

# Guide to Permits

## **When is a permit required?**

In order to protect the safety, health and welfare of the City's residents, permits are required before most construction related projects. The purpose of the permit is to ensure that the work is being done properly and safely, and meets the requirements of the State Building Code and local Ordinances. If you are unsure if you need a permit, see our [Permits Required Table](#). The City of New Richmond issues a "blanket" permit which covers all work within the scope of the project.

## **What if I don't get a permit?**

Permits are required by both local Ordinances and State statutes. IF you don't get a permit when you should, the City can fine you for the violation **for each day** the work is not in compliance. Projects not done according to Code not only put your health & safety at risk but can affect your building's insurance rates and future saleability. Prospective buyers can and do check the City's building records.

## **I own my own home; can I do my own work?**

If you are the owner and occupant of a single family home, you are allowed under State statutes to perform your own work, including electrical and plumbing. However, the work must be done to Code. While the inspectors can answer Code related questions for you, they cannot help design the project for you.

## **What if I want to hire a contractor?**

If you are like most people, your home is a valuable possession and you will benefit from hiring skilled and competent craftsmen to tackle your improvement projects. There is State licensing and education requirements for contractors, please be sure to ask your contractor to provide their information before you sign a contract.

## **What Codes must I follow?**

There are many local, State and Federal Codes, Rules and Standards that may apply to your project. These Codes establish minimum rules for construction, electrical, plumbing and HVAC installations, as well as accessibility and other related issues. Since no two projects are alike, trying to list the specific requirements for each job would be impossible. For assistance with what Codes may pertain to you, please contact the Department for more information.

## **Does my project need to be inspected?**

Absolutely. Any project that requires a permit requires a final inspection at a minimum. Because the scope of each project varies, the required inspections will vary as well. We do our best to fit inspections into your schedule; however we are not available after 4 pm weekdays or on weekends.

## **How long does it take to get a permit?**

Most permits are issued within 2-3 working days, however new construction and commercial projects may take up to a week. Most building permits are good for 18 months however new one and two family home permits are good for 24 months.

**How do I get a permit?**

You can stop by our office during business hours, print and mail/email in the application, or use our online permit request. It is the responsibility of the owner or owner's agent to obtain the necessary permits for the job. The City issues a "blanket" permit which covers the entire scope of work for the project. Additional documentation may be required during the permitting process such as site plans, blueprints or energy calculations.

**How much do permits cost?**

Building permit fees are calculated based on the construction value of the project. If you are performing the work yourself, a labor value will be calculated and added to the materials cost for a total construction value. Building permit fees are collected at the time permit issuance. Fees may be mailed, paid in person or paid online at [\(link to PSN\)](#) Please contact of the office if you would like an estimated permit fee amount for budgeting purposes.

*\*Please note that any impact fees due as part of a new home or commercial project are also collected at time of permit issuance.*