

**WHERE DO I OBTAIN A PERMIT?**

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Building Inspections Department  
City of South St. Paul  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075

**QUESTIONS?**

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Please contact our office between the hours of 8:00 a.m. and 4:30 p.m. at 651-554-3220.

# Garage Construction

*City of South St. Paul*



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Permit & Inspections Department  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075

Phone: 651-554-3220  
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[www.southstpaul.org](http://www.southstpaul.org)

## **REQUIREMENTS FOR OBTAINING A BUILDING PERMIT FOR A NEW GARAGE:**

A building permit is required when building a new garage. Listed below are the requirements that need to be met in order to obtain a permit.

### ***Requirements:***

- ❑ Building Permit Application
- ❑ Building Specs – see handout
- ❑ Two (2) sets of plans
- ❑ Site Plan with measurements: This shows where the building will be located on the lot, setbacks from all property lines, lot size, other buildings on the lot and their distances from property lines.
- ❑ Property stakes
- ❑ Garage elevation and section
- ❑ Door header size
- ❑ Contractor name and address and list of subcontractors

### ***Additional Conditions:***

- ❑ Sidewalls no higher than ten (10) feet.
- ❑ Floor to peak no higher than sixteen (16) feet.
- ❑ No two story garages.
- ❑ The City Ordinance permits one (1) garage, attached or detached. A conditional use permit is required if a second garage is desired. The conditional use permit takes approximately 45 days to process through the Planning Commission and City Council.

- ❑ Per the N.F.P.A., Section 211 “Solid fuel burning appliances shall not be installed in any residential garage.”
- ❑ All electrical work done in the garage requires an electrical permit and an inspection by the City Electrical Inspector.
- ❑ No detached garage shall be located nearer the front lot line than the principal building on that lot.

### **Driveway Surfacing Policy:**

All off-street driveway and parking areas accessory to newly constructed residential garages must be hard-surfaced with bituminous asphalt or concrete. All driveway and parking area improvements are subject to the review and approval of the City Engineer.

- ❑ As part of the City's Storm Water Management Plan, the City adopted an ordinance on April 6, 2015 requiring a \$1000 escrow for any building permit issued for a new single-family home, two-family home, or garage. The escrow will be returned upon completion of landscaping requirements, driveways or parking lots.

### **Inspections Required:**

- ❑ Footings/Concrete Slab – prior to pouring concrete
- ❑ Framing – After all framing, blocking, bracing and rough electrical are in place
- ❑ Final – Upon completion of the garage, electrical final, and grading final

***Please Note:*** Items listed in this brochure are intended for informational purposes, further building and/or zoning code guidelines or restrictions may be applicable.

