



## COMMUNITY DEVELOPMENT DEPARTMENT

### Building Safety Division

4141 Douglas Drive North Crystal, MN 55422

Telephone: 763-531-1000 / customerservice@crystalmn.gov

[www.crystalmn.gov](http://www.crystalmn.gov)

*Deaf and Hard of Hearing callers should contact the Minnesota Relay  
Service at 1-800-627-3529 V/TTY or call 711*

## BUILDING PERMITS: WHEN DO I NEED ONE?

*The information in this pamphlet is not meant to cover all guidelines and requirements of city code. You should contact the city about required permits and specifications before beginning any project.*

The Building Safety Division works with property owners, tenants and contractors to assure that new construction and alterations to existing construction are code compliant.

Building permits must be obtained before beginning any work on a project. The person responsible for doing the work must make application for the required permits, which may include zoning, building, plumbing, mechanical and electrical permits.

Permit fees are based upon the valuation (material and labor costs) of the work to be performed.

Building permits are valid as long as work begins within 180 days from the date the permit is issued and is not discontinued for more than 180 consecutive days.

### THE FOLLOWING WORK REQUIRES PERMITS:

- \* Any new construction, remodeling, altering, converting or moving of existing structures, including:
  - sheds (>200 square feet) - porches - decks and landings
  - detached garages - sidewalks - swimming pools
  - patios - siding - curb cuts and aprons
  - roofs - driveways - windows
- \* Any replacement, altering, converting or moving of appliances and fixtures, such as:
  - water heaters - gas ranges - furnaces
  - air conditioners - gas fireplaces - plumbing fixtures
- \* All mechanical, plumbing, electrical, water and sewer work, including:
  - mechanical vents/ductwork - drain traps, waste and vent
  - fire sprinkler systems - irrigation system RPZ
  - foundation draintile and sumps - electrical repair, replace and new

Informational handouts are available at the Crystal City Hall, or at [www.crystalmn.gov](http://www.crystalmn.gov), to assist you with questions on building permits and construction and installation of sheds, detached garages, roofs, fences, porches, driveways, egress windows, decks and landings, swimming pools and curb cuts and aprons.

**If you have further questions, please contact a Permit Technician at 763-531-1000.**