

Mechanical permit application

Job site address: _____ Unit number: _____ Zip code: _____

 Project valuation: \$ _____ Applicant is: Owner and occupant Contractor
 (must include fair market value of material and labor cost)

Property owner *REQUIRED*								
Name: _____ Email: _____								
Address: _____ Unit number: _____								
City: _____ State: _____ Zip code: _____								
Phone: _____								
Contractor								
Name: _____ Email: _____								
Address: _____ Unit number: _____								
City: _____ State: _____ Zip code: _____								
Phone: _____ SLP mechanical license #: _____								
Property use	Type of structure	Type of work						
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Public	<input type="checkbox"/> Principal building <input type="checkbox"/> Garage <input type="checkbox"/> Accessory building <input type="checkbox"/> Temporary building <input type="checkbox"/> Swimming pool <input type="checkbox"/> Other: _____	<input type="checkbox"/> New building <input type="checkbox"/> Existing building: <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;"><input type="checkbox"/> Addition</td> <td style="padding: 2px;"><input type="checkbox"/> Code compliance</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Remodel</td> <td style="padding: 2px;"><input type="checkbox"/> Disconnect</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Repair/replace</td> <td></td> </tr> </table>	<input type="checkbox"/> Addition	<input type="checkbox"/> Code compliance	<input type="checkbox"/> Remodel	<input type="checkbox"/> Disconnect	<input type="checkbox"/> Repair/replace	
<input type="checkbox"/> Addition	<input type="checkbox"/> Code compliance							
<input type="checkbox"/> Remodel	<input type="checkbox"/> Disconnect							
<input type="checkbox"/> Repair/replace								
Mechanical item(s) – check all that apply								
<input type="checkbox"/> Air conditioner <input type="checkbox"/> Boiler <input type="checkbox"/> Chimney/flue <input type="checkbox"/> Ductwork <input type="checkbox"/> Factory fireplace	<input type="checkbox"/> Furnace <input type="checkbox"/> Piping – gas <input type="checkbox"/> Piping – medical <input type="checkbox"/> Piping – oil <input type="checkbox"/> Piping – steam/hot water	<input type="checkbox"/> Refrigeration <input type="checkbox"/> Rooftop unit <input type="checkbox"/> Space/unit heater <input type="checkbox"/> Temporary heating unit <input type="checkbox"/> Ventilation						
<input type="checkbox"/> Minor appliance <input type="checkbox"/> Stove <input type="checkbox"/> Dryer <input type="checkbox"/> Gas log <input type="checkbox"/> Other _____								
Specific description of work to be completed								

Permit will become void one year from date of issuance. Permits issued and inspections made by the city are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of St. Louis Park regulating building construction.

Applicant name and signature: _____ Date: _____

Office use only

 Permit #: _____ Fee: _____ Ck#: _____ CC: Cash:
 Entered: _____ Zoning app/date: _____ Building app/date: _____ Issued: _____

Mechanical permit fees	Conditions of issuance
Mechanical permit fee: _____	
State surcharge: _____	
Investigation fee: _____	
Total fees due: _____	

Required inspections	
<input type="checkbox"/>	Default
<u>Add</u>	<u>Delete</u>
<input type="checkbox"/>	<input type="checkbox"/> Consultation
<input type="checkbox"/>	<input type="checkbox"/> Final
<input type="checkbox"/>	<input type="checkbox"/> No inspection required
<input type="checkbox"/>	<input type="checkbox"/> Orsat
<input type="checkbox"/>	<input type="checkbox"/> Plan review
<input type="checkbox"/>	<input type="checkbox"/> Pressure test
<input type="checkbox"/>	<input type="checkbox"/> Rough-in
<input type="checkbox"/>	<input type="checkbox"/> Trench

2024 mechanical permit fee schedule
(Fees shown are only valid for the year 2024; please call for fees in different years.)
Mechanical permits for installation, replacement or repair shall be \$75 + 1.75% of the job valuation.
<i>(State surcharge is .0005 times the job valuation. Call the St. Louis Park Building and Energy Department at 952.924.2588 for state surcharges on all permits valued at \$1 million or more).</i>
When applicable, a plan review charge equal to 35 percent of the mechanical permit fee will be added.
Exceptions:
1) Replacement of a furnace, a boiler or a furnace and air conditioner within a single-family dwelling shall be \$85 + \$1* = \$86.
2) Installation of a single fuel burning appliance, including fuel piping to the appliance, within a single-family dwelling shall be \$85 + \$1* = \$86.
3) Installation, replacement or repair of a single mechanical appliance within a single-family dwelling that is not included in exceptions 1 or 2 shall be \$75 + \$1* = \$76.
<i>*State surcharges are calculated at \$1 for single item permits issued under this exceptions.</i>