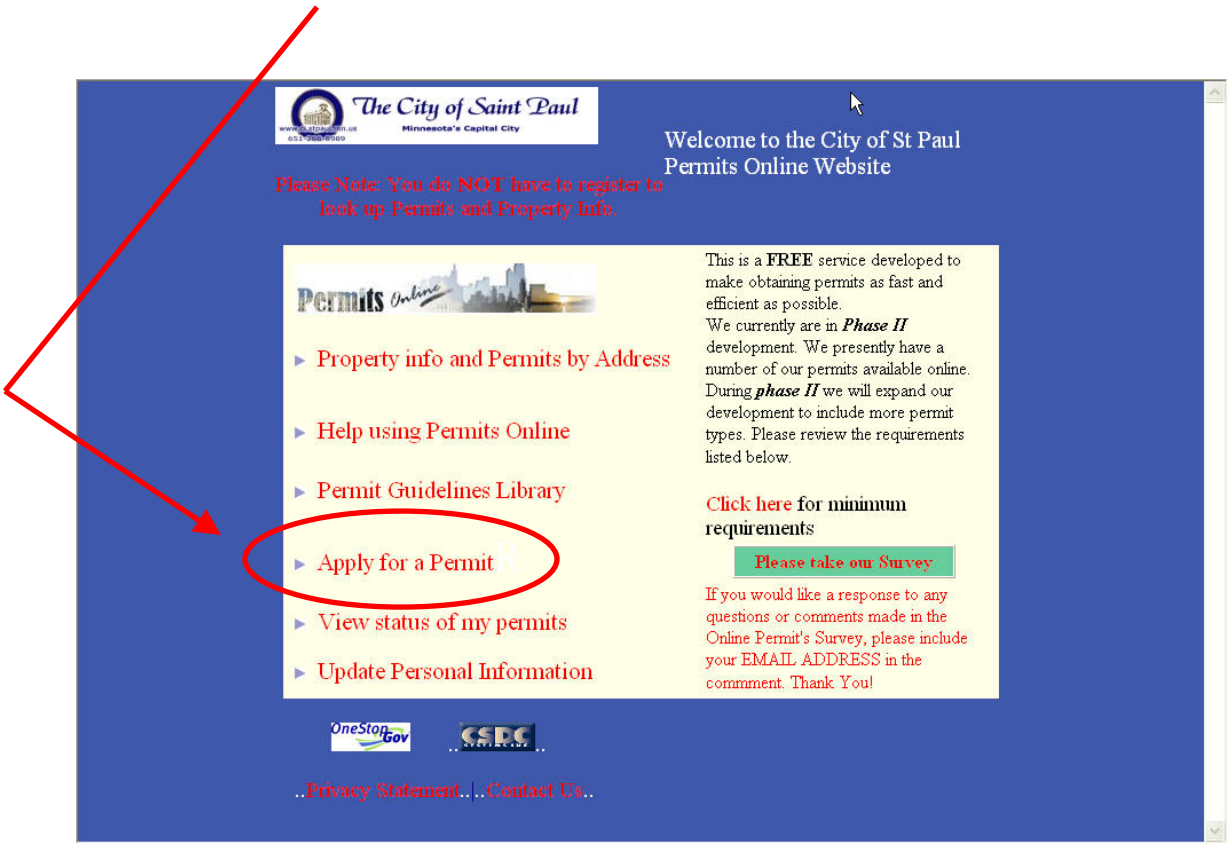
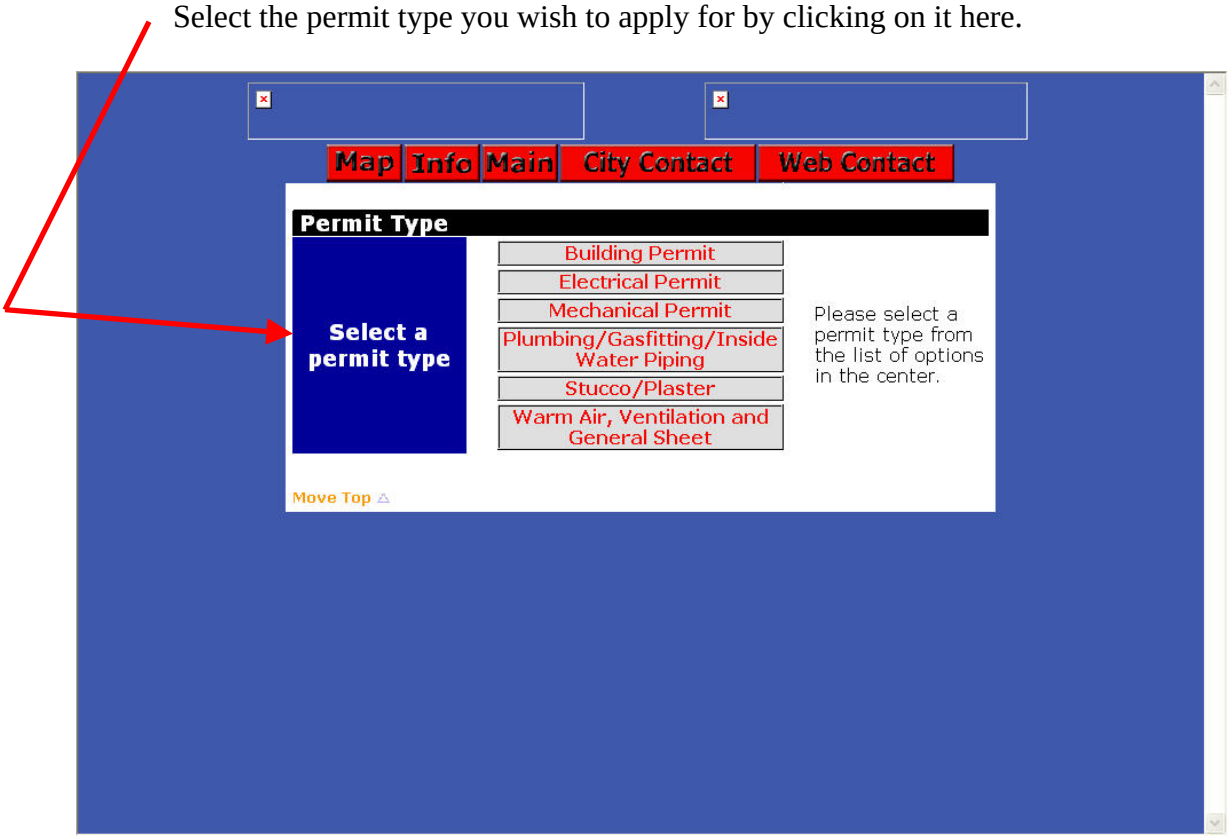
# Applying for Refrigeration/Air Conditioner Permits on the Internet

- Go to the DSI website at http://www.stpaul.gov/dsi
- Click the **Online Permits** button at the bottom left of the DSI Main Page – the **Minimum Requirements** page will open.
- If you met the minimum requirements, then click on the **Permits Online** logo (picture of a city skyline) and the **City of Saint Paul Permits Online** page will open (see image below).
- Click on **Apply for a Permit**.

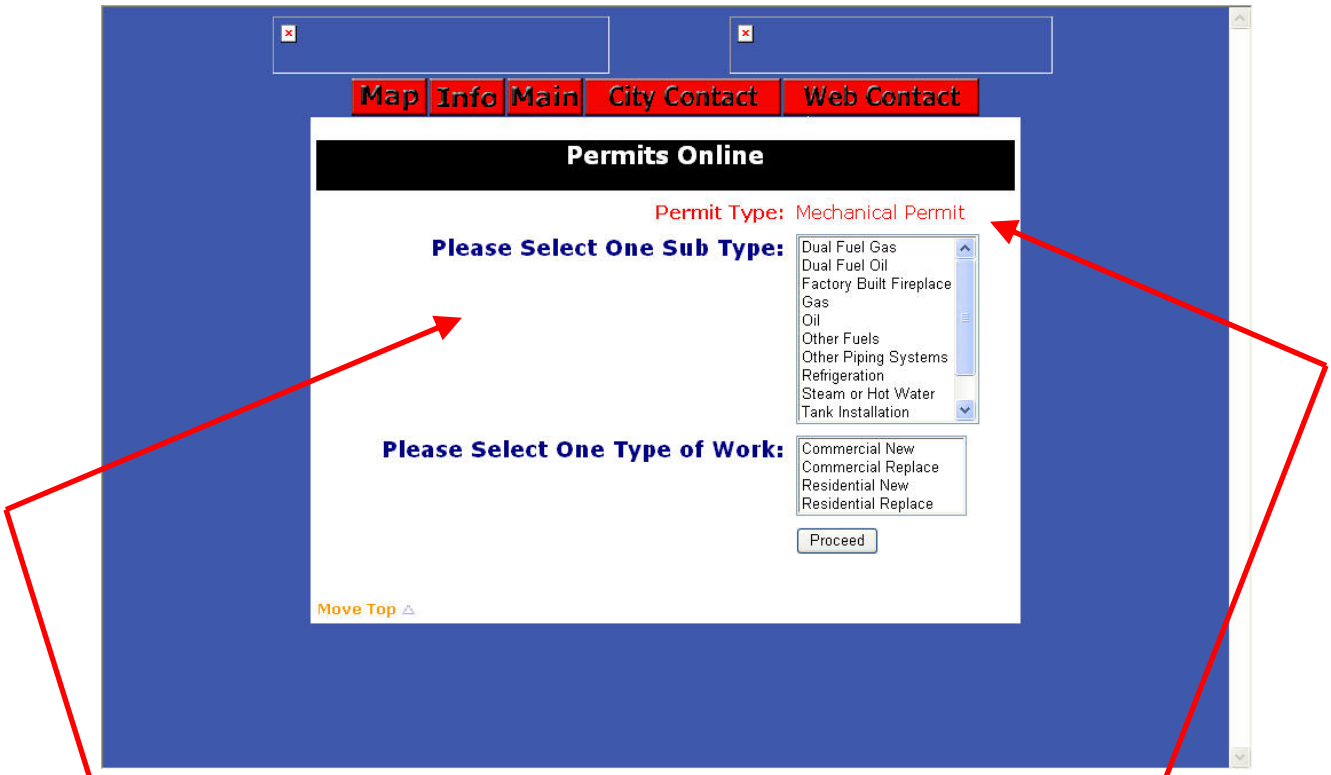



- The **Login** page will appear next (see next page).
- There are several options available on this page but if you have already registered, then type in your **email address** and **password** in the appropriate input boxes and click the **Login** button
- If you have not registered yet, click on the **Register Now** button and follow the directions to do so. **You must be registered with our Online Permit system in order to apply for a permit**.
- If you have forgotten your password, input your email address in the appropriate box and then click the **Recover My Account** button.

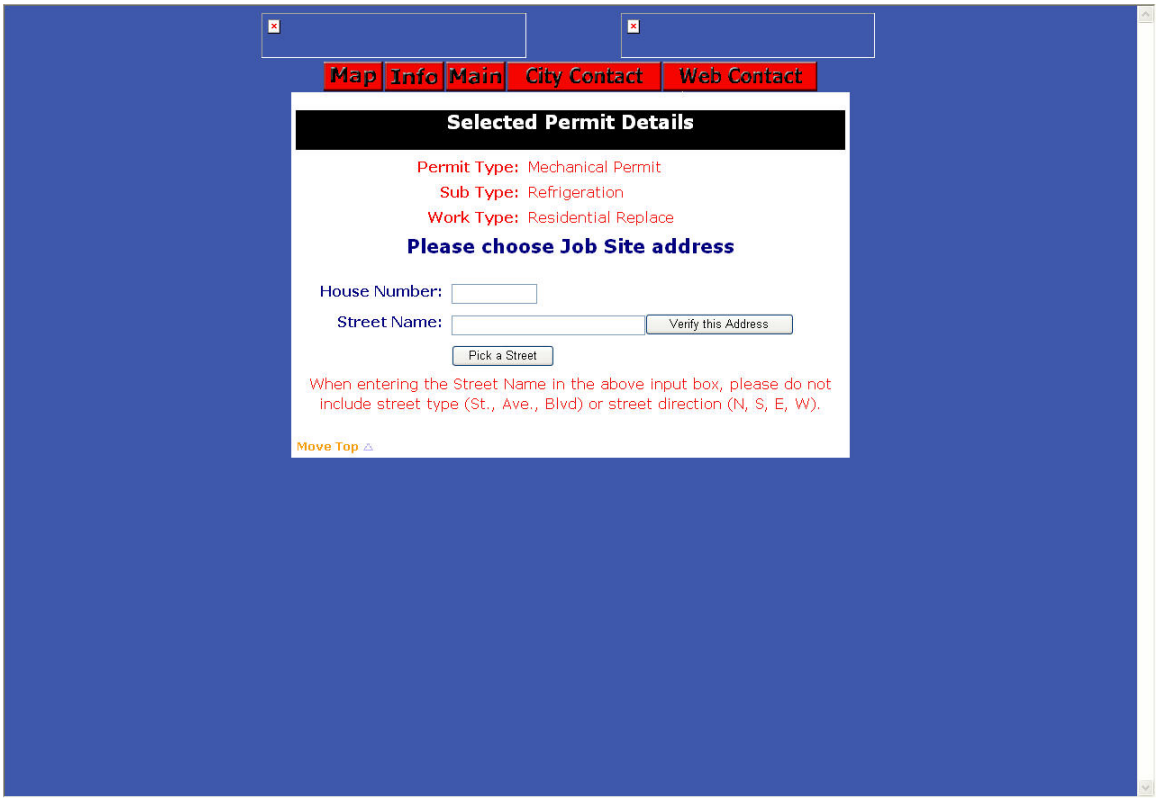
- The **Permit Type** page will be the next page to open once you have logged in. Select the permit type you wish to apply for by clicking on it here.



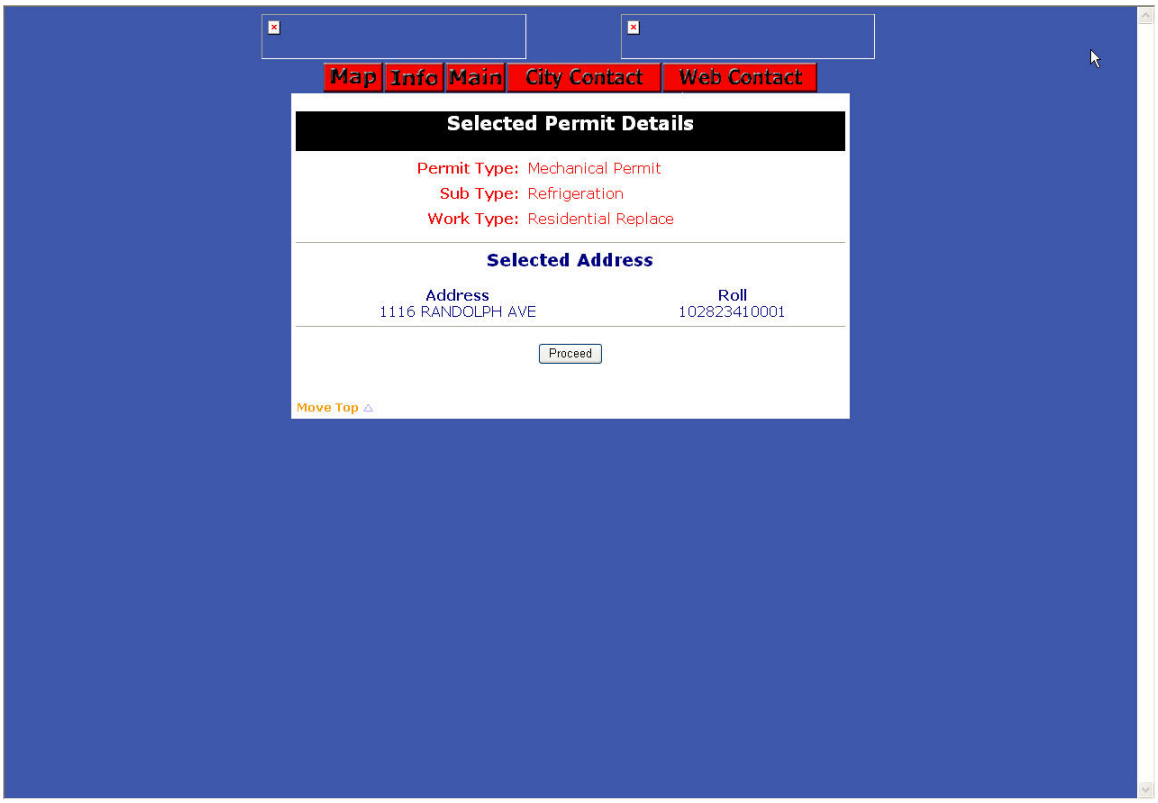

- To do a **Refrigeration/Air Conditioner Permit**, you will need to choose **Mechanical Permit** from the available options. Once chosen, the **Permits Online** page will open.




- As you can see above, **Mechanical Permit** appears in red as the **Permit Type**.
- Next, select the **Sub Typ**e and **Type of Work**. (New is for a new structure, Repair/Alter is used for repair of an existing device, and Replace is used for replacing an existing device or adding a new device.)
- Click the **Proceed** button once you have highlighted your choices.

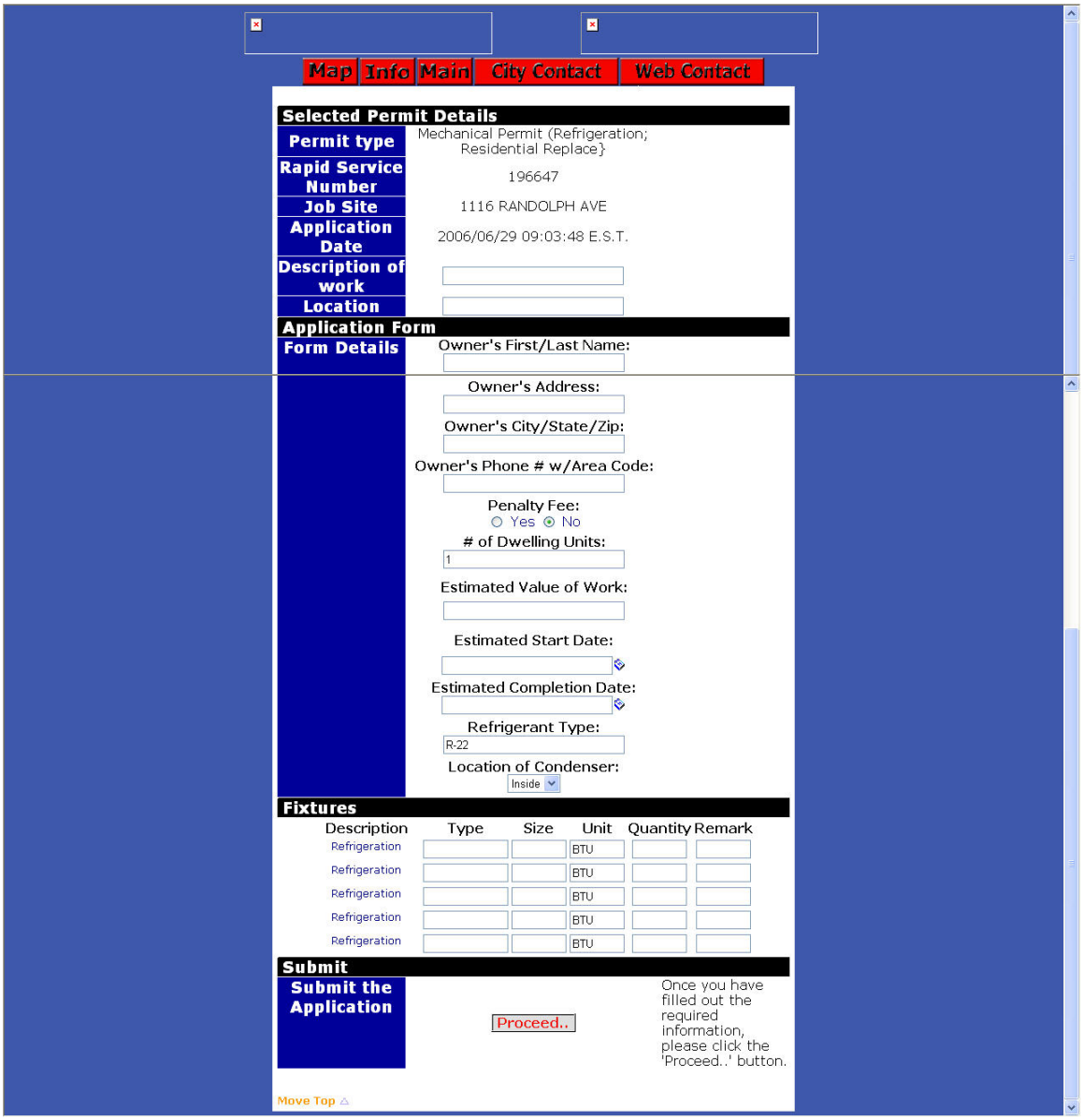


- The next page is for you to enter in the address of the job site.(see above image) Type the house number and street name in the appropriate input boxes. **Please note that you only have to put in the street name. You do not need to include street directions or street types like Ave, Blvd, N, or S.**
- If you need help spelling the street name, click **Pick a Street** button. This will display a second screen that will allow you to pick the first letter of the street name and then pick the actual street name from a list.
- The **Selected Permit Details Verification** page will appear next.(see below)

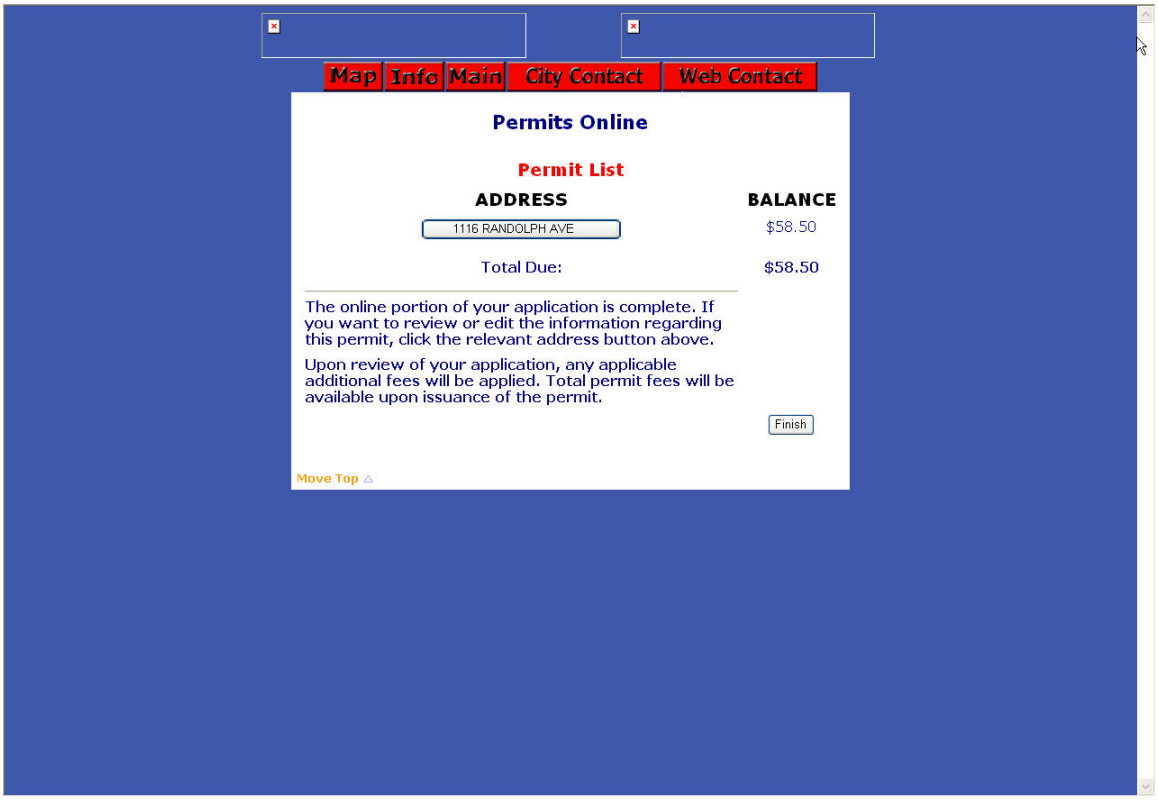



- On this page, you are able to review all of your choices for **Permit Type, Sub Type**, and **Work Type**.
- You will also want to double check to make sure you choose the correct J**ob Site Address** as well.
- Once done, click the **Proceed** button.
- The following page is the **Permits Online Detail/Application** page.
- This is a list of what is expected to be entered on this page.
    - *Description of Work*: Enter a short description on what you will be doing.
    - *Location*: Enter the location on the property where the work will be done.
    - *Owner's First/Last Name*: Enter the owner's name, first then last.
    - *Owner's Address*: Enter the owner's street address, even if it is the same as the job location.
    - *Owner's City/State/Zip*: Enter the owner's address, even if it is the same as the job location
    - *Owner's Phone # w/ Area Code*: Enter the owner's complete telephone number.
    - *Penalty Fee*: If the Inspector has notified you that a penalty fee is required, change this to Yes.
    - *# of Dwelling Units*: Change this number if there are more than 1 dwelling units at this address.
    - *Estimated Value of Work*: Enter the estimated value of the work. **Do not use dollar signs, commas or periods**.
    - *Estimated Start Date*: Click on the calendar icon, or enter as MM/DD/YYYY.
    - *Estimated Completion Date*: Click on the calendar icon, or enter as MM/DD/YYYY.

- *Refrigerant Type*: Change this if the refrigerant is other than R-22.
- *Location of Condenser*: Choose the location of the Condenser.
- *Fixture Description*: (Fill in based on the sub type you chose.)
- *Fixture Type*: Enter the manufacturer name.
- *Fixture Size*: Enter the BTUs or other size determiner of the unit(s). **Do not use commas or periods**.
- *Fixture Unit*: Change this if the size is determined by something other than BTUs.
- *Fixture Quantity*: Enter the quantity of unit(s).
- *Fixture Remarks*: Enter the model information of the unit(s).

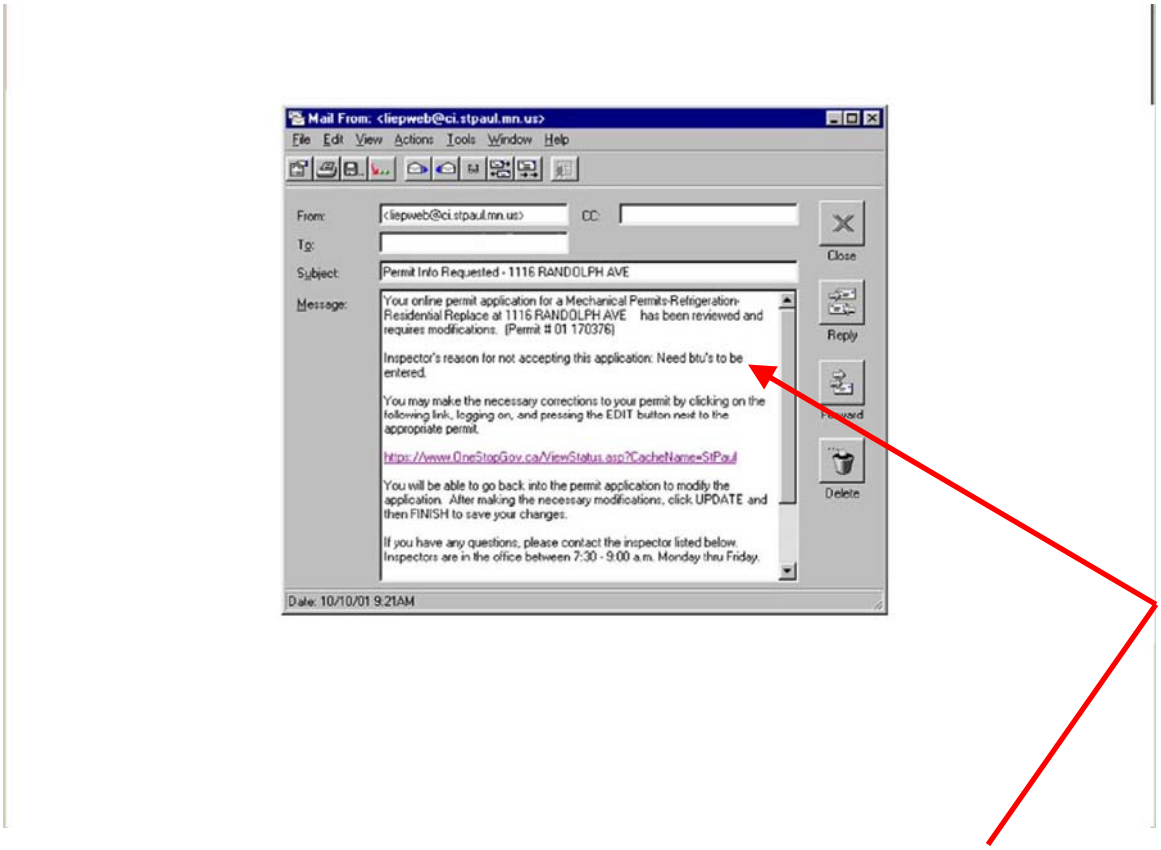



- Click **Proceed** at the bottom of the screen when you have entered all the necessary information.
- The next page is the **Balance Due** page. (see next page). This page allows you to go back and make any changes to the information you placed on the previous page. To do so, simply click the button that has the address labeled on it.
- If all the information is correct, press the **Finish** button.

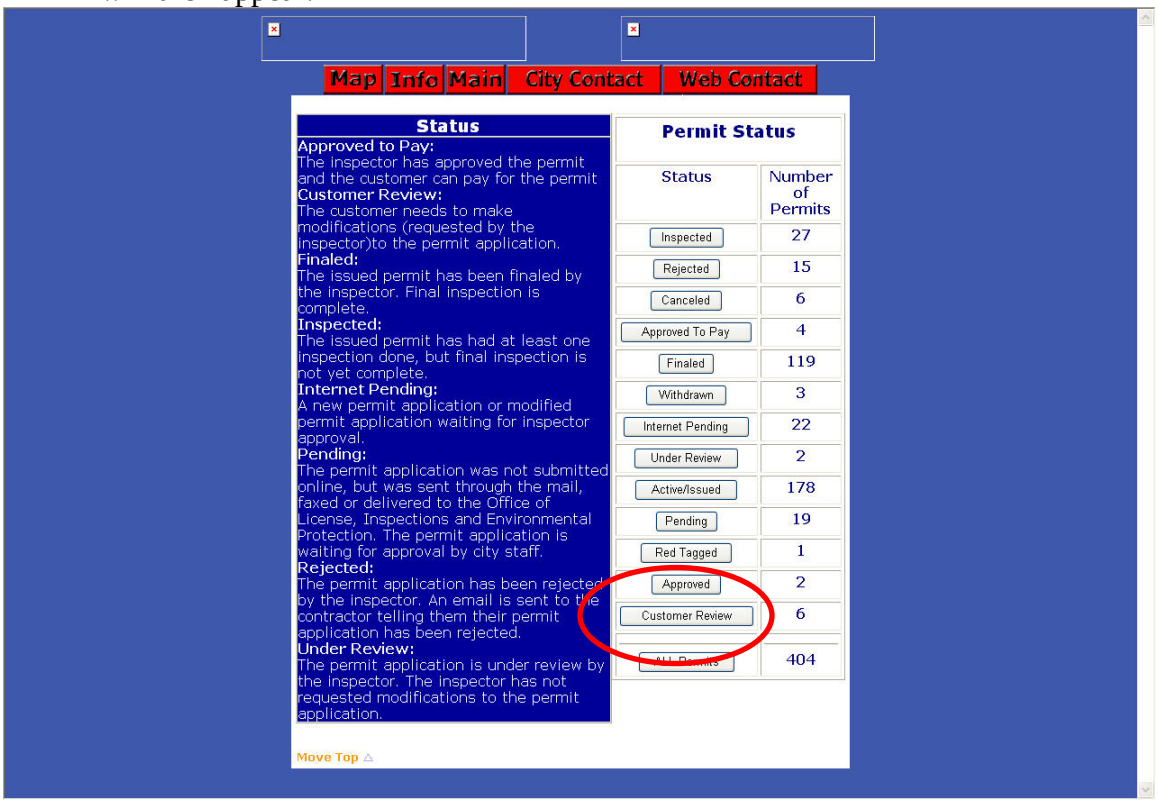



- When you are finished applying for a permit, the following page will appear acknowledging your application and giving you options from there.

- All Mechanical Permits must be reviewed and approved by appropriate City Staff before they can be issued. Payment is not due until the permit is approved. If further information is required, you will receive an email similar to the following:

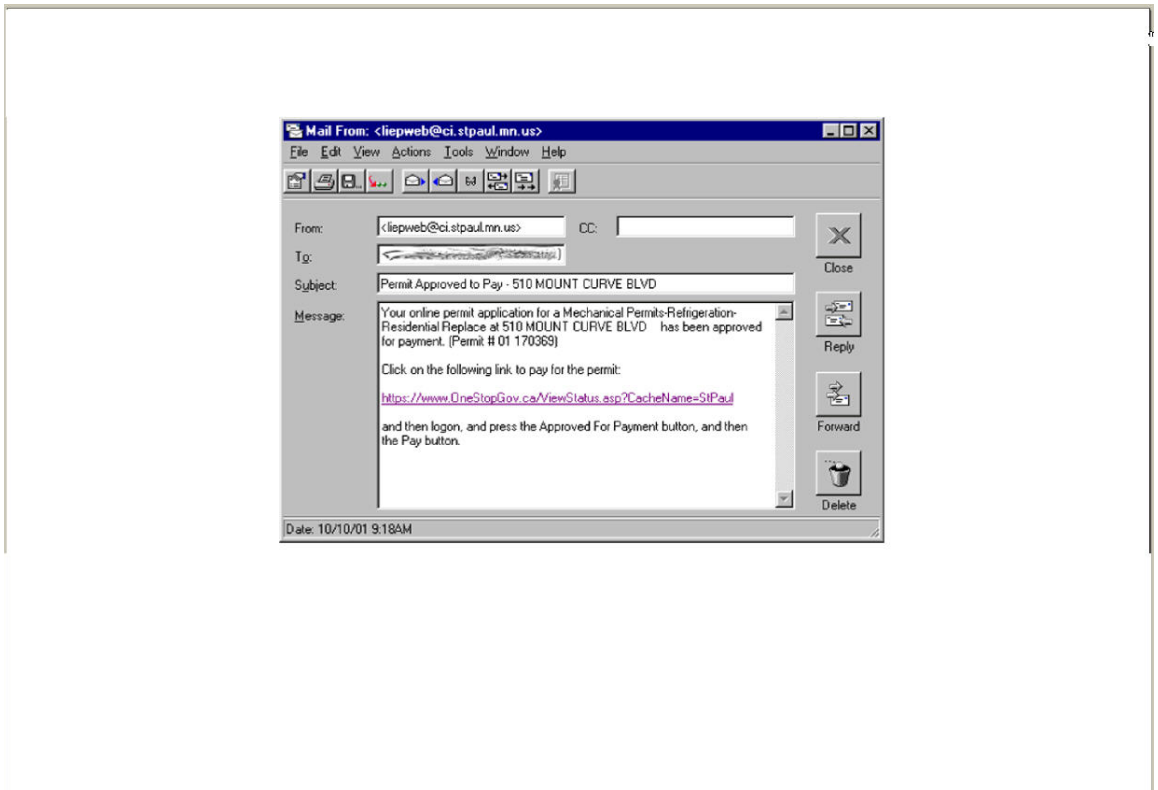



- The information needed to process your permit application is in the second paragraph, "Inspector's reason for not accepting this application". In this example, the inspector is requesting that the BTUs be entered.
- When you click on the link in the email, the **Login** page will open. Enter your email address and password and press the **Login** button. The **Permit Status** page will then appear.

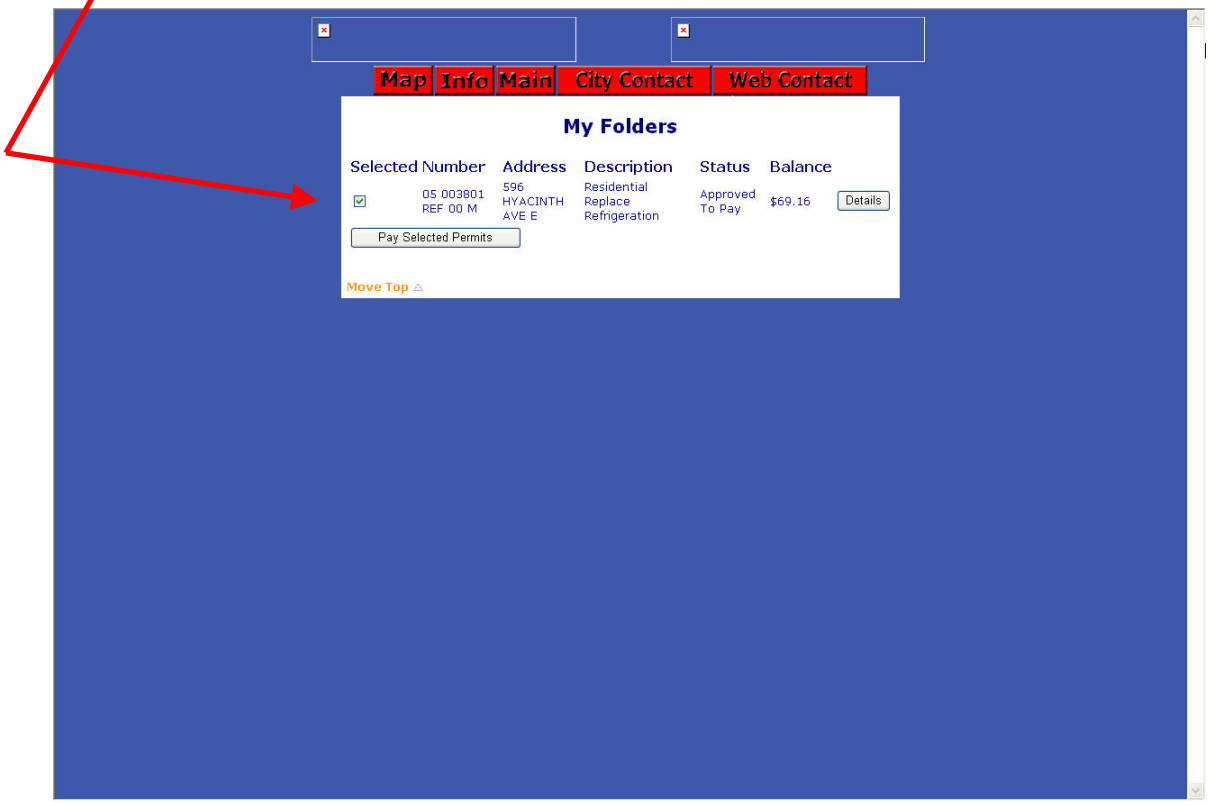


- This page displays the current status of all the permits that you have applied for. When you are required to make corrections to an application, you must click on the **Customer Review** button.
- The next page to appear is the **My Folders** page. This page displays all permits that you need to review and fix before the application process can continue. To make changes to a permit application, you must push the **Edit** button to the right of the permit

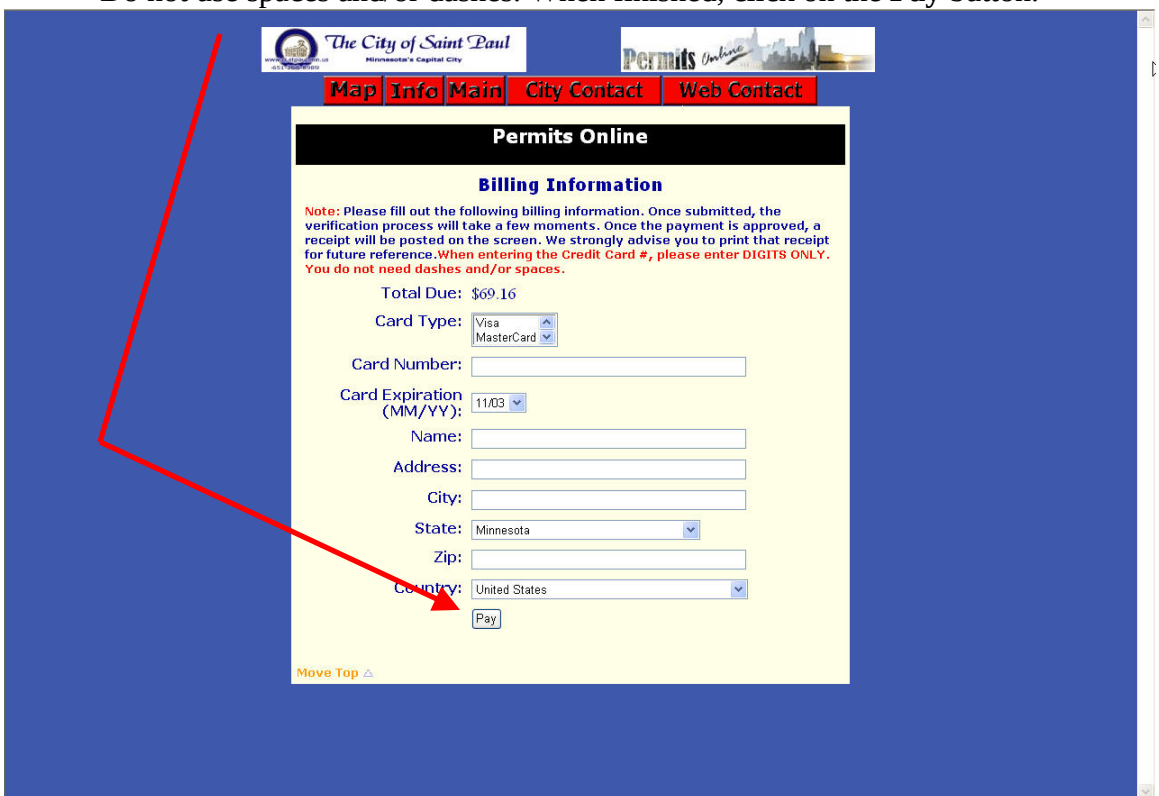
- From here, the **Permits Online Detail/Application** page will appear and you can fill in the necessary information.
- Once the permit is approved, you will receive an email similar to the following:



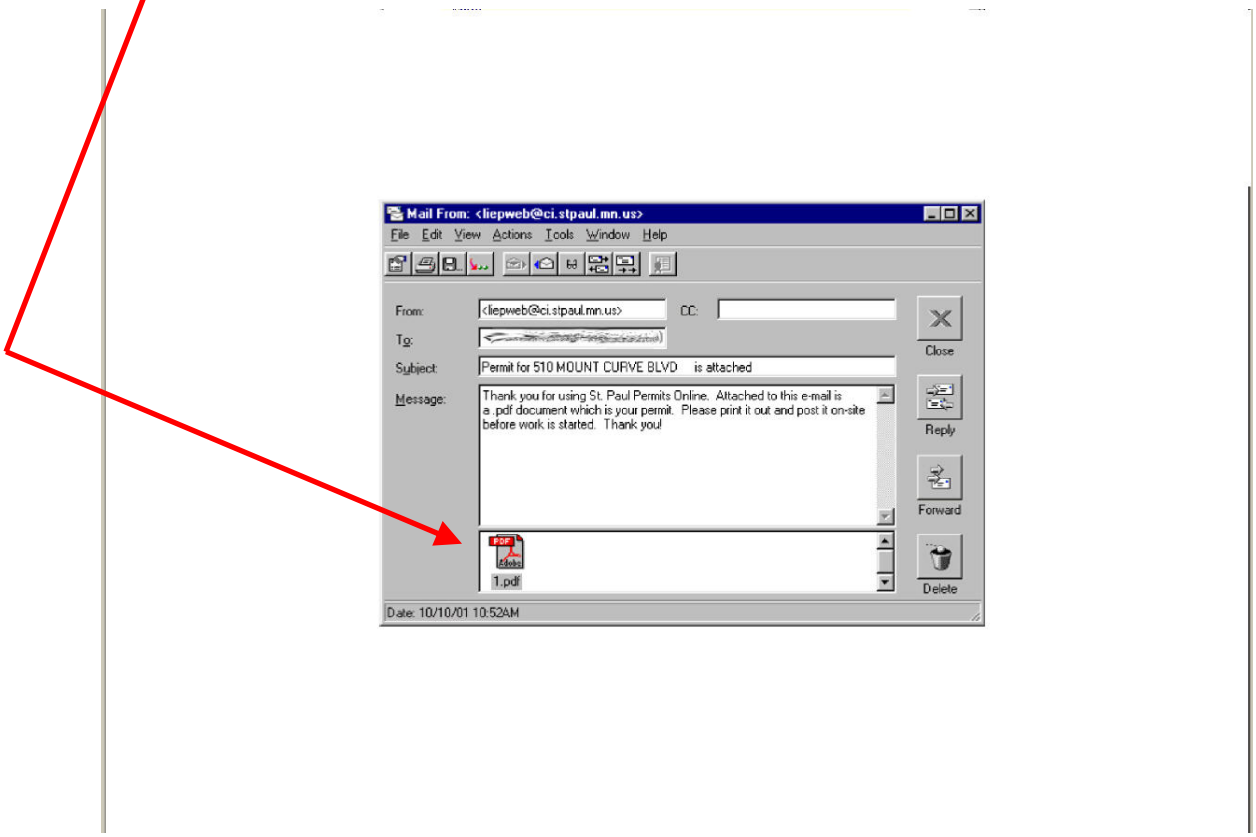
- When you click on the link, the **Login** page will appear. Once you have entered your email address and password in the appropriate boxes, the **Permit Status** page will open. From here, you would want to click on the **Approved to Pay** button.
- The **My Folders** page should appear again displaying all of the permits you are able to pay for. Using the check box(es) on the left hand side, choose which permit(s) you wish to pay and then click on the **Pay Selected Permits** button.




- The **Billing Information** page will be the next to open. It is here that you can enter in information about you and your credit card. (You can only pay online with a credit card.) When entering the credit card number, please use digits only. Do not use spaces and/or dashes. When finished, click on the **Pay** button.



- The **Receip**t page will then appear. You should print this page out for your records as it is your payment receipt. If the transaction continues properly, you will receive you permit via email soon after. If you have any issues with the email and/or permit, please contact DSI at dsiweb@ci.stpaul.mn.us.




Thank You for applying for your permits online!