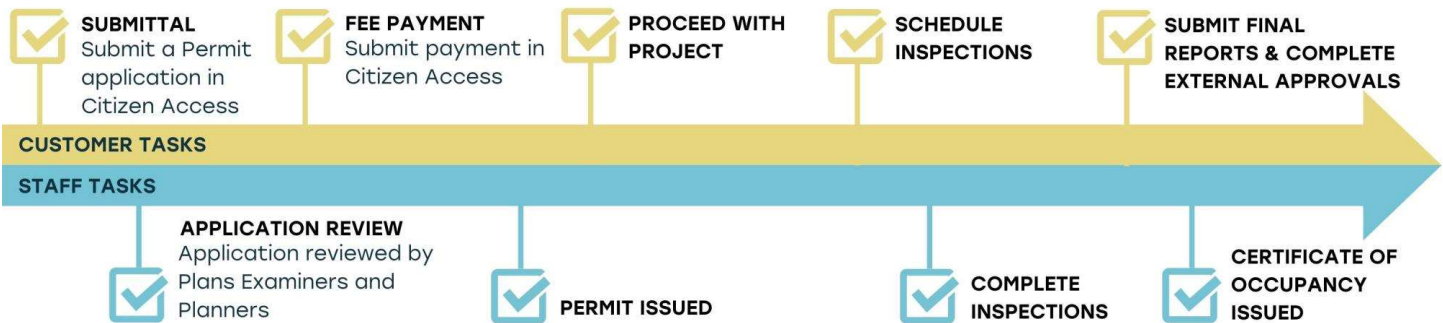


Permit Process Guide



1. Prior to starting construction, submit a permit application at www.rochestermn.gov/CitizenAccess
 - a. Refer to the Permit Guides for a list of what you should submit with your permit application
 - b. The permit will be reviewed by Development Services to identify potential safety concerns; you will be notified if there are any corrections needed or conditions of approval
2. Once approved, the Permit is ready to issue—submit payment at www.rochestermn.gov/CitizenAccess
3. After payment, the permit is issued—download approved plans, permit, and receipt (located in www.rochestermn.gov/CitizenAccess under the documents tab), and proceed with the project
4. Schedule the required inspections
 - a. Refer to the Permit Guides for a list of which inspections are required, what the inspectors will be reviewing at each inspection, and when each inspection should be completed throughout the course of the project
 - b. To schedule an inspection, visit www.rochestermn.gov/CitizenAccess, call 507-328-2600 during office hours, email buildingsafety@rochestermn.gov, or visit our front desk at 4001 W River Parkway Rochester, MN 55901 during office hours
 - c. Ensure there is access to the site to be inspected and the approved are accessible (i.e. electronic, paper, etc.)
5. After the Final Inspection has been approved, the permit will be closed

Please Note: To ensure the safety of our community, any permit will be considered expired after 180 days without an update communication (i.e. email or phone call) to our department. If your permit expires, you will be required to renew or restart the permit process, and will be subject to the associated fees. Progress updates can be shared via buildingsafety@rochestermn.gov or 507-328-2600.