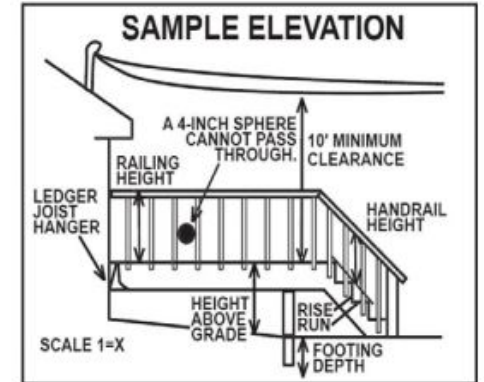
Porches that are heated may need to conform to the Minnesota Energy Code.

When Are Carbon Monoxide and Smoke Alarms Required?

Minnesota State law requires the installation of smoke alarms in all sleeping rooms when certain types of home improvements are made. The 2006 legislation passed a carbon monoxide law requiring CO alarms in all existing single family homes by August 1, 2008. Alarms help save the lives of occupants, as well as the personnel responding to emergencies.

Sample Building Plans

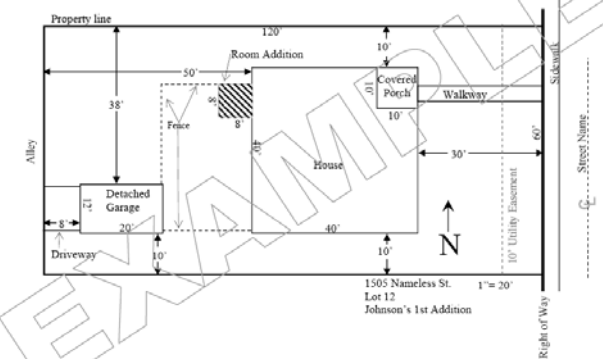
DECK PLAN - SAMPLE ELEVATION



EXAMPLE FLOOR PLAN FOR ADDITION



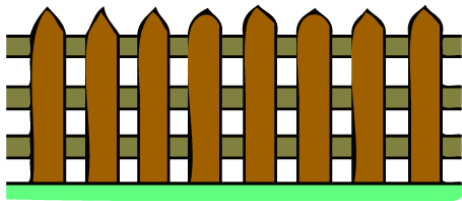
SITE PLAN EXAMPLE



Fences

Know where your property lines are located. Fences must be located on your private property, set back at least 1 foot from your lot line. Fences cannot be located within public easements. For all lots except corner lots, fences may not exceed 3 1/2 feet in height within the front yard and a maximum of 6 feet in side and rear yards. On corner lots, fences may not exceed 2 1/2 feet in height when they are located within 30 feet of the intersection of 2 streets.

All fences must be constructed with the finished side facing out. Many fences are designed to look 'finished' on both sides. Fences should be made of durable, decay resistant materials. Please note that the fence owner is responsible for maintaining both sides of the fence including repairing posts and boards, painting, etc.



Electric and barbed wire fences are prohibited by City ordinance. Chain link fences (without barbed ends) are permitted within rear yards.

Building Permits are required for all fences. To apply for a Building Permit, you'll need to submit 2 copies of your fencing plans including a site plan showing lot lines, the location of other structures on the lot, and the location of the proposed fencing.

Questions, please call 952.473.6961.

Garages, Sheds and Decks

Accessory structures (such as sheds and garages) may be located in the side or rear yard of your property. They must be at least 10 feet from other buildings; 5 feet from lot lines; and no more than the height of the home or the maximum height for the zoning district, whichever is less. Although only 1 detached garage is allowed, up to 2 accessory structures are permitted per property. If the structure proposed is 120 square feet or greater in size, exterior building materials need to be consistent with the exterior materials used on the house, and a Building Permit is necessary to construct. If less than 120 square feet, material restrictions don't apply and an Accessory Structure Zoning Review Permit is required to construct the structure.

The location of your deck must conform with the building setbacks required by the zoning district your property is located in. Please call 952.473.6961 for help in determining what setbacks apply to your location.

A Building Permit is required to construct a deck, and a completed Building Permit application form must be accompanied by 2 copies of your detailed deck construction plan; and a site plan showing lot lines, the location of other structures on the lot, and the location of the proposed deck. For detailed deck construction information, please refer to the Deck Building handout.



How Do I Find My 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).
- Don't have access to a metal detector? The City's Public Works Department may be able to assist you in locating your property corners. For more information, please call 952.476.2855.
- Have the property surveyed by a licensed land surveyor. The City does not have a licensed land surveyor on staff; however, staff can provide you with the name of a local surveyor to contact.

Please note that the City does not get involved with property line disputes since they are considered civil issues.

Contact Us

General Information / Zoning Inquiries:

Contact City of Long Lake offices at 952.473.6961

Inspection Scheduling / Building Code Assistance:

Contact Metro West Inspection Services at 763.479.1720

PERMIT INFORMATION FOR YOUR HOME IMPROVEMENT PROJECTS

Frequently Asked Questions



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CITY BUILDING OFFICIAL
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