



SAINT PAUL
SAFETY & INSPECTIONS

DEPARTMENT OF SAFETY & INSPECTIONS (DSI)
ANGIE WIESE, PE(MN), CBO, DIRECTOR

375 Jackson Street, Suite 220
Saint Paul, MN 55101-1806
Tel: 651-266-8989 | Fax: 651-266-9124
Visit our Web Site at: www.stpaul.gov/dsi

MECHANICAL PERMIT APPLICATION

PROJECT ADDRESS:	Number	Street Name	Rd, St, Ave, etc.	Direction	Unit #	Building Name		
Contractor (Include Contact Person)		Address City State, Zip+4			Phone			
E-mail:								
Property Owner (Include Contact Person)		Address City State, Zip+4			Phone			
Commercial <input type="checkbox"/>		Residential <input type="checkbox"/> and Number of Units: _____		Mixed Use <input type="checkbox"/> and Number of Units: _____				
New construction <input type="checkbox"/> or Repair/Alter <input type="checkbox"/> or Replace <input type="checkbox"/>								
Estimated Start Date: _____				Estimated Value of Mechanical Work:		\$		
Estimated Completion Date: _____								
Check ONLY one category box. A separate permit is required for each category.		CATEGORIES: Gas <input type="checkbox"/> Temp Heat - Gas <input type="checkbox"/> Steam/Hydronic <input type="checkbox"/> Oil <input type="checkbox"/> Solar Hydronic Heating <input type="checkbox"/> Process Piping Systems <input type="checkbox"/> Factory Built Fireplace/Stove <input type="checkbox"/> and Solid fuel or Gas (circle one) Refrigeration <input type="checkbox"/> and Refrigerant type: _____						
Enter the following information for <u>each</u> unit:								
Make	Model		BTU Input		Quantity			
Describe scope of work and location (building, floor, area, etc.):				Total Heat Loss/Gain (in BTUs):_				
<i>Applicant certifies all information is correct and all pertinent state regulations and city ordinances will be complied with while performing the work stated on this permit.</i>				<div style="border: 2px solid black; width: 100%; height: 20px; margin: 0 auto;"></div>				
				Condenser Location (check one box below): <input type="checkbox"/> Rear <input type="checkbox"/> Roof <input type="checkbox"/> Side <input type="checkbox"/> Inside				
Print Applicant's Name:				SUMMARY OF FEES				
Applicant's Signature:				Permit Fee (Minimum \$85.00)				
Date:				State Surcharge (Minimum \$0.50)				
Signature of Cardholder (required for all charges):				TOTAL				
Billing Zip Code				FOR OFFICE USE ONLY: PERMIT NUMBER				
<input type="checkbox"/> AMEX		<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard		<input type="checkbox"/> Discover		
EXP (MM/YY)					Verification code (CVV2)			
Enter Account Number								

Note: A 2.49% service fee will be charged for all credit/debit card transactions.

PAYMENT INFORMATION

If you are paying for your permit by *American Express, Discover, MasterCard or Visa*, you may fax your application to our office. Our fax number is 651-266-9124.

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 process credit card transactions. These fees are paid directly to the vendor; the city does not receive any of these fees.

If paying by check, please mail the application and the check to us. Our address is: 375 Jackson Street, Suite 220, Saint Paul, Minnesota, 55101.

INSTRUCTIONS FOR PERMIT FEE CALCULATION (Effective: February 25, 2023)

Gas or Oil Burner

Each burner: \$85.00 for the 1st 100,000 BTU per hour input or fraction thereof, plus \$15.00 for each additional 100,000 BTU per hour input or fraction thereof. Maximum fee for each individual burner, regardless of input, is \$1,007.00. Where dual fuel installations are made, the maximum combined permit fee shall not exceed \$1,830.00.

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 \$85.00.

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 Fireplaces and Stoves

The fee for factory-built fireplaces, fireplace inserts, and stoves is \$85.00 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 Safety Division.

Fire Safety Division Contact: 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.

For inspections, contact your Mechanical Inspectors, between 7:30-9:00 a.m. every business day, at 651-266-9004.

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