

## Procedures for Property Improvements

As if embarking on a construction project isn't complex and stressful enough, being a North Oaks resident you also have work with two separate entities with differing, and often overlapping, jurisdictions: the North Oaks Home Owners' Association (NOHOA) and the City of North Oaks. In the attempt to make the overall approval, permit, and inspection process for a property Improvement clearer, this article describes the order of necessary steps as well as when, and if, the involvement of each entity is required. Bear in mind that this description provides general guidelines for Improvements and if your situation is not covered, or you are unsure if it does, contact both NOHOA and the City of North Oaks.

**NOHOA requires Members to secure Architectural Supervisory Committee (ASC) approval for any temporary or permanent change to the exterior of a property.** This includes, but is not limited to, new home construction, demolition of an existing home, exterior remodeling, structural additions, garages, outbuildings, fences, decks, swimming pools, recreational structures, roofing replacement, exterior painting, siding replacement, window replacement, landscaping, garden enclosures, ice rinks, septic work, solar panel installation, mailboxes, driveways, and driveway pillars. The aforementioned changes are referred to as "Improvements" in the NOHOA Bylaws of 2018 (p. 1).

**To request ASC approval from NOHOA,** submit an application (available online) with fee payment, complete set of plans (4 copies), including a lot survey/site plan, elevations, and color and material samples. Some projects may also require staking an outline of the proposed structure on the lot, trees to be removed marked with orange tape, and location of well and septic marked. For more information on the ASC application process, consult the Rules and Procedures and the Submission and Compliance Fee Schedule documents which are available at <https://www.nohoa.org/architectural-review/>. For questions about applying for ASC approval, contact NOHOA at [nohoa@nohoa.org](mailto:nohoa@nohoa.org) or at 651.792.7765. If ASC approval for a project is granted, the next step is to apply for a Building Permit from the City of North Oaks, if applicable. (It is recommended you gain this ASC approval first to ensure no adjustments to the application are required.)

**The City of North Oaks requires contractors submit a Building Permit for any new structure, structure change, exterior OR interior remodeling.** This includes, but is not limited to; new home construction, demolition of an existing home, interior or exterior remodeling, structural additions, garages, outbuildings, decks, swimming pools, roofing replacement, siding replacement, window replacement, septic work, solar panel installation. **All projects which include mechanical (such as HVAC, heaters, fireplaces), electrical work, plumbing changes (fixtures, water and/or gas connections), septic systems, or fire sprinkler work,** require separate permits and inspections. Any landscaping that involves Shoreland alterations requires a forestry application. Inspections ensure that all improvement work complies with State of Minnesota building code, safety standards and City of North Oaks ordinances. If the homeowner is doing the work themselves, a property owner waiver is required to be submitted along with the permit.

**To apply for a Building Permit from the City of North Oaks,** submit the application (available online) with permit payment, complete and final working drawings, and lot survey/site plan. Depending on the extent of construction, the following may also be required: energy code compliance calculations and ventilation information, grading plan with cut and fill analysis, completed Floor Area Ratio worksheet, Septic compliance certificate and/or separate ISTS design and permit application. For access to all types of permit applications, forms and worksheets, fee schedules, and helpful instructions, go to <https://www.northoaksmn.gov/permits-licensing/pages/forms-fees-instructions>. For questions about applying for any City Permit, contact the City of North Oaks at [northoaks@northoaksmn.gov](mailto:northoaks@northoaksmn.gov) or at 651.792.7750.