



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

**WARM AIR, VENTILATION, GENERAL SHEET METAL PERMIT APPLICATION**

Visit our website at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

PROJECT ADDRESS	Number	Street Name	St., Ave., Blvd., Etc.	N	S	E	W	Suite/Apt.	Building Name	Date	
Contractor (Include Contact Person)			Address City State, Zip+4						Phone		
Contractor's Email:											
Property Owner (Include Contact Person)			Address City State, Zip+4						Phone		
New Building <input type="checkbox"/>		Commercial <input type="checkbox"/>		Enter # of Units → <input type="text"/>				Estimated Start Date:		ESTIMATED VALUE OF WARM AIR, VENTILATION OR GENERAL SHEET METAL WORK \$	
Repair/Alter Existing <input type="checkbox"/>		Residential <input type="checkbox"/>		Enter # of Units being worked on → <input type="text"/>				Estimated Finish Date:			

RESIDENTIAL							COMMERCIAL								
BUILDING HEAT LOSS / GAIN →							BUILDING HEAT LOSS / GAIN →								
Warm Air Heating Plants	Make	Model		Input	Efficiency	Qty	Fee	Warm Air Heating Plants	Make	Model		Input	Efficiency	Qty	Fee
	Forced Air	Gas	Electric	Oil			Forced Air		Gas	Electric	Oil				
	MAKE	MODEL		CFM	QTY	Fee	MAKE		MODEL		CFM	QTY	Fee		
Ventilation	Cooling	Ventilation	Duct Work	Chimney Liner			Ventilation	Cooling	Ventilation	Pollution Control	Solar System				
	Bathroom	Kitchen	Laundry	HRV or ERV				Bathroom	Kitchen	Duct Work	Dust Collecting				
GENERAL SHEET METAL							RADON SOIL EXHAUST SYSTEM								
Gutters	Flashing	Louvers	Architectural Wall Panels	Laundry/Rubbish Chutes	Miscellaneous	Fee	Passive	Active	Fan	Make	Model	CFM	Pipe Size	Fee	

For large permits, list additional information on separate sheet & attach. Enter brief description of job, location in building & floor:	<b>SUMMARY OF FEES</b>	
	Permit Fee (See Back of Form)	\$
	State Surcharge (See Back of Form)	\$
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.	<b>TOTAL PERMIT FEE</b>	\$
	<b>Permit #</b>	
Applicant's Signature _____		

*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.\**

Signature of Cardholder (required for all charges): \_\_\_\_\_

<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Security Code ▶	Expiration Date: (Month/Year) ▶
BILLING ZIP CODE: _____					
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 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 FEE CALCULATION***

**EFFECTIVE 02/05/2022**

### **COMMERCIAL PERMIT FEES**

#### **WARM AIR HEATING, VENTILATION SYSTEMS, DUST COLLECTION SYSTEMS, POLLUTION CONTROL SYSTEMS, SOLAR SYSTEMS, ETC**

**The fee shall be one percent of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition and repairs, including fans, hoods, HVAC units and heat transfer units with air as a transfer medium and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.**

The minimum fee shall be \$79.00. State surcharge is applicable. See below.

#### **GENERAL SHEET METAL AND RADON SOIL EXHAUST SYSTEM (NO TRADE LICENSE REQUIRED.)**

A separate permit is required for general sheet metal work or radon soil exhaust systems. Gutters, flashing, metal chimneys, architectural wall panels, laundry/rubbish chutes or general sheet metal work, the fee shall be one percent of the total valuation of the work. The minimum fee shall be \$79.00. State surcharge is applicable. See below.

### **RESIDENTIAL PERMIT FEES**

#### **WARM AIR HEATING**

Each warm air heating system: \$79.00 for the first 100,000 input BTU per hour or fraction thereof, plus \$13.00 for each additional 100,000 input BTU per hour or fraction thereof, (output BTUs does not affect fee calculation). Fee includes system ductwork and/or chimney liner but does not include other ventilation work. State surcharge is applicable. See below.

#### **RESIDENTIAL VENTILATION SYSTEMS, DUCTWORK, ETC**

**The fee shall be one percent of the total valuation of the work per dwelling unit. Value of the work must include the cost of installation, alteration, addition and repairs, including all labor, materials and equipment necessary for installation. The minimum fee shall be \$79.00 per dwelling unit. State surcharge is applicable. See below.**

#### **STATE SURCHARGE**

**The State Surcharge is based on the valuation of the Job:**

If the valuation of the job is \$1.00 to \$1000.00 the state surcharge equals 50¢.

If the valuation of the job is \$1001.00 or greater then the surcharge is calculated by multiplying the estimated cost of the job (x) times .0005.

Field Inspector's office hours 7:30 to 9:00 AM only, call 651-266-9006. For Permit fee information call 651-266-8989.

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