



Using the Online Services Portal

The city's online portal allows you to apply and pay for building permits, search permit information, manage inspections, and apply and pay for dog licenses (coming soon).

Contractors and registered design professionals, please contact the Inspections Division at 651-714-3543 for your registration setup. **Homeowners** must create an account.

Combination permits

A **combination permit** will be issued to the general contractor or the homeowner acting as the general contractor for the following: addition, basement finish, deck, porch, remodel, repair, and new construction. The permit will include the fees associated with this project (e.g. building, plan check, plumbing, HVAC, electric, sprinkler), if applicable.

When your permit is approved, you will receive an email with further instructions.

If you are unsure, please call 651-714-3543 to determine if a **combination permit** should be issued.

Stand-alone permits

Stand-alone, flat fee permits will be issued to the licensed contractor doing the work, or to the homeowner doing the work, for replacement furnace, A/C, water heater, water softener, etc. Stand-alone permits do not require inspector review.

Applying for a permit

Once you are logged in, use the dashboard to apply for a new permit.

The screenshot shows the user's dashboard. At the top, navigation links include HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT. The user is logged in as JANE RESIDENT. A green sidebar on the left contains menu items: My Dashboard, Permits (with 'Apply / New Permit' highlighted), Contractor, Inspections, Shopping Cart, and Contact. The main content area greets the user and shows a table of 'My Open Permit Applications' with one record from 1/15/2021.

Applications In Progress	Permit Type	Created Date	1 total record(s)
Continue		1/15/2021	Delete

Use the drop-down menus to select the appropriate permit type and subtype (if applicable) and describe the work.

The screenshot shows the 'Permit Application' form. It has a progress bar with four steps: Step 1 (Permit Information), Step 2, Step 3, and Step 4. Under 'Permit Type Information', there are two dropdown menus: 'PERMIT Type' set to 'PLUMBING' and 'PERMIT Subtype' set to 'BACKFLOW PREVENTER'. Below these is a text field labeled '*Describe work applied for:'.

Search and select the project address. For best results, enter the house numbers without the street name and select “search.” Then, select the appropriate address.

Location

***Enter part or all of your address and press search**

Search By

Select address below

- 8301 ENCLAVE RD - ADDRESS
- 8301 LONDON AVE - ADDRESS
- 8301 VALLEY CREEK Rd - ADDRESS
- 8301 VALLEY CREEK RD - ADDRESS

Attach required supplement forms, plans, and project scope. Select “next step” to continue with the process.