



PERMIT REQUIREMENTS

Community Development, Permitting & Planning Department | 327 1st Street South, Virginia MN 55792 | Phone:(218) 748-7500 | Fax:(218)749-3580 | EMAIL: engineering@virginiamn.us

TYPE OF WORK TO BE COMPLETED

TYPE OF PERMIT REQUIRED

BUILDING

Change of occupancy or use of a structure, building, or portion of building	Building/Zoning
Construct any new structure or building	Building/Zoning
Construct an addition (covered porch, bedroom, bathroom, sunroom, garage, etc.)	Building/Zoning
Demolish a structure or building	Building/Zoning
Finish previously unfinished space such as attic and basement	Building
Install new floor coverings (vinyl, carpet, hardwood)	None
Insulate attic	None
Move a structure or building using public right-of-ways (roads)	Building/Zoning/Moving
Move a structure or building within the same property	Building/Zoning
Move or remove any load bearing wall	Building
Painting interior or exterior	None
Repair damaged structure (wall studs, columns, footings, foundation, joists, rafters, beams, trusses, etc.)	Building
Replace gypsum wallboard (sheetrock) over 100 square feet (intended to allow minor repairs)	Building
Replace interior wall coverings, plaster, texturing, paneling, wallpaper	None
Replace kitchen or bathroom cabinets	None
Install or replace ceiling (suspended or sheetrock)	Building

DECKS

Construct attached deck/landing	Building/Zoning
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DOORS

Install new or replace storm doors	None
Interior door made larger or moved	Building
Replace overhead garage door or made larger	Building
Replace, move or new exterior door and jamb	Building

DRIVEWAY OR SIDEWALK

Install or replace driveway approach or sidewalk in the boulevard (public right of way)	Utility
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FENCE

Install fence	Building
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GARAGE

Construct new attached or detached garage	Building/Zoning
Overhead garage door replaced or made larger	Building
Replace move or new walk door	Building

HEATING OR COOLING

Install or replace air handling units HRV, ERV	Building
Install new duct work or HVAC system	Building
Install, replace, or alter fuel gas piping and/or appurtenance (fireplace, etc)	Building
Replace furnace, boiler, or other heating/cooling system (residential only)	Mechanical
Install or replace refrigeration systems containing greater than 10 pounds of refrigerant or actuated by motors greater than 1 horsepower	Building
Install or replace window air conditioner	None

**If your work or project is not listed, or if in doubt, ASK! Contact the Community Development, Permitting & Planning Office at (218) 748-7500
Note: Work must not begin before the permit has been approved by the City or a penalty may be assessed.**



PERMIT REQUIREMENTS (cont.)

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TYPE OF WORK TO BE COMPLETED

TYPE OF PERMIT REQUIRED

HEATING OR COOLING (continued)

- Replace, change, or add to existing duct work or HVAC system Building
- Work which may alter an existing chimney or flue Mechanical

PLUMBING

- Install a new water heater Plumbing
- Replace an existing water heater in a single family dwelling Mechanical
- Install lawn irrigation system hookup to City water (backflow protection device) Plumbing
- Install, change, or reroute plumbing drain, waste, or vent piping Plumbing
- Install new water conditioning equipment (water softener) Plumbing
- Replace existing water conditioning equipment (water softener) Mechanical
- Replace existing plumbing fixtures None
- Replace faucet or p-trap on existing plumbing fixture None
- Clear stoppages in plumbing drainage systems None

RETAINING WALL

- Retaining wall over 4 feet tall from bottom of footer to top of wall Building/Zoning

ROOFING & SIDING

- Re-roof Building
- Re-side and/or replace soffit (includes EIFS, brick, stucco, stone and cultured stone facings) Building
- Minor repair to roofing and siding (less than 1 square) None
- Install or replace gutters and downspouts None

SIGNS

- Install or move a sign (attached to a building and free standing) Zoning

STORAGE SHED/GAZEBO

- Construct or move in any storage shed or Gazebo under 200 square feet Zoning
- Construct or move in any storage shed or Gazebo over 200 square feet Building/Zoning

WINDOWS

- Replace new windows, window inserts, egress windows and wells or move a window Building
- Install or replace storm windows None

WHY IS IT IMPORTANT TO GET A PERMIT?

Your home or business is a significant investment. If your construction or remodel project does not comply with the codes adopted by the State and the local community, the value of your investment could be reduced. Many insurance companies will not cover construction or remodel work done without a permit and/or inspections. By following code guidelines, your completed project will meet the minimum standards of safety and will be less likely to cause injury to you, your family, clients, friends or future owners.

Please allow a minimum of five to ten working days for the plan review process. It is up to you to provide complete drawings and any other information that describes exactly what you intend to do. The more information you provide, the easier it will be to understand by both plan reviewers and building inspectors. This will greatly help speed your project along, which will help everyone avoid unexpected delays. You will be contacted by the Community Development, Permitting and Planning Department when the permit is ready for issuance.

*Any work that requires a permit also requires inspection. The cost for the inspection is included in your permit fees. Please call **Community Development Permitting & Planning Department at (218) 748-7500** or email engineering@virginiamn.us when you are ready to schedule an appointment for an inspection.*