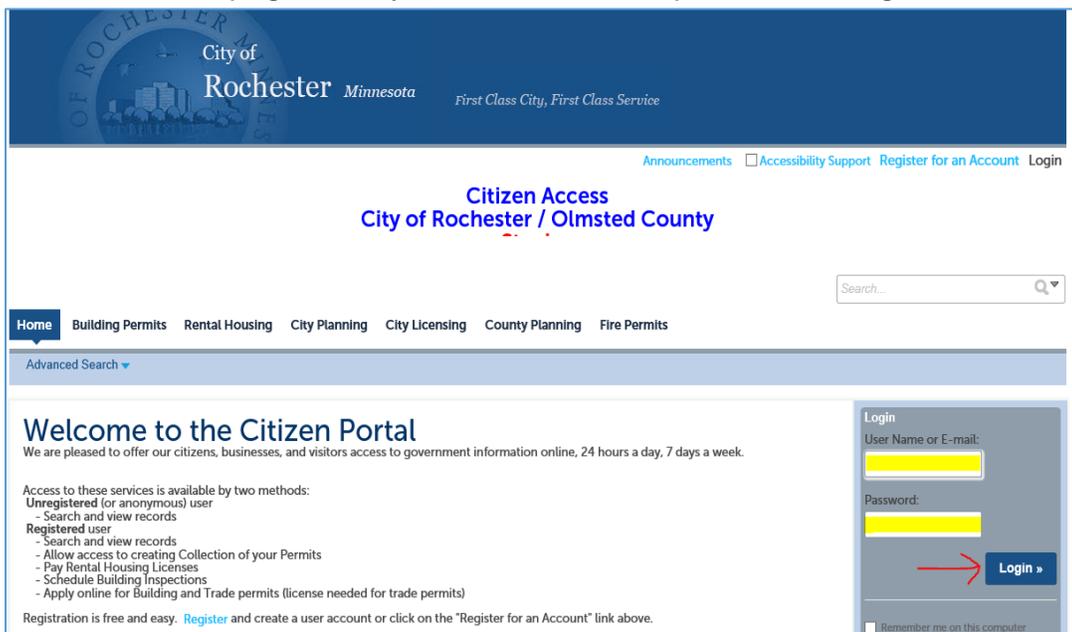


## Guide to Applying for Building Permits Online

First – go to the web address: <https://aca.rochestermn.gov/citizenaccess/>

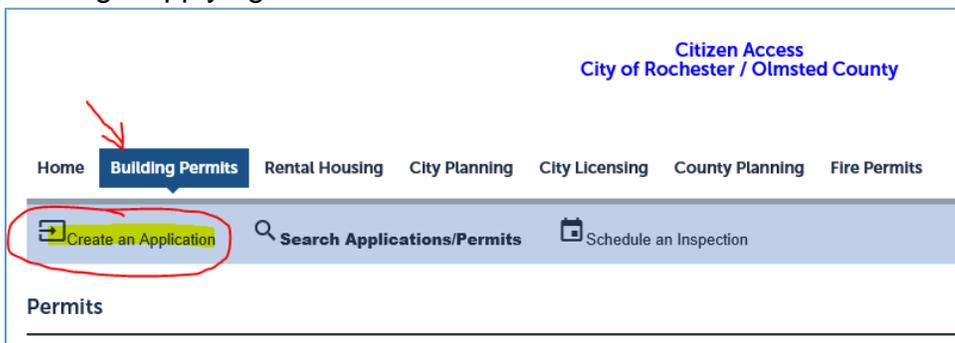
- You must have a Citizen Access account to submit permit applications. For additional resources regarding creating an account, electronic submittal requirements for building permits, or other relevant permit information, go to <https://www.rochestermn.gov/departments/building-safety/applications-and-forms>
- PLEASE NOTE: if there is not an official address assigned to the work site yet, the application cannot be submitted online, please contact Community Development at 507-328-2600 or [buildingsafety@rochestermn.gov](mailto:buildingsafety@rochestermn.gov)

1. On the Citizen Access page enter your username and password to log in



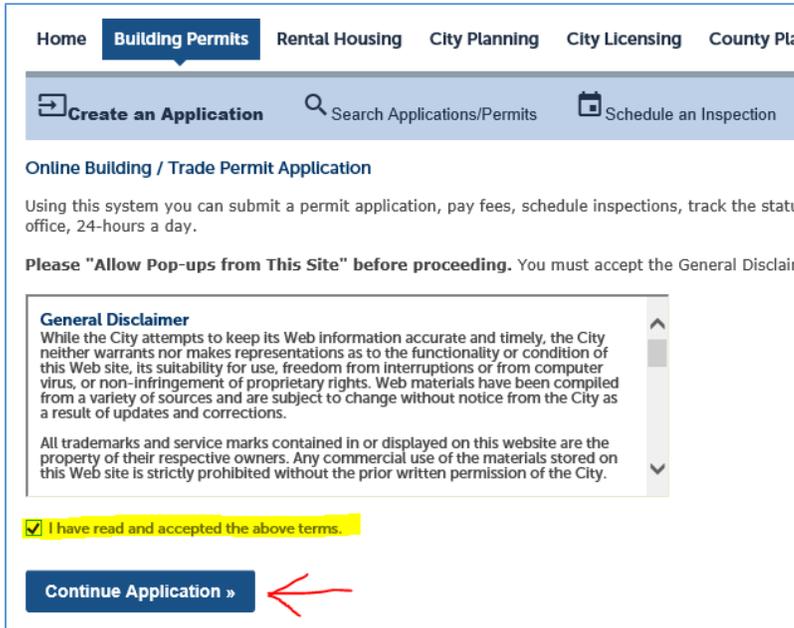
a.

2. Click on **Building Permits** in the top bar to get to the correct page for the application process
3. On the page that comes up, click on **Create an Application** below where it says Building Permits to begin applying



a.

4. The first page when applying for a building (or trade) permit is the General Disclaimer which must be read and accepted to proceed



Home **Building Permits** Rental Housing City Planning City Licensing County Pla

Create an Application Search Applications/Permits Schedule an Inspection

**Online Building / Trade Permit Application**

Using this system you can submit a permit application, pay fees, schedule inspections, track the statu office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaim

**General Disclaimer**  
While the City attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

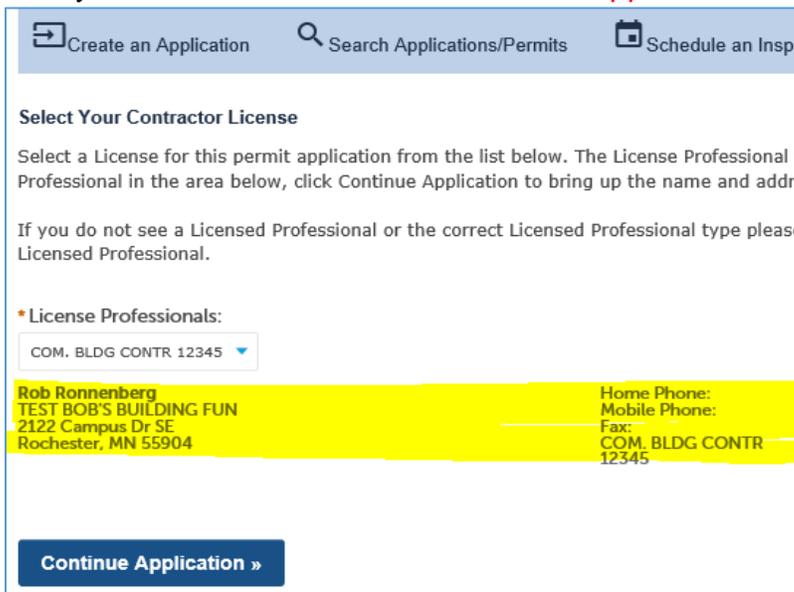
All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited without the prior written permission of the City.

I have read and accepted the above terms.

**Continue Application »**

a.

5. If you are a homeowner and not a licensed contractor, skip to step 7 in this guide
6. If you are a licensed contractor the next page should be where you select your license
  - a. This page will list any permits that your Licensed Professional is associated with, select the building contractor license and verify the information that shows up
    - i. If the details for your license are not correct, contact the Community Development department at 507-328-2600 or [buildingsafety@rochestermn.gov](mailto:buildingsafety@rochestermn.gov)
  - b. With your license selected click **Continue Application**



Create an Application Search Applications/Permits Schedule an Insp

**Select Your Contractor License**

Select a License for this permit application from the list below. The License Professional Professional in the area below, click Continue Application to bring up the name and addr

If you do not see a Licensed Professional or the correct Licensed Professional type please Licensed Professional.

\* License Professionals:  
COM. BLDG CONTR 12345

**Rob Ronnenberg**  
TEST BOB'S BUILDING FUN  
2122 Campus Dr SE  
Rochester, MN 55904

Home Phone:  
Mobile Phone:  
Fax:  
COM. BLDG CONTR  
12345

**Continue Application »**

c.

- d. If the appropriate license does not show up in the drop down, contact the Community Development department at 507-328-2600 or [buildingsafety@rochestermn.gov](mailto:buildingsafety@rochestermn.gov)
- e. If you have a license, but not a for building projects (such as a trade license), select the **None Applicable** option and click **Continue Application**

f.

- 7. On this page choose the Building Permit Application button under City Building Permit and click **Continue Application** at the bottom of the page

a.

- 8. We are now ready to enter the project details for the building permit and will step through the different sections of filling out the application

9. (Step 1: Permit Information>Work Description) This first section, Detailed Description, is where a written description of the work being done should be entered.
  - a. To help with the description there are some examples to be seen if you click the blue question mark (?) symbol in the circle to the right of the text box
    - i. More examples of descriptions for different types of projects can be found at <https://www.rochestermn.gov/departments/building-safety/applications-and-forms>
    - ii. **PLEASE NOTE:** If the description is simply "See Attached," is too vague, or not enough for us to understand the work being done, the application will be denied and will need to be submitted again with clear language about the project
  - b. Under the Additional Information section on the page there is a text box labeled Job Value(\$), this is where you enter the total cost it will take to complete this project
    - i. This total cost of completing the job should include the cost of labor, materials, and any trade work to be done as if it were done by a professional
    - ii. **\*\*If the valuation seems far too low or high, the application may be returned for corrections. We understand it's an estimate, but it should be within reason as there are State of Minnesota surcharges on permits based on this**

**Building Permit Application**

1 Permit Information	2 Permit Info	3 Location	4 Cont...
----------------------	---------------	------------	-----------

**Step 1: Permit Information > Work Description**

**Detail Information**

---

\*Detailed Description:

Please enter a detailed description of work being performed, incomplete details or "See Attached" will not be accepted. Click the blue question mark to the right for examples to follow.

spell check

**Additional Information**

---

In the box below please enter total valuation/cost of doing the work, including the cost of materials and labor

\*Job Value(\$):

0

**Continue Application »**

10. Once the Detailed Description and Job Value(\$) boxes are entered, click **Continue Application**

11. (Step 2: Permit Info>Permit Information) This is where the building and project type are selected and the options to go with each type, the choices are:

- a. Building Type
  - i. Commercial
  - ii. Multi-Family – does not include multi-unit townhomes
  - iii. Residential

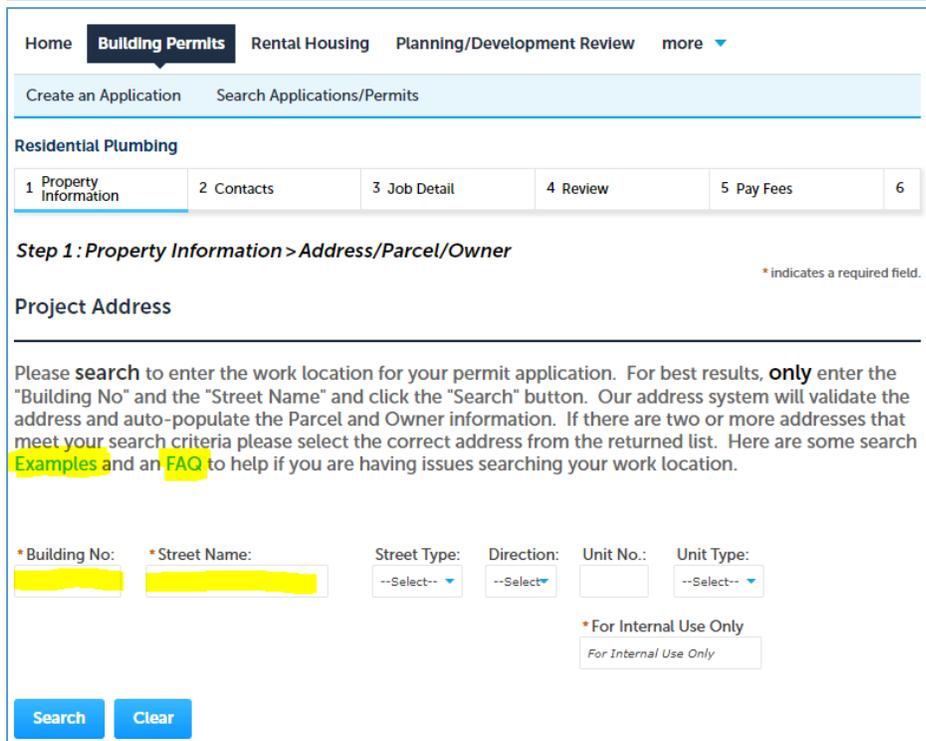
- iv.
- b. Project Type for all building types are limited to:
  - i. New Building
  - ii. Addition to an existing building
  - iii. Alteration to an existing building
- c. For Residential building types though, there is an additional category to choose from and it is Building Category, the options are:
  - i. Single Family Dwelling
  - ii. Townhome
  - iii. Detached Garage
  - iv. Shed
  - v. Retaining Wall
  - vi. Other

vii.

- d. Additional selections will appear depending on which Building Type is chosen, select these based on the needs of the project
    - i. Footing & Foundation permit request is an option for NEW RESIDENTIAL building permits
    - ii. Select this option to request an additional Footing & Foundation permit instead of submitting this application process twice
  - e. Once the appropriate options are selected, click **Continue Application**
12. (Step 3: Location) Search for the address where the permit work will be done
- a. This search uses our map service from Olmsted County so it must be a valid address
  - b. The best way to search is to enter the Building No and Street Name then click **Search**
    - i. A frequently asked questions (FAQ) document is available on the website at <https://www.rochestermn.gov/departments/building-safety/applications-and-forms>
    - ii. When searching it is extremely important that LESS is MORE, only use two fields

Examples: Real Address - 2122 Campus Dr. SE    What to Enter: Building No: 2122    Street Name: Campus

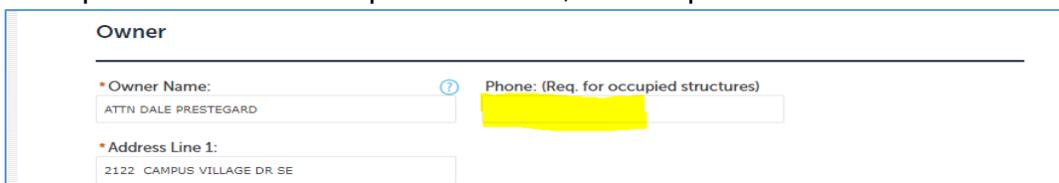
iii.



The screenshot shows the 'Building Permits' section of a website. It includes a navigation menu with 'Home', 'Building Permits', 'Rental Housing', 'Planning/Development Review', and 'more'. Below the menu are buttons for 'Create an Application' and 'Search Applications/Permits'. The 'Residential Plumbing' section has a progress bar with steps: 1 Property Information, 2 Contacts, 3 Job Detail, 4 Review, 5 Pay Fees, and 6. The current step is 'Step 1: Property Information > Address/Parcel/Owner'. A note indicates that an asterisk (\*) denotes a required field. The 'Project Address' section contains instructions on how to search for a work location. Below the instructions are input fields for 'Building No.', 'Street Name', 'Street Type', 'Direction', 'Unit No.', and 'Unit Type'. There is also a 'For Internal Use Only' field. At the bottom of the form are 'Search' and 'Clear' buttons.

iv.

- 13. After clicking Search, the results should populate the fields
  - a. If the permit is for an occupied structure, enter a phone number in the Owner section



The screenshot shows the 'Owner' section of the application form. It includes a header 'Owner' and a horizontal line. Below the line are two rows of input fields. The first row has 'Owner Name' (with a help icon) and 'Phone: (Req. for occupied structures)'. The second row has 'Address Line 1:'. The 'Owner Name' field contains 'ATTN DALE PRESTEGARD' and the 'Phone' field contains a redacted number. The 'Address Line 1' field contains '2122 CAMPUS VILLAGE DR SE'.

b.

- c. If there are multiple owners, usually limited to commercial or multi-family projects, a page like below will come up
  - i. Pick the correct owner and the system will populate the rest of the info
  - ii. PLEASE NOTE: At this time there is a bug in the system, if you want the 2<sup>nd</sup> owner that comes back from the search, it will need to be typed in manually at step 14 in this guide

### Address Search Result List ✕

Showing 1-3 of 3

Address
<input type="radio"/> 4001 NW NW RIVER PKWY, A, CRO City of Rochester, ROCHESTER MN 55901, 4001 W RIVER PKWY NW ROCHESTER MN 55901
<input checked="" type="radio"/> 4001 NW NW RIVER PKWY, STE 100, A, CRO City of Rochester, ROCHESTER MN 55901, 4001 W RIVER PKWY NW STE 100 ROCHESTER MN 55901
<input type="radio"/> 4001 NW NW RIVER PKWY, STE 150, A, CRO City of Rochester, ROCHESTER MN 55901, 4001 W RIVER PKWY NW STE 150 ROCHESTER MN 55901

**Associated Parcels**

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 026219			CITY LANDS 107-14-23

**Associated Owners**

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> CITY OF ROCHESTER	201 4 ST SE ROCHESTER MN 55904

Select
Cancel

iii.

- d. After making the appropriate choices click **Continue Application**

14. (Step 4: Contacts) Enter the contacts associated with this building project (at least 1 required)

- a. Click **Select from Account** to choose from the contact information associated with your Citizen Access account and click **Continue**

### Select Contact from Account

Select a contact to attach to this application.

Showing 1-6 of 6

Category	Type	Name
<input type="radio"/> Associated Contact	Individual	Rob Ronnenberg
<input type="radio"/> Associated License	COM. BLDG CONTR	TEST BOB'S BUILDING FUN Rob J Ronnenberg COM. BLDG CONTR 12345
<input type="radio"/> Associated License	ELEC. CONTRACTOR	TEST BOB'S ELECTRIC FUN Rob Ronnenberg ELEC. CONTRACTOR TEST2
<input type="radio"/> Associated License	MECH. CONTRACTOR	TEST BOB'S MECHANICAL Rob Ronnenberg MECH. CONTRACTOR TEST1
<input type="radio"/> Associated License	PLBG. CONTRACTOR	TEST BOB'S PLUMBING FUN Rob Ronnenberg PLBG. CONTRACTOR TEST3
<input type="radio"/> Associated Owner		CITY OF ROCHESTER

Continue
Discard Changes

i.

- b. On the next screen choose the contact type from the following:
  - i. Applicant – the person applying, will receive email updates regarding this permit
  - ii. Contact – an additional contact, such as someone to meet inspectors
  - iii. Job Superintendent – will receive inspection result emails for the building permit
  - iv. Notice Recipient – will receive inspection result emails for related permits only
  - v. Property Owner – an option to add additional property owners if applicable



vi.

- vii. After selecting the correct contact type click **Continue**
- c. To include additional people, such as anyone who needs to receive email results for building permit inspections or any related trade permits, click **Add**
  - i. Select the contact type using the Type dropdown choosing from the same types listed above and click **Continue**
  - ii. On the next page, Contact Information, enter the details related to the contact paying attention to the required fields
    - 1. PLEASE NOTE: of these fields the E-mail field is not mandatory, if this field is not filled out the contact will not receive any updates
    - 2. When finished click **Continue**

d. Once the necessary contacts have been added, click **Continue Application**

15. (Step 5: Professional > Licensed Professional) This page is to verify the license if used

- a. If you are not a professional contractor with a building license, click **Continue Application** and skip to Step 16 in this guide
- b. If you are a professional contractor, verify the Licensed Professional already shown on the page, if it is correct click **Continue Application**
  - i. If the wrong license data is showing, click **Remove**

1	2	3 Location	4 Contacts	5 Professional
<b>Step 5: Professional &gt; Licensed Professional</b>				
Licensed Professional				
If you are not a licensed professional please select Continue Application, otherwise show make changes to your licensed professional information please contact Community Dev you make changes here they will only be for this application and will not apply to future.				
<p>✔ Licensed professional added successfully.</p> <p><b>Rob Ronnenberg</b>  <b>TEST BOB'S PLUMBING FUN</b>            Address: 2122 Campus Dr SE Rochester 55904            Email: rronnenberg@rochestermn.gov            Phone: 5073282600</p> <p><a href="#">Edit</a> <a href="#">Remove</a></p>				

1.

- ii. Click **Add New** to add a license if one is not in the system already, be sure to enter all required fields

**Licensed Professional Information**

\* License Type:  \* State License Number:

\* First:  Middle:  \* Last:

Name of Business:

\* Address Line 1:

\* City:  \* State:  \* Zip:

Office Phone:  Mobile Phone:  Fax:

E-mail:

1.

- iii. Click **Look Up License** if you have a contractor license that is not on the application and you would like to look it up
  1. Enter some of the search fields and click **Look Up**
  2. Choose the correct license if it comes up and click **Continue**
    - a. If the license doesn't come up, click **Discard Changes**
- iv. Click **Continue Application** when done

16. (Step 6: Documents) This is where the accompanying files need to be added to the application
  - a. PLEASE NOTE: in order for the application to be accepted the following must be met, if not your application will not be accepted and the process will have to start over
    - i. Before attaching documents, review the submittal requirements found at <https://www.rochestermn.gov/departments/building-safety/applications-and-forms>
    - ii. Before any documents are attached, they must be processed through the Scout tool for analyzing the PDF files by clicking the **Scout online PDF analyzer** link and following the instructions on the page it takes you to

**Building Permit Application**

1	2	3	4 Contacts	5 Professional	6 Documents
---	---	---	------------	----------------	-------------

**Step 6: Documents > Documents**

Before documents can be Attached, you must use the new **Scout online PDF analyzer** to check your documents before uploading.

iii.

- iv. Only submit one complete set of construction plans including the site plan, architectural, electrical, structural, and any required disciplines in one single PDF
  - 1. If necessary, civil plans can be uploaded as a separate PDF

- v. When ready to attach files, click **Add**

**Attachment**

Only PDF files are allowed for upload. Please COMBINE your plans into ONE Document Type of "Submitted Drawings" uploaded.

Name	Type	Size
No records found.		

**Add**

**Continue Application »**

1.

- vi. On the File Upload page click **Add**

**File Upload** [X]

Only PDF files are allowed for upload. Please COMBINE your plans into ONE Summittal Document file to expedite the plan review process. PLEASE NOTE: For the drawings or building plans to be accepted there can be the only file with the Document Type of "Submitted Drawings" uploaded.

[Continue] **Add** [Remove All] **Cancel**

1.

- vii. A window opens to find a file to attach, select the file and click **Open**
- viii. After attaching the plan(s) necessary, click **Continue** which will return you to the Attachment page

- ix. Select a Document Type and in the Description box of each document enter the appropriate description following the file naming from the appropriate submittal document found at <https://www.rochestermn.gov/departments/building-safety/applications-and-forms>
  - 1. The optional types are:
    - a. Revised Drawings
    - b. Submitted Drawings
    - c. Submitted Information
- x. **PLEASE NOTE:** any drawings or building plans to be attached must have a Document Type of Submitted Drawings, there can only be one file with the Submitted Drawings document type, if there are more than one the application will be denied

### Attachment

---

Only PDF files are allowed for upload. Please COMBINE your plans into ONE Summittal Document file to exp Document Type of "Submitted Drawings" uploaded.

Name	Type	Size	Latest
No records found.			

**\* Document Type:**  
Submitted Drawings

File:  
61 Conner Circle SW DRAWINGS 6485.pdf  
100%

**\* Description:**  
61ConnerCircleSWPLAN

[spell check](#)

**Save** **Add** **Remove All**

**Continue Application »**

xi.

- b. Click **Save** and then **Continue Application**
- 17. (Step 7: Review) This is the summary page for what you have entered, carefully review every section to make sure it is all correct
  - a. If something is incorrect click **Edit** at the right of the section to fix the information
  - b. After you make the edits click **Continue Application** to be brought back to the review screen so you do not need to go through all the pages again
  - c. Top half of review screen

**Building Permit Application**

1	2	3	4	5 Professional	6 Documents	7 Review	8 Pay Fees	9 Record Issuance
---	---	---	---	----------------	-------------	----------	------------	-------------------

**Step 7: Review**

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Permit Type**

---

Building Permit Application

**Detail Information** Edit

---

Detailed Description: Adding 12'x16' deck with stairs and a landing

**Additional Information** Edit

---

Job Value(\$): 2,500.00

**Custom Fields**

---

<b>BUILDING PERMIT</b> <span style="float: right; border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Edit</span>	
Building Type:	Residential
Building Category:	Single Family Dwelling
Project Type:	Addition to an existing building
Is this a rental property?:	No
Type of addition?:	Deck
Is this a Phased Partial Permit?:	No
Are you a Licensed Residential Contractor?:	No
Are you the property owner?:	No

**Address** Edit

---

4001 NW RIVER PKWY  
STE 100  
CRO

**Parcel** Edit

---

Parcel Number: 026219

d.

e. Bottom half of review screen

**Owner** Edit

CITY OF ROCHESTER  
 201 4 ST SE  
 ROCHESTER MN 55904

**Contact List** Edit

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Rob Ronnenberg		Applicant		507-328-2601	rnnenberg@rochestermn.gov	Edit
Rob J Ronnenberg	TEST BOB'S BUILDING FUN	Job Superintendent			rnnenberg@rochestermn.gov	Edit
TEST TESTER		Notice Recipient				Edit

**Licensed Professional** Edit

Rob J Ronnenberg  
 TEST BOB'S BUILDING FUN  
 2122 Campus Dr SE  
 Rochester, 55904

COM. BLDG CONTR -12345  
 rnnenberg@rochestermn.gov

**Attachment** Edit

Only PDF files are allowed for upload. Please COMBINE your plans into ONE Summittal Document file to expedite the plan review process. PLEASE NOTE: For the drawings or building plans to be accepted there can be the only file with the Document Type of "Submitted Drawings" uploaded.

Name	Type	Size	Latest Update	Action
<a href="#">61 Conner Circle SW DRAWINGS 6485.pdf</a>	Submitted Drawings	2.41 MB	12/16/2020	Actions ▼
<a href="#">DSIC Seating 10-28-2020.pdf</a>	Submitted Information	438.74 KB	12/16/2020	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: \_\_\_\_\_

[Continue Application »](#)

f.

18. Please read the Certification at the bottom of the page, check the box if agreeing to the certification, click **Continue Application** to submit your building permit application
19. A page will come up with the text “Step 3: Receipt/Record issuance” at the top meaning your building permit application has been submitted.
20. The temporary number is listed below the green box below the address submitted and you will receive an email confirmation from our system acknowledging receipt of the application only
  - a. **You do not have a valid building permit, just a temporary identification number to track the application**

Home **Building Permits** Rental Housing City Planning City Licensing County Planning Fire Permits

Create an Application Search Applications/Permits Schedule an Inspection

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

Receipt

Thank you for your submission or payment.  
For Building Permits you will receive an email with further instructions.  
For Rental Payments you can now call Building Safety 507-328-2600 and schedule your inspection.  
For City Licensing you will receive an email with updates to your license application.  
For Fire Permits we will contact you upon review.

4001 NW RIVER PKWY, STE 100

TEMP20-0036BP

- b.
- c. If the submittal **is not** accepted you will be notified by email as such with a reason why
- d. If the submittal **is** accepted you will be notified by system email when a regular building permit number is assigned
  - i. PLEASE NOTE: this does not mean the permit is issued, just that a number has been assigned, it will go through any review and approval processes necessary at which point payment will be required prior to the permit being issued
21. At this point the building permit has been applied for, if accepted a regular number will be assigned, and our department will be in touch with you as needed for review processes or at time for payment and permit issuance

Any questions, concerns, feedback, or other can be directed to the Community Development Department at 507-328-2600 or at [buildingsafety@rochestermn.gov](mailto:buildingsafety@rochestermn.gov)