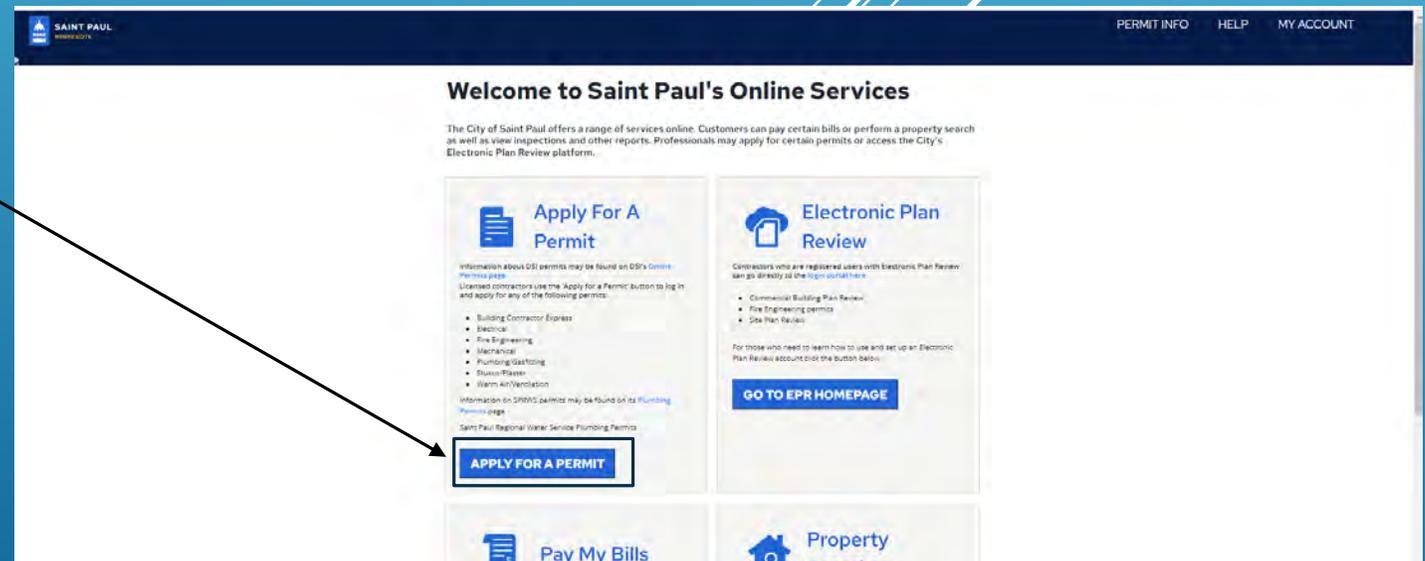


APPLYING FOR PLUMBING PERMIT ONLINE

1. Go to the City of St Paul online permit website at <http://online.stpaul.gov/>
2. Click on Apply for a Permit



APPLYING FOR PLUMBING PERMIT ONLINE

3. Login with your email and password and click Login

(If you have not registered yet, click Don't have an account/Register and follow prompts)

4. Click Apply For Permit

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(required) indicates a mandatory field

This is login and registration page. Please enter your e-mail address as your username and your associated password. When verified, press 'Login into Members Area' button to enter into your account.

Login

Your e-mail address (required)

Your password (required)

Login

Can't Login?

Don't have an account / Register

I forgot my password

DSI: 375 Jackson Street Suite 220 | Saint Paul, MN 55101 | 651-266-8989
SPRWS: McCarrons Center, 1900 Rice Street | Saint Paul, MN 55113 | 651-266-6330
Home | StPaul.gov | Department of Safety & Inspections | SPRWS | Website Policies

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Saint Paul Online Services

Log Out

Apply For Permit

Personal Information

Your Profile

First Name:

Last Name:

Organization Name:

Email:

License Number:

Phone Numbers

Address Information

Update Personal Info

APPLYING FOR PLUMBING PERMIT ONLINE

5. In the new application page, select Permit Type, Application Subtype, and Type of Work

6. Click Next

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New Application

Permit Type: **(required)**
SPRWS Plumbing Permit

Application Subtype **(required)**
Existing Building

Type of Work **(required)**
Inside - Add / Repair /Relocate/ Replace

Next

APPLYING FOR PLUMBING PERMIT ONLINE

7. In the Property Search page, type in the address of where you are doing the work

(Note: You only have to enter in the house number, street name, and select the correct city)

(You do **not** need to include the street direction or street types such as Ave, Blvd, N, or S)

8. Click the Search for Address

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Property Search

Enter all or some of the fields below to search for your property.

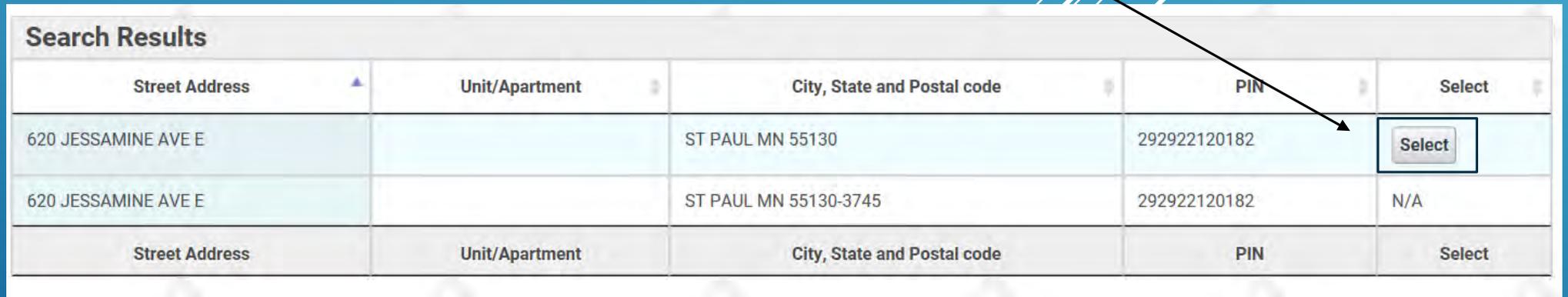
House number	Street name	Street Type	Street Direction
<input type="text" value="620"/>	<input type="text" value="Jessamine"/>	<input type="text" value="AVE"/>	<input type="text" value="E"/>

Unit/Apt. #

City:

APPLYING FOR A PLUMBING PERMIT ONLINE

9. In the Search Results page, the address will appear. Click the Select button that corresponds to the address you are applying for



The screenshot shows a table titled "Search Results" with five columns: "Street Address", "Unit/Apartment", "City, State and Postal code", "PIN", and "Select". There are three rows of data. The first row has "620 JESSAMINE AVE E" in the first column, an empty cell in the second, "ST PAUL MN 55130" in the third, "292922120182" in the fourth, and a "Select" button in the fifth. The second row has "620 JESSAMINE AVE E" in the first column, an empty cell in the second, "ST PAUL MN 55130-3745" in the third, "292922120182" in the fourth, and "N/A" in the fifth. The third row is a header for a second table below it, with "Street Address", "Unit/Apartment", "City, State and Postal code", "PIN", and "Select" in the respective columns. A black arrow points from the text above to the "Select" button in the first row.

Street Address	Unit/Apartment	City, State and Postal code	PIN	Select
620 JESSAMINE AVE E		ST PAUL MN 55130	292922120182	Select
620 JESSAMINE AVE E		ST PAUL MN 55130-3745	292922120182	N/A
Street Address	Unit/Apartment	City, State and Postal code	PIN	Select

APPLYING FOR PLUMBING PERMIT ONLINE

10. Type in Description of Work

11. Click Next

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Please confirm the following details:

Folder Type: **SPRWS Plumbing Permit**
Folder Subtype: **Existing Building**
Work Code: **Inside - Add / Repair /Relocate/ Replace**
Description of Work : **(required)**
Replace meter valves

Address: 620 JESSAMINE AVE E ST PAUL MN 55130

Previous Next

APPLYING FOR PLUMBING PERMIT ONLINE

12. On the Additional Information page, enter in required/needed fields

13. Click Submit

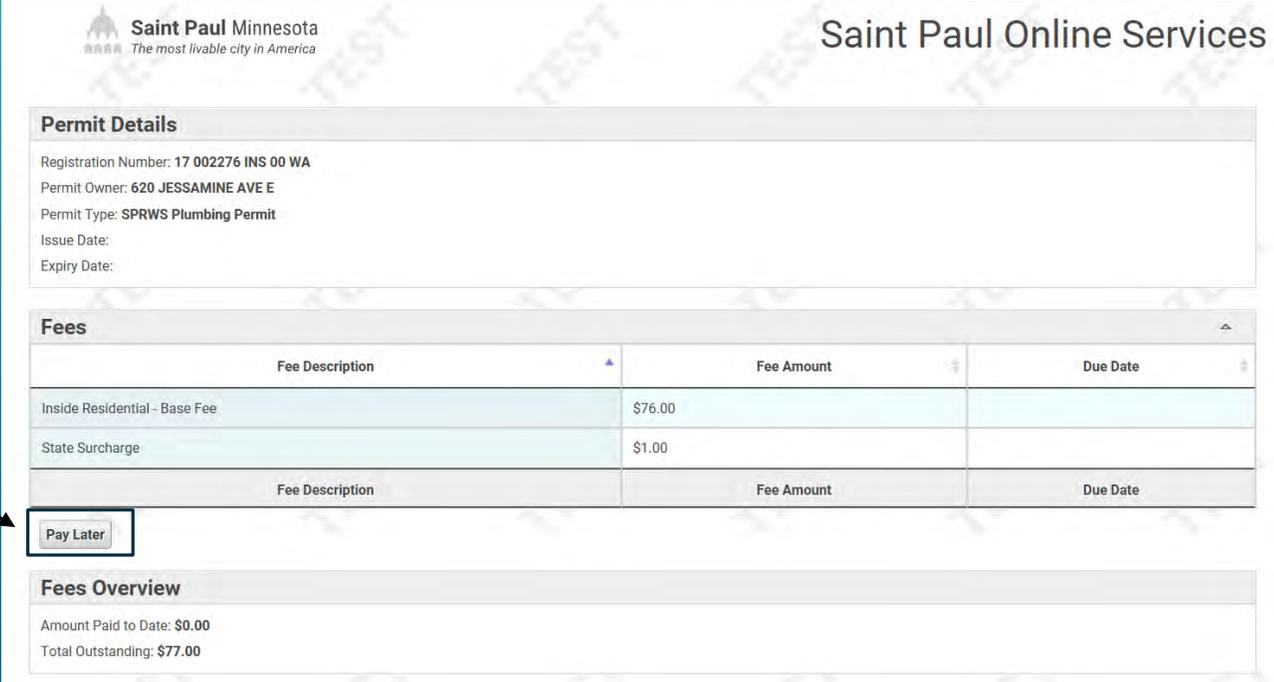
Note: SPRWS will enter the meter size and if you are unsure of how to enter a required section, please call the Engineering Service Desk

The screenshot shows the 'Additional Information' page of the Saint Paul Online Services portal. The page header includes the Saint Paul Minnesota logo and the text 'Saint Paul Online Services'. A navigation bar at the top contains links for 'Apply for Permit/TSD', 'Property Search', 'Pay My Bills', 'Permit Info', 'Help', and 'My Account'. A red banner below the header states '(required) indicates a mandatory field'. The main form area is titled 'Additional Information' and contains a section for 'Others' with various plumbing-related fields. The 'Occupancy Type (required)' dropdown menu is set to 'Residential (1 or 2 unit)'. The 'Submit' button at the bottom right is highlighted with a black box, and a black arrow points from the text '13. Click Submit' to this button. The 'Previous' button is visible at the bottom left of the form area.

Field Name	Field Type
Est. Value of Plumbing Work	Text Input
Occupancy Type (required)	Dropdown Menu (Residential (1 or 2 unit))
Bath Tub	Text Input
Wash Basin	Text Input
Shower	Text Input
Toilet - Tank	Text Input
Sink	Text Input
Dishwasher	Text Input
Laundry Tub	Text Input
Auto Clothes Washer	Text Input
Sill Cocks	Text Input
Water Heater	Text Input
R.P.Z.	Text Input
Toilets - Flush Valve	Text Input
Urinal	Text Input
Drinking Fountain	Text Input
Water Softener	Text Input
Underground Lawn Sprinkler	Text Input
Other #1 (Description)	Text Input
Other #1 (Qty)	Text Input
Other #2 (Description)	Text Input
Other #2 (Qty)	Text Input

APPLYING FOR PLUMBING PERMIT ONLINE

14. On the Permit Details page, it will list the address and permit fees. If this looks correct, Click the Pay Later button



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Permit Details

Registration Number: 17 002276 INS 00 WA
Permit Owner: 620 JESSAMINE AVE E
Permit Type: SPRWS Plumbing Permit
Issue Date:
Expiry Date:

Fees

Fee Description	Fee Amount	Due Date
Inside Residential - Base Fee	\$76.00	
State Surcharge	\$1.00	

Pay Later

Fees Overview

Amount Paid to Date: \$0.00
Total Outstanding: \$77.00

APPLYING FOR PLUMBING PERMIT ONLINE

15. The last page confirms your submission of your application. You will also receive an email confirmation stating that you have submitted your application and another email once the application is approved to pay

Thank you for submitting your application.

Your application number: 4286943

The unique number for your new license/permit is **17 002276 INS 00 WA**. You can use this number to identify your license/permit on your main members information page.

Click on the button below to return to the main members information page.

Your permit and/or receipt will be emailed to you once your payment has been processed.

[Back to Personal Information page](#)

HOW TO PAY FOR SAINT PAUL REGIONAL WATER SERVICES PLUMBING PERMIT ONLINE

1900 Rice St, Saint Paul, MN 55113

Engineering Service Desk: 651-266-6270

HOW TO PAY FOR PLUMBING PERMIT ONLINE

1. Once you have received your approved email for payment, click the link to login and pay for your permit

Your online permit application for a SPRWS Plumbing Permit-Existing Building-Outside - Disconnect at Property Line at 120 WINTER ST has been approved for payment. (Permit # 22 020671)

Click <https://online.stpaul.gov/stpaulportal/sfjsp?interviewID=MyServices> to login and pay for this permit.

HOW TO PAY FOR PLUMBING PERMIT ONLINE

2. Login with your email and password and click Login

3. Select the bill/bills you would like to pay for under My SPRWS Permit Fees section and then click Pay Selected SPRWS Permit Fees

Select to Pay	Permit Number	Folder ID#	Folder Type	Address	Total Amount Due	Details
<input checked="" type="checkbox"/>	17 081748 (NO WA)	41804	SPRWS Plumbing Permit	131 MONTANA AVE W	\$37.50	Details
<input checked="" type="checkbox"/>	17 081588 (OUT WA)	41854	SPRWS Plumbing Permit	1857 ENCLAVE ST	\$21.00	Details

[Select/Deselect All SPRWS Permit Fees](#)
[Pay Selected SPRWS Permit Fees](#)

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Saint Paul Online Services

(required) indicates a mandatory field

This is login and registration page. Please enter your e-mail address as your username and your associated password. When verified, press 'Login into Members Area' button to enter into your account.

Login

Your e-mail address (required)

Your password (required)

Can't Login?

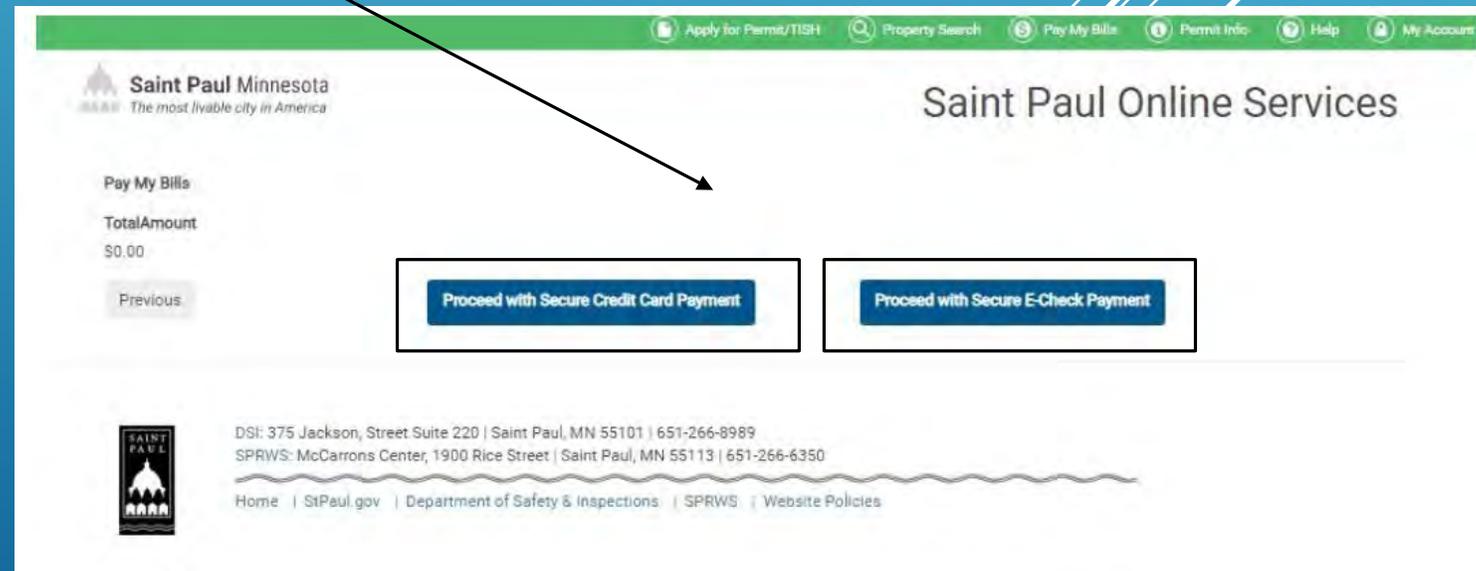
[Don't have an account / Register](#)

[I forgot my password](#)

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SPRWS: McCarrons Center, 1900 Rice Street | Saint Paul, MN 55113 | 651-266-6330
[Home](#) | [StPaul.gov](#) | [Department of Safety & Inspections](#) | [SPRWS](#) | [Website Policies](#)

HOW TO PAY FOR PLUMBING PERMIT ONLINE

4. You will be directed to make your secure payment. Select either the Proceed with Secure Credit Card or Proceed with Secure E-check Payment button



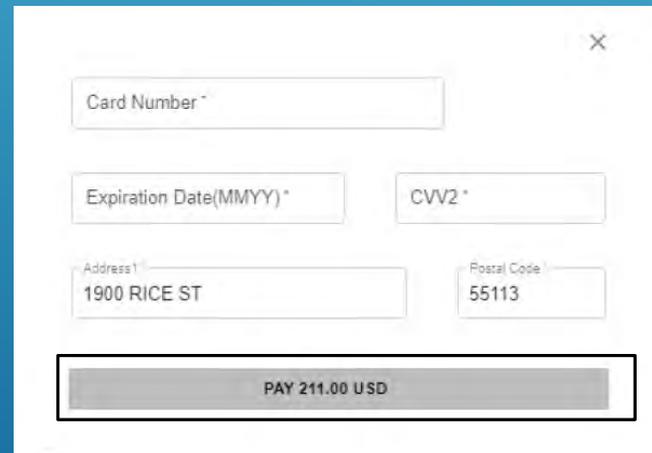
HOW TO PAY FOR PLUMBING PERMIT ONLINE

5. Enter either your credit/debit card or checking information and click the PAY button

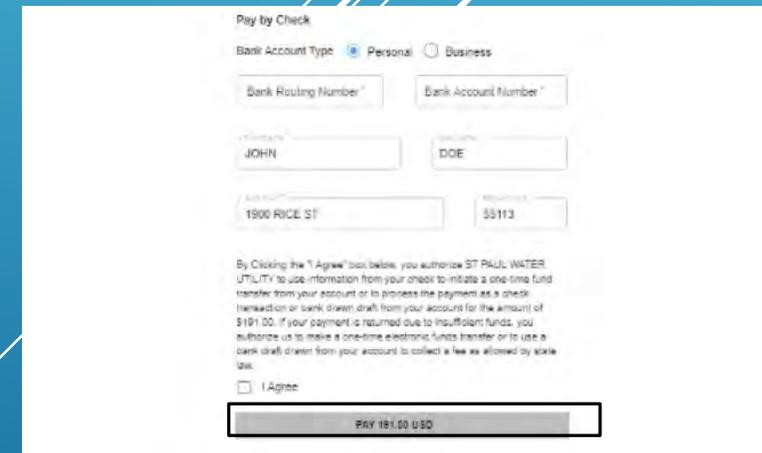
To note: The Postal Code will need to be the first 5 digits only

Forms of credit card or debit card payments include:

- Discover
- Visa
- Master Card
- American Express



A screenshot of a credit/debit card payment form. It features a close button (X) in the top right corner. The form contains the following fields: "Card Number*" (a long text box), "Expiration Date(MMY)*" (a text box), "CVV2*" (a text box), "Address1" (a text box containing "1900 RICE ST"), and "Postal Code" (a text box containing "55113"). At the bottom, there is a large grey button labeled "PAY 211.00 USD".



A screenshot of a "Pay by Check" form. It has a title "Pay by Check" and a close button (X) in the top right corner. The form includes a "Bank Account Type" section with radio buttons for "Personal" (selected) and "Business". Below this are fields for "Bank Routing Number*" and "Bank Account Number*". There are also fields for "First Name" (containing "JOHN") and "Last Name" (containing "DOE"). The "Address" section includes "Address1" (containing "1900 RICE ST") and "Postal Code" (containing "55113"). A paragraph of terms and conditions is present, followed by an "I Agree" checkbox. At the bottom, there is a large grey button labeled "PAY 191.00 USD".

HOW TO PAY FOR PLUMBING PERMIT ONLINE

6. Once the payment has been processed, you will be brought to a confirmation page stating that you have successfully made your payment. The permit will also be emailed to you after the payment has been processed as well

To note: You will not receive an email receipt of payment, so please print or save this confirmation for your records

