



RESIDENTIAL, ELECTRICAL, AND CONTRACTOR LICENSE APPLICATIONS

Residential roofing, siding, 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 approximately 5-7 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](#)). 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 to:

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

2. Drop it off at our office address above.

3. For contactless delivery, put your complete submittal and check in a clearly marked envelope and put it in the drop box located outside City Hall 1830 County Road B East.

4. You may email these permits only if you want to pay using a credit card. Emailing permits will NOT expedite the permit. Permits are processed in the order they are received and must be in PDF form. Send your completed application to 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 most likely need to be reviewed 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 should be 11X17 or smaller when possible 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 all information to ensure your project will not be delayed.

City of Maplewood
Community Development
1902 County Road B East
Maplewood, MN 55109

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