

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 the application and the check to us.

*Effective April 3, 2021, a 2.49% service fee will be charged for all credit or 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 service fees. If paying online, applicants will also have the option to pay by e-check. There is no service fee for this payment type.

INSTRUCTIONS FOR PERMIT FEE CALCULATION

Effective: 02/05/2022

GAS BURNER OR OIL BURNER:

Each burner: \$79.00 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 \$933.00. Where dual fuel installations are made, the maximum combined permit fee shall not exceed \$1,695.00.

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 \$79.00.

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 \$79.00 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: Mitch Imbertson 651-266-8986

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.