## General Building Permit Application

**CITY OF ST PAUL**  
Department of Safety and Inspections  
375 Jackson Street, Suite 220  
St Paul, Minnesota  55101-1806

**Visit our Web Site at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)**

### Project Address

<table>
<thead>
<tr>
<th>Number</th>
<th>Street Name</th>
<th>St. Ave. Blvd. Etc.</th>
<th>N S E W</th>
<th>Suite/Apt</th>
<th>Building Name</th>
<th>Date</th>
</tr>
</thead>
</table>

**Contractor**  
(Include Contact Person)

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State, Zip + 4</th>
</tr>
</thead>
</table>

**State Building Contr. Lic. #**  
______________________

**Contractor’s Email:**

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
</table>

**Property Owner**  
(Include Contact Person)

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State, Zip + 4</th>
<th>Phone</th>
</tr>
</thead>
</table>

### Select the Type of Work

- [ ] New Structure  
- [ ] Addition  
- [ ] Remodel/Alter  
- [ ] Repair

### Select Applicable Installation Below

- [ ] Windows: # of windows  
- [ ] Roofing: # of squares  
- [ ] Siding: # of squares

**Note:** 1 Square = 100 Square Feet

### Description of Project:

Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.

Applicant’s Signature

### Please Complete This Section Only For New Structure or Addition

#### Structure Dimensions (In Feet)

<table>
<thead>
<tr>
<th>Width</th>
<th>Length</th>
<th>Height</th>
<th>Total Square Feet (include basement)</th>
<th>Basement</th>
<th># of Stories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>

#### Is a Fire Suppression System Available?  
(i.e. – Sprinklers)

- [ ] Yes  
- [ ] No

#### Lot Dimensions (In Feet)

<table>
<thead>
<tr>
<th>Lot Width</th>
<th>Lot Depth</th>
<th>Front</th>
<th>Back</th>
<th>Side 1</th>
<th>Side 2</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

### For Office Use Only

#### Change/Expansion of Use?  
Yes / No

### Summary of Fees

<table>
<thead>
<tr>
<th>Charge</th>
<th>Credit</th>
<th>Reviewed By</th>
<th>Date</th>
<th>Warning Folder #</th>
<th>Total Permit Fee</th>
</tr>
</thead>
</table>

**State Valuation : $**

### Signature of Cardholder (required for all charges):

- [ ] AMEX  
- [ ] Discover  
- [ ] MasterCard  
- [ ] Visa  

<table>
<thead>
<tr>
<th>Security Code</th>
<th>Expiration Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter Account Number</th>
<th></th>
</tr>
</thead>
</table>
GENERAL BUILDING PERMIT APPROVALS & REQUIREMENTS

If you are paying for your permit by American Express, Discover, MasterCard or Visa, you may fax your application. The credit card information section must be filled in including the 3-digit or 4-digit security code and signed. Our FAX number is 651-266-9124.

If paying by check, please mail the application and check to us. Make checks payable to: City of St. Paul

FOR NEW CONSTRUCTION AND MULTI-FAMILY RESIDENTIAL OR COMMERCIAL ADDITIONS

Building Permit Application and two (2) complete sets of plans must have stamped approval by the following Offices prior to submittal to the plan examination section in DSI at 375 Jackson Street, Suite 220.

REQUIRED
1) Public Works – 10th Floor City Hall Annex
   25 W. 4th Street
   (Bring Lot Survey with Legal Description)

   Assigned Address: ___________________________

   Pin #: _____________________________________

   Legal Description:

REQUIRED
2) Public Works – Sewer 7th Floor City Hall Annex
   25 W. 4th Street
   (Sewer Size and Location)

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Review</th>
<th>Required</th>
<th>Initials/OK</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITE PLAN REVIEW*</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SPECIAL USE PERMIT</td>
<td></td>
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<tr>
<td>ENVIRONMENTAL / FOOD</td>
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</table>

Site Plan Review is required for new construction and additions to commercial buildings or residential buildings with 3 or more units. (651-266-9086)

Building Field Inspectors are in the office for inspection requests between 7:30 – 9:00 AM, Monday – Friday. Phone number is 651-266-9002.

Permit Fee Information can be obtained by calling 651-266-8989, Monday – Friday, 7:30 – 4:30.

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