



CITY OF SAINT PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS

375 JACKSON STREET, SUITE 220

ST. PAUL, MINNESOTA 55101-1806

Phone: 651-266-8989 Fax: 651-266-9124

Visit our Web Site at www.stpaul.gov/dsi

Guidelines for “Owner Occupant” Electrical Permits

1. After complying with the Homeowners affidavit and receiving your electrical permit, the inspector must always be called (651-266-9003 between 7:30 & 9:00am Monday-Friday) for an inspection as follows:
 - a. A rough-in inspection is required before covering any new wiring in walls, ceilings or floors with any type of building material (paneling, sheetrock, etc.). All boxes must be spliced and pigtailed for devices (switches, receptacles) prior to inspection. Do not install devices for the rough-in inspection.
 - b. A trench inspection is required for buried electrical wiring prior to back filling the trench.
 - c. When the project is completely finished (including device plates), a final inspection is required.
 - d. If any electrical corrections are noted at the final inspection, a re-inspection of repairs is required before electrical can be used.
2. All electrical devices such as outlets (receptacles) smoke detectors, light fixtures, etc. must have an electrical box installed behind it, to which the device is attached. This box must be a factory-made, listed box- no homemade or home-fabricated boxes of any type will be permitted.
3. All splices of wires must be made using an approved connector (Scotchlocks, wirenuts, etc.) inside the electrical boxes, and prior to the rough-in inspection.
4. By Minnesota State Law, electrical permits of \$250 or less are void 12 months after the date of the permit. If the work is not finished and a final inspection passed by the end of that 12 month period, a new permit will have to be obtained for the balance of the work.
5. All permit records are available for inspection by the general public. Permit information is available on the City of St. Paul’s DSI website to any interested party, including potential purchasers of your home.
6. Any sale of a one and/or two family property in the City of St. Paul requires a Truth-In-Sale-of-Housing (TISH) Report. This TISH report indicates any/all open permits for your property. This may affect the future sale of your residence.
7. When upgrading your electrical service, you are responsible for temporary re-connection to XCEL Energy’s lines to maintain power to your home. XCEL will not do any re-connection without approval of the electrical inspector. If you schedule a shutdown with Xcel Energy, please call the Electrical Inspector listed on your permit to schedule an inspection in advance. The installation must be code compliant before we will notify XCEL Energy to make permanent connection to your service.