

How to Apply for Permits Online:

Currently, **only licensed contractors** may apply for the following permits [online](#); and **only for residential properties**. Homeowners may submit their permit applications via e-mail, fax, US Post, or in person at City Hall.

1. Click "Apply" under Permits
2. [Log in](#)
*Contractors - your password is your company phone number with **no area code or dashes***
3. First-time users will need to contact the Building Department at 952-895-4444.



4. Select permit type and subtype
5. Enter a short description and job value
6. Search for location (address) by *typing in the house address number only, or with a partial street name. (i.e. PLEA vs. PLEASANT)*, then click "SEARCH."
7. Select the correct address from the list.
8. Scroll to the bottom of the page and click the "NEXT STEP" button



9. Enter or confirm applicable information for Applicant, Owner and Contractor. Click "NEXT STEP."
10. Review your information and attach any applicable documents. Click "NEXT STEP."
11. Select "PAY NOW" to process the permit, or "ADD TO SHOPPING CART" if you are applying for more than one permit.
13. Enter payment information
14. Click "PROCESS PAYMENT."
15. You may "VIEW PERMIT" OR "PRINT SUMMARY."

NOTE: Once your payment has processed, your permit will be submitted, but it *not issued or considered valid* until City staff has reviewed it.