

Permits

The Permit Process

Whenever work is done on your home or a commercial business, you may need a permit. If you are unsure whether you need a permit, contact the Building Department and explain what you will be doing. Department staff will advise you if the work you are doing is regulated and a permit is required.

If a permit is required, you may pick up an application at the Lake Elmo City Hall or download an application (.PDF) from the applicable category below.

Submit your completed application and plans to the Building Department. If the work is going to enlarge the footprint of your house such as an addition, porch or deck, or you are installing a pool or an accessory structure to your property, a site plan and survey is required showing where the new construction will take place including setbacks to property lines and easements.

Your permit application and plans will need to be dropped off at the Building Department located in city hall. The packet will be reviewed at the counter to ensure all necessary information is included in the application packet. The packet will then be sent for plan review. The plan review process can take up to a week for simple residential projects, two weeks for a new construction home review. If issues or questions arise during the review, they will be identified on the plan or you will be contacted by the inspector directly for a solution. The method of notification depends on the issue.

Once the review is complete, you will be notified that you can pick up your permit. The permit fee is paid at this time. Once the fee is paid, the permit will be issued and work may proceed.

Projects that don't require plans such as roofing and siding, individual plumbing and mechanical permits can be issued over the counter. The process takes about 15 minutes.

If your project does not require plans, your permit will be processed when you submit your application.

[Building Permit Application](#)

[Deck Permit Application](#)

[Pool/Spa Permit Application](#)

[Mechanical Permit Application](#)

[Plumbing Permit Application](#)

[Manufactured Home Permit Application](#)

[Demolition Permit Application](#)