



## RESIDENTIAL, ELECTRICAL, AND CONTRACTOR LICENSE APPLICATIONS

Residential roofing, siding, same size window replacements, electrical, mechanical and plumbing permits as well as city contractor license applications do not require review and will be issued in the order they are received. **Please allow up to 5 business days for processing after we receive your complete submittal** as we have entered the busy construction season. The flat fee for residential roofing, siding and same size window replacements is \$146.00.

A yearly city contractor license is required for contractors applying for plumbing and mechanical permits (requirements are on the [contractor license application](#)). All city licenses expire on December 31. A homeowner who owns and occupies the property can apply for any of these permits with the exception of gas work in accordance with state statute 326B.802, subd.13.

1. Mail your complete submittal and check or drop it off:

City of Maplewood  
Building Department  
1902 County Road B East  
Maplewood, MN 55109

3. For contactless delivery, put your complete submittal and check in a clearly marked envelope and put it in the drop box located outside our building.

4. You may email these permits only if you want to pay using a credit card. A non-refundable 2.5% credit card processing fee will be added to all credit card payments. Permit applications must be in PDF form and are processed in the order they are received. Emailing permits will NOT expedite the process. Send your completed application PDF to [building@maplewoodmn.gov](mailto:building@maplewoodmn.gov) and you will receive an email or a phone call so we can take your credit card number over the phone once we are ready to process your permit. Please allow approximately 5-7 business days for processing after we receive your complete submittal.

Residential building permits not listed above (decks, remodels, garages, new construction, etc.) will go through a review and will be processed in the order they are received. There are additional [handouts](#) available for information. If you need to submit paper plans, they must be 11X17 or smaller and you can use any of the above methods to submit the application and plans. **Plan review for residential permits may take longer than 3 weeks.** Applications should be submitted well in advance and include complete information to ensure your project will not be delayed. Please call 651-249-2300 if you have any questions about what information or documents that should be submitted.