



Fireplace

1245 West Hwy 96 Arden Hills, MN 55112

651-792-7800

www.cityofardenhills.org

This handout is intended only as a guide and is based in part on the 2020 Minnesota State Building Code, Arden Hills City ordinances, and good building practice. While every attempt has been made to insure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor. For specific questions regarding code requirements, refer to the applicable codes or contact your local Building Department.

BUILDING PERMITS

Building permits are required for most projects. Building permits can be obtained from the Building Department by filling out and signing an application and submitting your building plans. Building permits are typically processed within 5 -10 business days after receiving a complete set of plans. **If your application is incomplete it will delay your project.**

GENERAL NOTES

1. The stamped "Approved" plan and the Inspection Record Card shall be made available to the inspectors during their inspections. As per MN 2020 IRC, in accordance with 1300.0120 Subp. 13. The building permit shall be kept on site of the work until the completion of the project. Pursuant to Minnesota Statutes, Section 15.41, It shall be posted in a prominent location in the area of construction. If the card is not on site, the inspection may be failed as per Subp. 12
2. Separate permits are required when installing electrical wiring, heating equipment, or plumbing fixtures. Contact the Building Inspection Division for information regarding plumbing and heating, or call the contracted electrical inspector for electrical information.
3. Call the Building Inspection Division between the hours of 8:00 a.m. and 4:30 p.m. to arrange for an inspection. Please provide the permit number with your request. Call the contracted Electrical Inspector between the hours of 7:00 a.m. and 8:30 a.m. to arrange for an inspection. Please provide the permit number with your request.

PERMIT EXPIRATION

If you suspend work on your project for more than 180 days since permit issuance or your last inspection, your permit will expire. If unforeseen circumstances delay construction, contact the Building Department **before** your permit expires.

PLANS

The Building Department has a handout illustrating what needs to be included on your plans. It is very important that your plans depict exactly how your project will be built. Plans must be neat and be of a scale of at least $\frac{1}{4}'' = 1'$. **Computer generated plans from home stores are not acceptable and will be returned.** Plans are reviewed for code compliance and a copy is returned to the applicant with notes to identify required corrections. The plan review can only be as good as the information provided on the plans. PLEASE REVIEW THE PLANS WHEN THEY ARE RETURNED TO YOU SO THAT YOU WILL BE AWARE OF ANY CORRECTIONS NEEDED. The City only maintains plans for one year after completion of a residential deck. You may wish to retain a copy of your approved plans, permits, and inspection record cards for any future needs.

INSPECTIONS

1. Call 24 hours in advance or preferably 2 days in advance.
2. Have address, permit number, and type of inspection, required inspections are gas line/air test, rough in and final inspection.
3. Let the inspector know if you wish for an exact time and they will try to accommodate you.
4. If work is approved, the inspector will sign the permit card and you may proceed with the next step.
5. Final Inspection - All work is complete plans and permit card on-site.
6. If corrections are noted, a correction notice will be left on the site. If a re-inspection is required it will be noted on the notice.

Please do not hesitate to call the Building Department at 651-792-7800. If necessary, we will be happy to meet with you on the site to help resolve any concerns or problems.

Fireplace

A mechanical permit is required for setting a gas or wood fireplace, replacing the gas log, or any work resulting in the gas being disconnected.

The unit must be Underwriters Laboratories (UL) listed and installed per manufacturer's specifications. A gas fireplace permit, which includes gas line work including an air test if a new line is run, requires a city licensed mechanical contractor.

Special Note: The rough-in inspection is also the final Inspection.

Solid Fuel

A manufactured solid fuel fireplace will need to be "UL" approved. Also, if this is a masonry on site constructed unit, it must be inspected in stages so firebox and sections of flue can be seen before completion.

NOTE: For specific code requirements, please contact the Building Inspection Division. Questions regarding design and cost should be referred to a professional builder or architect.

Building Official 651-792-7813 - Building Inspector: 651-792-7818

This handout is written as guide to common questions and problems. It is not intended nor shall it be considered a complete set of requirements.