CITY OF ST. PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS
375 JACKSON STREET, SUITE 220
ST. PAUL, MINNESOTA 55101-1806

MECHANICAL PERMIT APPLICATION

Visit our Web Site at: **www.stpaul.gov/dsi**

PROJECT ADDRESS Number	Street Name	St. Ave. Blvd. Etc	N S E W	Unit #	Building Name	Date

Contractor (Include Contact Person) **E-mail:**	Address City State, Zip+4	Phone
Property Owner (Include Contact Person)	Address City State, Zip+4	Phone

New Building ☐	**Existing Building:** ☐ **Repair** ☐ **Alter** ☐ **Replace**			**Estimated Value of Mechanical Work**
Commercial ☐	**Residential** ☐ **Number of dwelling units =**		**Estimated Start Date:** **Estimated Completion Date:**	**$**

Check **ONLY** one category box. A **SEPARATE** permit is required for each category.

Gas ☐ **Steam/Hydronic** ☐ **Factory Built Fireplace/Stove** ☐ ✈ Circle Type: ✈ **Fuel Gas or Solid Fuel**

Oil ☐ **Solar Hydronic Heating** ☐ **Process Piping Systems** ☐ **Refrigeration** ☐ ✈ Refrigerant Type:_____

For each unit enter: Make	**Model**	**BTU Input**	**Quantity**

Describe scope of work and location (building, floor, area, etc).

TOTAL HEAT LOSS/GAIN (IN BTUs):

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.

Print Applicant's Name Here : _____

Applicant's Signature: _____

Condenser Location (check one box below):

☐ **Rear** ☐ **Roof** ☐ **Side** ☐ **Inside**

(Office Use Only)

Permit Number
(Office Use Only)

Approved By:

If you are making payment by credit card you must complete the information below.

SUMMARY OF FEES

Permit Fee (Minimum $70.00)	**$**
State Surcharge (Minimum $0.50)	**$**
Total Permit Fee	**$**

Signature of Cardholder (required for all charges): _____

☐ **AMEX** ☐ **Visa** ☐ **MasterCard** ☐ **Discover** **Security Code** ✈ ____ **Expiration Month / Year** ✈ ____

Enter Account Number ✈ ____

If you are paying for your permit by *American Express, Discover, MasterCard or Visa* you may fax your application. The credit card information section at the bottom of the permit form must be filled in and signed.

Our FAX number is 651-266-9124. If paying by check, make it payable to: "City of St. Paul". Please mail application and check to address at top of permit form.

INSTRUCTIONS FOR PERMIT FEE CALCULATION

Effective: 02/14/2015

GAS BURNER OR OIL BURNER:

Each burner: $70 for the 1st 100,000 BTU per hour input or fraction thereof, plus $13.00 for each additional 100,000 BTU per hour input or fraction thereof. Maximum fee for each individual burner, regardless of input, is $833.00. Where dual fuel installations are made, the maximum combined permit fee shall not exceed $1,513.00.

State surcharge is a flat $1.00 per **permit** not burner.

STEAM/HYDRONIC, SOLAR HYDRONIC, REFRIGERATION AND PROCESS PIPING SYSTEMS:

Fee is one percent of the total valuation of the work. Value of work must include the cost of installation, alteration, addition and repairs including heat transfer units, accessories to the heating or refrigeration system, including pipe, fittings and all labor, materials and equipment necessary for installation. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by contractor. Minimum fee is $70.00.

The state surcharge is based on the valuation of the job: $1.00 to $1,000.00 is $0.50.
$1,001.00 and up is 0.0005 times the value of the job.

FACTORY BUILT FIREPLACES AND STOVES:

The fee for factory built fireplaces, fireplace inserts and stoves is $70.00 per unit. Please indicate if the unit is gas or solid fuel fired in the area provided on the form.

State surcharge is a flat $1.00 per **permit** not per fireplace or stove.

TANK INSTALLATION AND TANK REMOVAL PERMITS:

All permanent tank installations, tank removals, abandoning above or underground shall be permitted through the City of Saint Paul Department of Safety and Inspections/Fire Inspection Division.

Fire Inspection Contact Person: Dave Bergman 651-266-8944

However, if the tank is for fuel oil to a heating plant, (boilers or other heating devices) the permit from the Fire Division is applicable only for the tank and piping up to the first valve. The remaining piping from the first valve up to and including the heating appliance will require a separate mechanical permit.

Mechanical Inspectors are in the office to schedule inspections between 7:30 and 9:00 AM every business day. They may be reached at: 651-266-9004.

Permit fee information may be obtained by calling 651-266-8989, Monday – Friday, 7:30 – 4:30.