

# APPENDIX F: STEP-BY-STEP PROCESS FOR PERMITTING OF INDIVIDUAL PARCELS IN THE CAPITOL AREA

## CAAPB Zoning Permits and City Building Permits

Development reviews are required for each parcel as it moves from the plan phase to the development phase for infrastructure or buildings. In this phase, development review begins with the CAAPB and then proceeds to the City of St. Paul Department of Safety and Inspections (DSI) and other regulatory entities as relevant. This process is outlined in the *Rules Governing Zoning and Design for the Minnesota State Capitol Area*.

### To Obtain CAAPB Zoning permit for Individual Parcels:

1. **CAAPB Zoning Application Submitted and Determined Complete.**
2. CAAPB Zoning Administrator determines if Site Plan Review by City of St. Paul is required\*. If yes, proceed to next steps. If no, proceed to CITY **Building Permit** process (below).
3. CAAPB Zoning Administrator may refer item for a **DSI/CAAPB joint preliminary project review meeting**. CAAPB Zoning permit applicant schedules a *preliminary project review meeting* with DSI Site Plan Review and Building Plan Review staff.
4. **Joint (DSI/CAAPB) Preliminary Project Review Meeting(s) at DSI.** (*Optional, but nearly always recommended; this joint meeting can occasionally be moved to a later step, based on the size and extent of the project development*).
5. **CAAPB Approval.** Applicants obtain zoning and design approval from CAAPB.  
Note: Site Plan Review can be scheduled ahead of final CAAPB approval if applicant submits a memo to DSI demonstrating that CAAPB zoning approval is likely through:
  - a) **Zoning Permit** from CAAPB, or;
  - b) **Letter of Approval** from CAAPB Zoning Administrator.
6. **Other CAAPB referral. DSI Site Plan Review Meeting.**
7. Applicants obtain DSI **Conditional Site Plan Approval**.\*\*
8. Applicants obtain DSI **Final Site Plan Approval**.\*\*

\* To determine if Site Plan Review is required by the City of St. Paul, contact the Department of Safety and Inspections (DSI). Also see <https://www.stpaul.gov/departments/safety-inspections/site-plan-review>.

\*\* NOTE INCLUDED BY DSI WITH BOTH CONDITIONAL AND FINAL SITE PLAN APPROVAL: “*Notice: Before City of Saint Paul building permits are granted in any zoning district of the Capitol Area, compliance with Rules Governing Zoning and Design for the Minnesota State Capitol Area is required. At time of building permit reviews, projects will be sent for review and approval by CAAPB Zoning Administrator. For more information, call CAAPB Zoning and Design Review help-line at 651-757-1501, or check [www.mn.gov/caapb](http://www.mn.gov/caapb).”*

### To Obtain CITY Building Permit for Individual Parcels:

1. Applicants seek **Building Permit(s)** at DSI.
2. Upon receipt of building permit application from applicant, DSI representative will send application to CAAPB for review for zoning compliance, as per normal.
3. CAAPB reviews the building permit application and indicates approval to DSI, or, in cases where Zoning Permits were required by CAAPB, issues formal **Certificate of Design Compliance**.
4. DSI reviews **Building Permit** application and if it meets requirements, approves Building Permit.