



CITY OF ST. PAUL

Department of Safety
and Inspections

375 Jackson Street, Suite 220
Saint Paul, MN 55101 - 1806

Telephone 651-266-8989 Fax: 651-266-9124

**CONTRACTOR
EXPRESS**

Visit our Web Site
www.stpaul.gov/dsi

Contractor Information

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone # (____) _____ - _____ State License # _____

Email: _____

Contractor's Signature _____

EXPRESS BUILDING PERMIT APPLICATION

Date: _____

Express work includes the following work types.

Please enter the work type number that is adjacent to the work you are going to perform in the **Work Type** column on the application.

- | | | | |
|---------------------------------|---------------------------------|-------------------------|---------------------------------------|
| 1. Basement Drainage System | 6. Re-roof (Flat w/ Overlay) | 11. Roof Repair | 16. Windows (Framed Insert or Pocket) |
| 2. Chimney Brick Repair | 7. Re-roof – Slate | 12. Roof – Slate Repair | 17. Windows (Sash Only) |
| 3. Gutters | 8. Re-roof – Tile | 13. Roof – Tile Repair | 18. Windows (Glass Block Basement) |
| 4. Re-roof (Shingle w/Tear Off) | 9. Residing | 14. Soffit/Fascia/Trim | 19. Windows (Replacement) |
| 5. Re-roof (Flat w/Tear Off) | 10. Residing (w/ Soffit-Fascia) | 15. Tuckpointing | 20. Windows (Storm) |

PROJECT ADDRESS	Owner	Please check the appropriate boxes	Work Type. #	Est Value	Basic Fee	State Surcharge	Sub Total
Please include Street #, Street, Street Dir	(Include address if different from project)						
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential: _____ Permit #: _____ (# of Units)	Phone #: _____	<input type="checkbox"/> Roofing: _____ (# of squares) <input type="checkbox"/> Siding: _____ (# of squares) <input type="checkbox"/> Windows: _____ (# of windows)					
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential: _____ Permit #: _____ (# of Units)	Phone #: _____	<input type="checkbox"/> Roofing: _____ (# of squares) <input type="checkbox"/> Siding: _____ (# of squares) <input type="checkbox"/> Windows: _____ (# of windows)					
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential: _____ Permit #: _____ (# of Units)	Phone #: _____	<input type="checkbox"/> Roofing: _____ (# of squares) <input type="checkbox"/> Siding: _____ (# of squares) <input type="checkbox"/> Windows: _____ (# of windows)					
April 3, 2021, a 2.49% convenience fee will be charged for all credit and debit card transactions and will appear as a separate transaction on your card statement.*							
Signature of Cardholder (required for all charges): _____		CARD EXP M/Y: _____	Security Code: _____	Grand Total \$			
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	Card Account #						
BILLING ZIP CODE: _____							

**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 and signed.
Our FAX number is 651-266-9124. If paying by check, please mail application and check to us.**

*Effective April 3, 2021, a 2.49% convenience fee will be charged for all credit and debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider the Department of Safety and Inspections uses to handle credit card transactions. The City will not receive any of the convenience fees. Check, credit card and cash payments will still be accepted at 375 Jackson St., #220.

General Sheet Metal

If installing new metal or replacing existing metal on a residential structure greater than 4 (four) residential units and/or commercial structures, a General Sheet Metal permit is required. Please do not indicate sheet metal work on the Contractors Express application. For General Sheet Metal applications, visit our website at www.stpaul.gov/dsi.

**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, Mon. - Fri., 7:30 - 4:30 PM or by visiting our
website at www.stpaul.gov/dsi.**