



For Internal Use Only

Permit Fee: \$ \_\_\_\_\_

State Surcharge \$ \_\_\_\_\_

Review Fee \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

# MECHANICAL (HVAC) PERMIT APPLICATION

## Property Information

Address: \_\_\_\_\_ PID Number: \_\_\_\_\_

Legal Description (required if no address have been assigned): \_\_\_\_\_

Applicant is (check one):  Owner  Contractor  Tenant  Other: \_\_\_\_\_

## Property Owner/Tenant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone (W) \_\_\_\_\_ Phone (H) \_\_\_\_\_ Fax \_\_\_\_\_

## Mechanical Contractor Information

*(Contractor must sign application only if they are pulling the permit)*

Company Name: \_\_\_\_\_ Contact Person's Name \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone (W) \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

MN Registration #/Contractor License #: \_\_\_\_\_ \*Master License # \_\_\_\_\_

## Project Description

**(Mechanical plan must be submitted with application)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction Valuation (REQUIRED) \$ \_\_\_\_\_

## Permit Type

New  Alterations

## Type of Use:

Residential  Other  
 Commercial

### PLEASE CHECK ALL THAT APPLY:

- Air Exchanger (12)
- Central Air (02)
- Gas Piping (04)
- Infrared Heaters (06)
- Heating System (01)
- Rooftop Units (05)
- Ventilation (03)

**Commercial projects must submit plans for review and provide balance reports and startup tests when complete. Residential projects must submit plans and calculations to show compliance with the residential energy code. Separate permits are required for Electrical.**

**FEE SCHEDULE COMMERCIAL:**

\$1.00 to \$500.00	Minimum \$35.00
\$501.00 to \$2000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$1000.00
\$2001.00 to \$25,000.00	\$69.25 for the first \$2000.00 plus \$14.10 for each additional \$1000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1000.00
\$500,001.00 to \$1,000,000.00	\$3233.00 for the first \$500,000.00 plus \$4.75 for each additional \$1000.00
<i>*ADD Plan review at 65% of the total fee above PLUS State Surcharge at 0.05% of the Value of the Work (\$0.50 minimum)</i>	

**FEE SCHEDULE RESIDENTIAL:** \$8.50 per \$1000.00 of valuation plus state surcharge.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. 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.

**Contractor's Printed Name** \_\_\_\_\_ **Company** \_\_\_\_\_

**Contractor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Homeowner/Builder Printed Name** \_\_\_\_\_

**Homeowner/Builder Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Inspections must be called for at least 24 hours in advance (218) 454-5113.**