



**City of Oak Park Heights**  
14168 Oak Park Blvd. N., Oak Park Heights, MN 55082

Phone: (651) 439.4439 Fax: (651) 439.0574

## **SIDING PERMIT APPLICATION**

**Contractor:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax # \_\_\_\_\_  
 State License #: \_\_\_\_\_ City License # \_\_\_\_\_  
 Lead Certification # \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Project Supervisor: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Owner:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-Mail \_\_\_\_\_

### **INFORMATION SUBMITTED WITH PERMIT APPLICATION:**

Manufacturer & Style of Siding \_\_\_\_\_  
 Photos of sheathing & house wrap to be submitted prior to a final inspection. \_\_\_\_\_

This permit becomes null and void if work or construction authorized has not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

**Project Address** \_\_\_\_\_ **Valuation** \_\_\_\_\_

#### **FOR OFFICIAL USE ONLY**

Building Permit \$ \_\_\_\_\_ Plan Review \$ \_\_\_\_\_ State Surcharge \$ \_\_\_\_\_  
 Investigation Fee \$ \_\_\_\_\_ Other Fees \$ \_\_\_\_\_  
**TOTAL PERMIT FEE \$ \_\_\_\_\_**



## City of Oak Park Heights

14168 Oak Park Blvd. N.  
Oak Park Heights, MN 55082

Direct: 651.351.1661  
Email: [jhultman@cityofoakparkheights.com](mailto:jhultman@cityofoakparkheights.com)

Phone: 651.439.4439 Fax: 651.439.0574

### **BUILDING DEPARTMENT REQUIREMENTS FOR CONTRACTORS WITH ROOF, SIDING, OR WINDOW PERMITS**

- Permits must be posted in a location that is **VISIBLE** from the street and **ACCESSIBLE** to the Building Inspector.
- Only one yard sign per contractor and it may not be placed on City easements. The sign may be placed on the residence's property and not less than fifteen (15) feet from back of curb.
- Contractor's sign must be removed upon the completion of the project or they will be removed by the inspector at the time of the final inspection.
- Photos must be provided of all required ice/water shield and house wrap, including window/door flashing. The date and job address must be recorded on each photo or page of photos submitted to the City. All pictures of the sheathing, valley metal, ice & water, house wrap must clearly show enough of the project to verify compliance to the Building Code. All photos must have backgrounds that clearly identify the home, such as, a rear patio, deck, or adjacent property. **If not, you will be required to the remove the siding or roofing.**
- **DO NOT CALL TO SCHEDULE FINAL INSPECTION: REQUIRED PICTURES MAY BE E-MAILED, DELIVERED TO, OR MAILED TO OAK PARK HEIGHTS CITY HALL. A FINAL INSPECTION TIME WILL BE SCHEDULED UPON RECEIPT OF THE PHOTOS. WE SHALL NOTIFY YOU OF ANY CORRECTIONS OR YOU MAY CONTACT US FOR INSPECTION RESULTS.**
- *Please note Building Department hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.*

**Questions?** Call me at 651-351-1661 or Email: [jhultman@cityofoakparkheights.com](mailto:jhultman@cityofoakparkheights.com)

*Thank you,*

*Julie Hultman  
Building Official*