

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 02/25/2023

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 \$85.00. 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 \$85.00. State surcharge is applicable. See below.

RESIDENTIAL PERMIT FEES

WARM AIR HEATING

Each warm air heating system: \$85.00 for the first 100,000 input BTU per hour or fraction thereof, plus \$15.00 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 \$85.00 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 \$0.50. 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.

Visit our website www.stpaul.gov/dsi