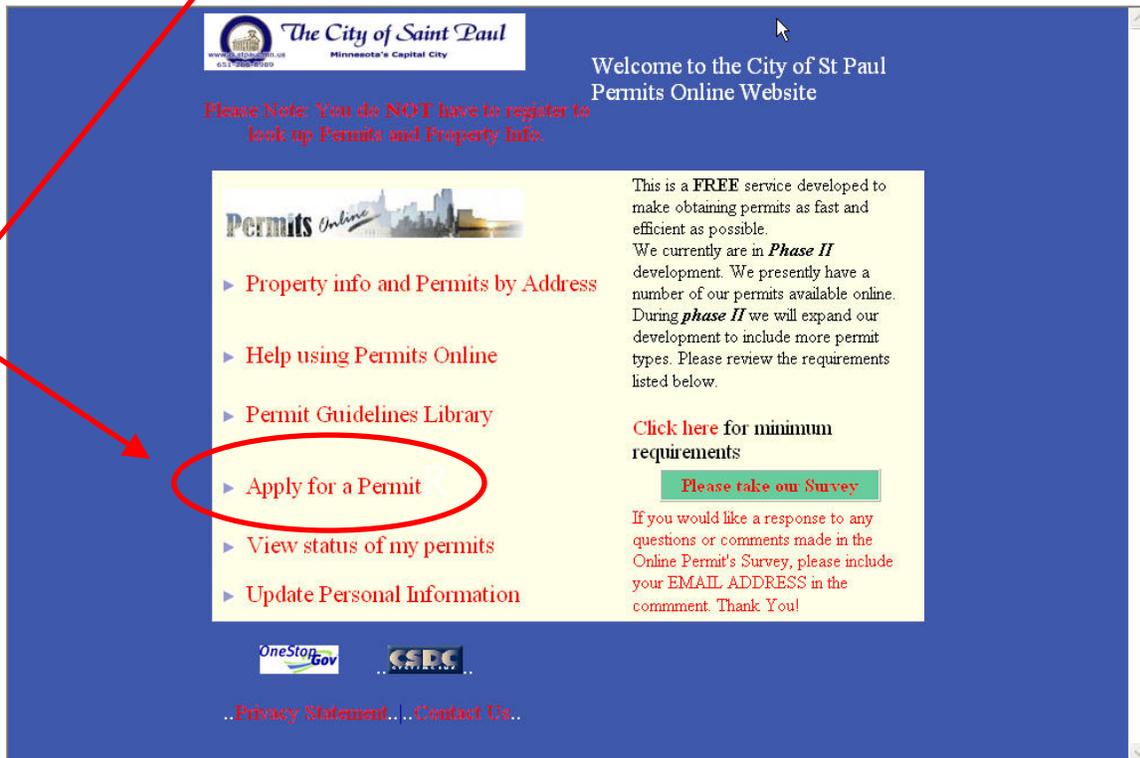


Applying for Plumbing/Gasfitting & Inside Water Piping Permits on the Internet

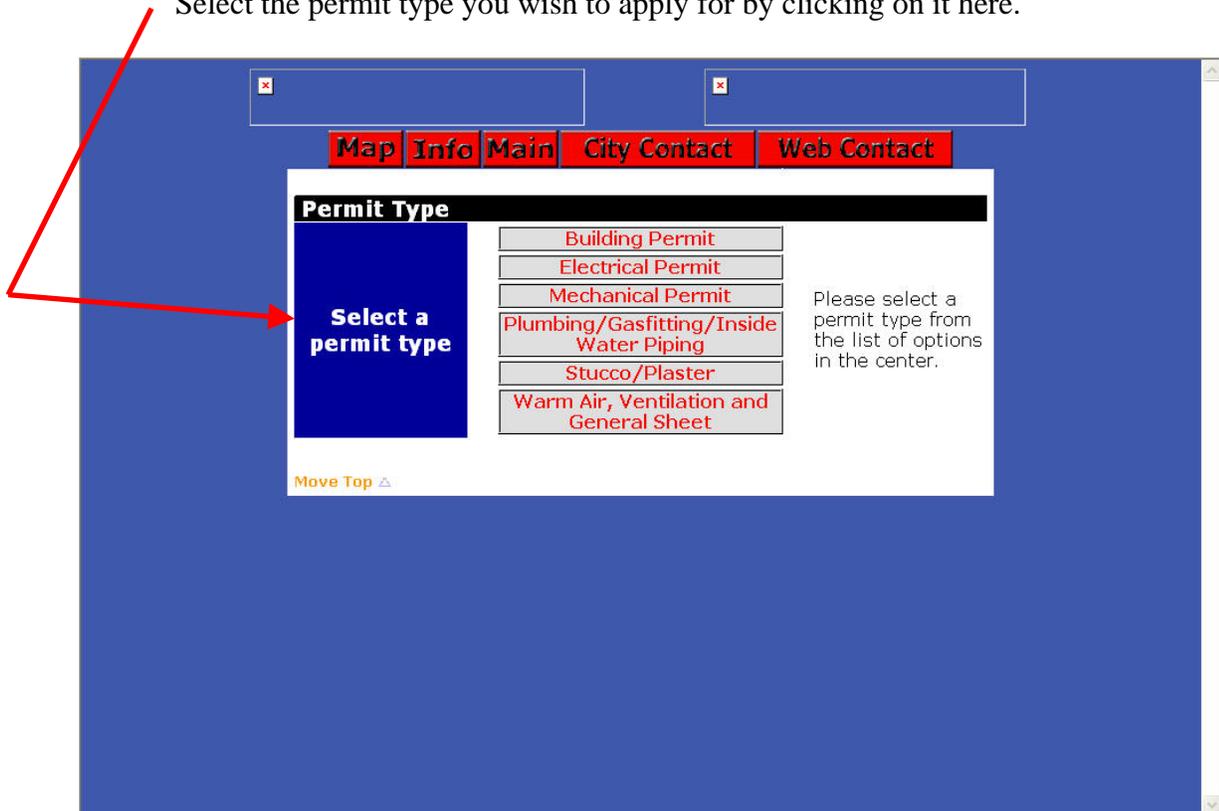
- Go to the DSI website at <http://www.stpaul.gov/dsi>
- Click the **Online Permits** button at the center of the DSI Main Page – the **Minimum Requirements** page will open.
- If you met the minimum requirements, then click on the **Apply Here** and the **City of Saint Paul Permits Online** page will open (see image below). Some permits are not available online but can be obtained by fax or by applying in person.
- 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 **Plumbing/Gasfitting & Inside Water Piping Permit**, you will need to choose the Permit Type of the same name from the available options. Once chosen, the **Permits Online** page will open.

- As you can see above, **Plumbing Permit** appears in red as the **Permit Type**.
- Next, select the **Sub Type** 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 **Job 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.
 - *Initial Fee:* An initial fee must be paid for any permit other than Gasfitting w/ no other installed plumbing fixtures or sewer or disposal work.
 - *# 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.**

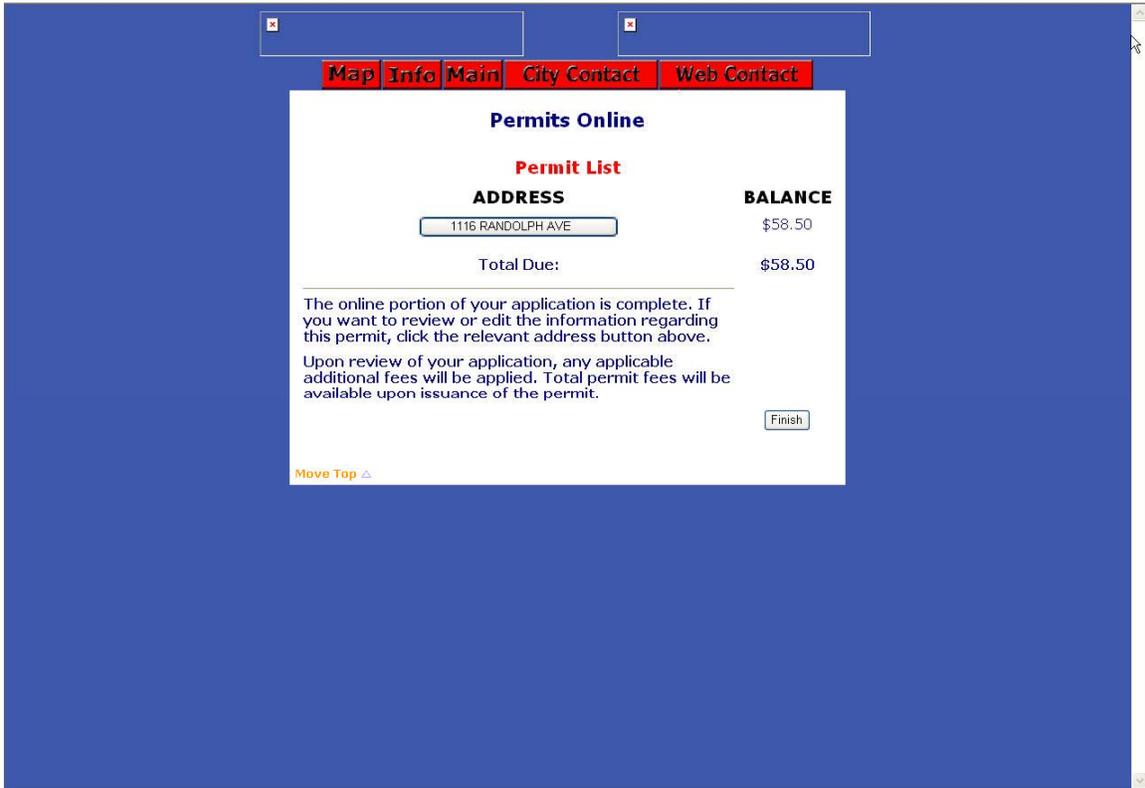
- *Addition to Permit:* If this application is an addition to an already existing permit.
- *Estimated Start Date:* Click on the calendar icon, or enter as MM/DD/YYYY.
- *Estimated Completion Date:* Click on the calendar icon, or enter as MM/DD/YYYY.
- *Inside Water Piping:* If there is any inside water piping work.
- **The rest of the options must be filled in accordingly. You input the number of each that will be used in the work you are applying a permit for.**

Map Info Main City Contact Web Contact

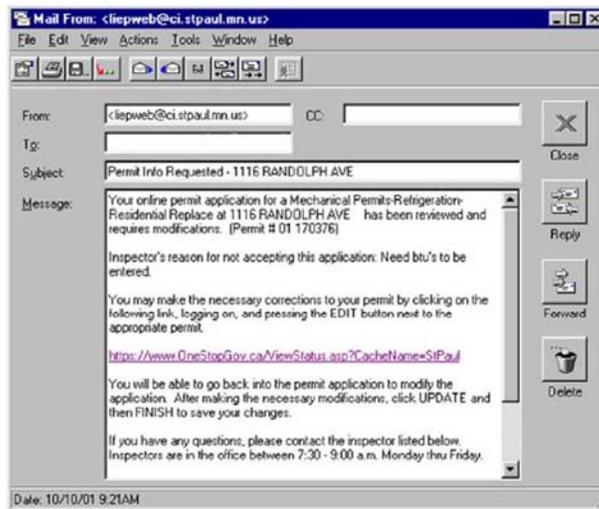
Selected Permit Details	
Permit type	Plumbing/Gasfitting/Inside Water Piping (Plumbing/Inside Water (All); Commercial Replace}
Rapid Service Number	196769
Job Site	1116 RANDOLPH AVE
Application Date	2006/07/06 09:32:11 E.S.T.
Description of work	<input type="text"/>
Location	<input type="text"/>
Application Form	
Form Details	<p>Owner's First/Last Name: <input type="text"/></p> <p>Owner's Address: <input type="text"/></p> <p>Owner's City/State/Zip: <input type="text"/></p> <p>Owner's Phone # w/Area Code: <input type="text"/></p> <p>Penalty Fee: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Initial Fee: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Estimated Value of Work: <input type="text"/></p> <p>Addition to Permit: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Estimated Start Date: <input type="text"/></p> <p>Estimated Completion Date: <input type="text"/></p> <p>Inside Water Piping?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Bidet - Plumbing: <input type="text"/></p> <p>Bidet - Water: <input type="text"/></p> <p>Water Closet - Plumbing: <input type="text"/></p> <p>Water Closet - Water: <input type="text"/></p> <p>Urinal - Plumbing: <input type="text"/></p> <p>Urinal - Water: <input type="text"/></p> <p>Lavatory - Plumbing: <input type="text"/></p> <p>Lavatory - Water: <input type="text"/></p> <p>Bath Tub - Plumbing: <input type="text"/></p> <p>Bath Tub - Water: <input type="text"/></p> <p>Shower - Plumbing: <input type="text"/></p> <p>Shower - Water: <input type="text"/></p> <p>Sink - Plumbing: <input type="text"/></p> <p>Sink - Water: <input type="text"/></p> <p>Garbage Disposal - Plumbing: <input type="text"/></p> <p>Garbage Disposal - Water: <input type="text"/></p> <p>Dishwasher - Plumbing: <input type="text"/></p>

	<p>Dishwasher - Plumbing: <input type="text"/></p> <p>Dishwasher - Water: <input type="text"/></p> <p>Drinking Fountain - Plumbing: <input type="text"/></p> <p>Drinking Fountain - Water: <input type="text"/></p> <p>Laundry Tub - Plumbing: <input type="text"/></p> <p>Laundry Tub - Water: <input type="text"/></p> <p>Floor Drain - Plumbing: <input type="text"/></p> <p>Floor Drain - Water: <input type="text"/></p> <p>Flammable Waste Trap: <input type="text"/></p> <p>Special Waste - Plumbing: <input type="text"/></p> <p>Special Waste - Water: <input type="text"/></p> <p>Catch Basin/Manhole: <input type="text"/></p> <p>Rain Leader/Roof Drain: <input type="text"/></p>	
	<p>Water Softener - Water: <input type="text"/></p> <p>Auto Clothes Washer - Plumbing: <input type="text"/></p> <p>Auto Clothes Washer - Water: <input type="text"/></p> <p>Sillcocks: <input type="text"/></p> <p>Miscellaneous Fixtures - Plumbing: <input type="text"/></p> <p>Miscellaneous Fixture - Water: <input type="text"/></p> <p>Gas Range: <input type="text"/></p> <p>Gas Dryer: <input type="text"/></p> <p>Water Heater: <input type="text"/></p> <p>Other Gas Devices: <input type="text"/></p> <p>Greater Than 100,000 BTU: <input type="text"/></p> <p>Storm Sewer: <input type="text"/></p> <p>Sanitary Sewer: <input type="text"/></p> <p>Private Disposal: <input type="text"/></p>	
	<p>Submit</p> <p>Submit the Application</p>	<p>Once you have filled out the required information, please click the 'Proceed..' button.</p> <p><input type="button" value="Proceed.."/></p>
	<p>Move Top ▲</p>	

- 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 **Acknowledgment** page will appear thanking you for your application and giving you options from there.
- All Plumbing 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.

Status

Approved to Pay:
The inspector has approved the permit and the customer can pay for the permit.

Customer Review:
The customer needs to make modifications (requested by the inspector) to the permit application.

Finaled:
The issued permit has been finaled by the inspector. Final inspection is complete.

Inspected:
The issued permit has had at least one inspection done, but final inspection is not yet complete.

Internet Pending:
A new permit application or modified permit application waiting for inspector approval.

Pending:
The permit application was not submitted online, but was sent through the mail, faxed or delivered to the Office of License, Inspections and Environmental Protection. The permit application is waiting for approval by city staff.

Rejected:
The permit application has been rejected by the inspector. An email is sent to the contractor telling them their permit application has been rejected.

Under Review:
The permit application is under review by the inspector. The inspector has not requested modifications to the permit application.

Permit Status

Status	Number of Permits
Inspected	27
Rejected	15
Canceled	6
Approved To Pay	4
Finaled	119
Withdrawn	3
Internet Pending	22
Under Review	2
Active/Issued	178
Pending	19
Red Tagged	1
Approved	2
Customer Review	6
All Permits	404

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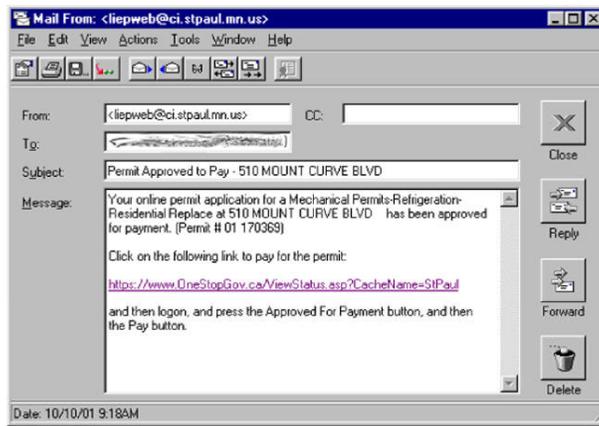
- This page displays the current status of all the permits that you have applied for. When you are required to make corrections to an application, you must click on the **Customer Review** button.
- The next page to appear is the **My Folders** page. This page displays all permits that you need to review 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

My Folders

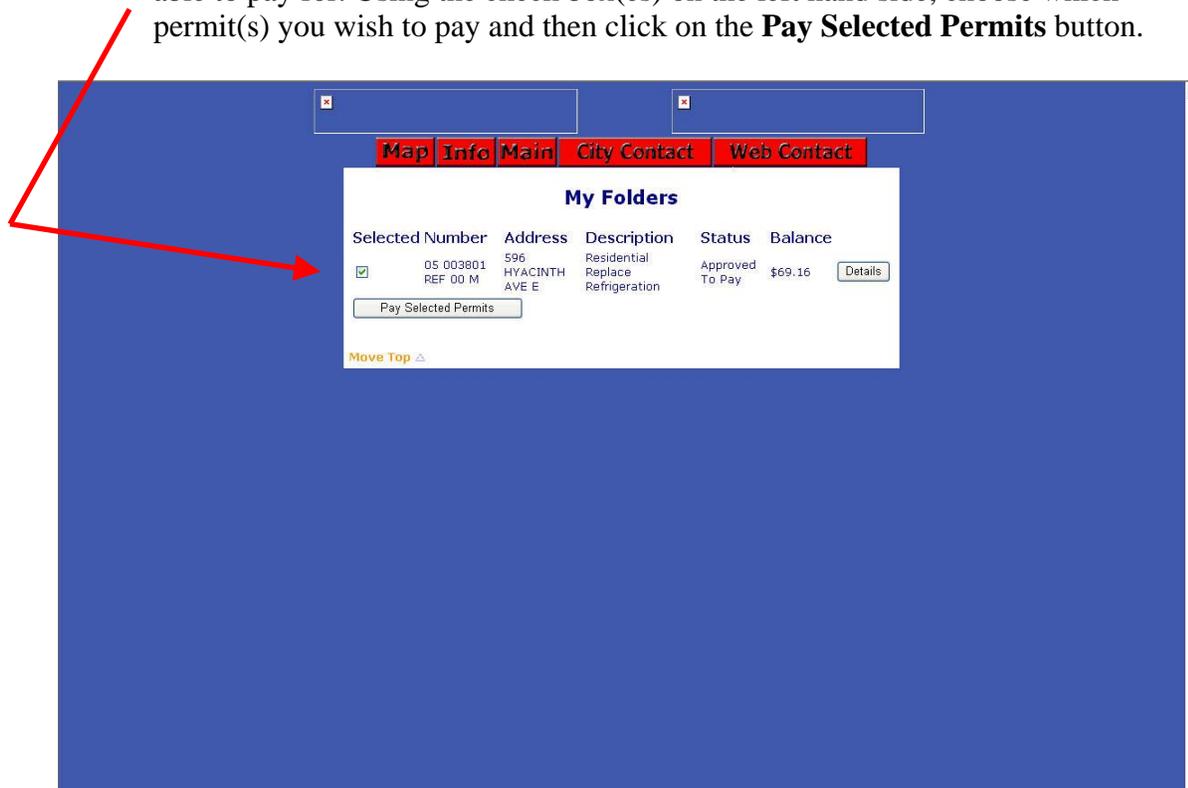
Number	Address	Description	Status	Balance		
02 101448 WAV 00 W	791 BLAIR AVE	Residential New Warm Air and Ventilation	Customer Review	\$95.79	Details	Edit
01 170521 WAV 00 W	161 ST ANTHONY AVE	Commercial Replace Warm Air and Ventilation	Customer Review	\$42.50	Details	Edit
01 170517 OIL 00 M	1185 PARK ST	Residential Replace Oil	Customer Review	\$42.50	Details	Edit
01 170499 TKI 00 M	531 7TH ST W	Residential Replace Tank Installation	Customer Review	\$59.80	Details	Edit
01 170444 VEN 00 W	1775 CHILDS ROAD	Commercial Replace Ventilation Only	Customer Review	\$174.17	Details	Edit
01 169902 TKI 00 M	333 SMITH AVE N	Residential Replace Tank Installation	Customer Review	\$480.59	Details	Edit

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- 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 City of Saint Paul
Minnesota's Capital City

Permits Online

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Permits Online

Billing Information

Note: Please fill out the following billing information. Once submitted, the verification process will take a few moments. Once the payment is approved, a receipt will be posted on the screen. We strongly advise you to print that receipt for future reference. When entering the Credit Card #, please enter DIGITS ONLY. You do not need dashes and/or spaces.

Total Due: \$69.16

Card Type:

Card Number:

Card Expiration (MM/YY):

Name:

Address:

City:

State:

Zip:

Country:

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- The **Receipt** 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.

