



2401 Mounds View Boulevard
 Mounds View MN 55112-1499
 (763)717-4020 Fax (763)717-4019
 Email: Permits@moundsviewmn.org

Permit # 2019-_____

MECHANICAL PERMIT APPLICATION

Date Submitted: _____
 Date Applicant Notified: _____

Licensing Requirements:

All contractors must hold a current City contractor's license **AND** present a copy of their state surety bond.

Property Information

Property Address:		Bldg./Suite/Location (commercial projects only):	
Owner Name:		Owner Phone Number:	
Email Address:		Owner Cell Number:	
Mailing Address:	City:	State:	Zip:

Applicant/Contractor Information

Applicant Type: Primary Owner (Owner Affidavit Form Required) Contractor; License # _____ Verified
 Mechanical Bond # _____ Verified

Company Name (contractors only):		Company Email Address:	
Mailing Address:	City:	State:	Zip:
Contact Name:	Contact Phone Number:	Contact Fax Number:	

Property Use

Construction Type (See back page for Descriptions and Fees)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> COMMERCIAL | <input type="checkbox"/> MULTI-FAM (+5) | <input type="checkbox"/> AIR CONDITIONER | <input type="checkbox"/> GAS LINE |
| <input type="checkbox"/> ED/INST/RELIG | <input type="checkbox"/> SINGLE FAMILY | <input type="checkbox"/> AIR EXCHANGER | <input type="checkbox"/> SHEET METAL/DUCT WORK |
| <input type="checkbox"/> GOV/PUB/FAC | <input type="checkbox"/> TOWN HOUSE | <input type="checkbox"/> BOILER | <input type="checkbox"/> VENTILATION SYSTEM |
| <input type="checkbox"/> DUP/TRI/QUAD | | <input type="checkbox"/> FURNACE | <input type="checkbox"/> OTHER *** COMPLETE DESCRIPTION OF WORK *** |
| <input type="checkbox"/> MFG HOME | | <input type="checkbox"/> GAS FIREPLACE | |

Project Details

Describe Work:

Heating Plant Make:	Model	Capacity:	Expected Completion Date:
Air Cond. Plant Make:	Model	Capacity/Seer:	Project Value: (including labor and materials) \$

IMPORTANT NOTICE: This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. By signing this application, you hereby certify that you have read and examined this application and know the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Applicant takes full responsibility for all work performed. Applicant is responsible for all plan check fees if permit is cancelled or withdrawn.

Applicant Signature _____ Date _____

Fees

COMM - Permit Fee (2017 State Statue 326B.153)	\$
RES - Permit Fee (Min. \$60 or 2% of Valuation, whichever is larger)	\$
State Surcharge .0005 x PROJECT VALUE	\$
TOTAL PERMIT FEE ▶	\$

Required Documents

- Homeowner Association Owners: You must submit an approval letter from the Homeowners Association for exterior work.
- Mobile Home Owners: You must submit an approval letter from the Park Manager for exterior work on property.
- Building Rental Tenants: You must submit approval letter from Owner or Management Co.
- Homeowners: You must submit "Acknowledgement of Homeowner" form if you are the Applicant.



**CALL 811 BEFORE YOU DIG!
IT'S FREE, AND IT'S THE LAW!**

MINIMUM 48-HR. NOTICE ON INSPECTIONS
Contact 763-717-4020 or permits@ci.mounds-view.mn.us.
ALL PERMITS REQUIRE AN INSPECTION.

Fees

Description	Commercial	Residential	Surcharge
AIR CONDITIONER	Valuation	Minimum \$60 or 2% of Valuation, whichever is larger	.0005 x PROJ. VALUE
AIR EXCHANGER	Valuation	Minimum \$60 or 2% of Valuation, whichever is larger	.0005 x PROJ. VALUE
BOILER	Valuation	Minimum \$60 or 2% of Valuation, whichever is larger	.0005 x PROJ. VALUE
FURNACE	Valuation	Minimum \$60 or 2% of Valuation, whichever is larger	.0005 x PROJ. VALUE
GAS FIREPLACE • INCLUDING INCIDENTAL PIPING	Valuation	Minimum \$60 or 2% of Valuation, whichever is larger	.0005 x PROJ. VALUE
GAS LINE	Valuation	Minimum \$60 or 2% of Valuation, whichever is larger	.0005 x PROJ. VALUE
SHEET METAL/DUCT WORK	Valuation	Minimum \$60 or 2% of Valuation, whichever is larger	.0005 x PROJ. VALUE
VENTILATION SYSTEM	Valuation	Minimum \$60 or 2% of Valuation, whichever is larger	.0005 x PROJ. VALUE
WORK WITHOUT A PERMIT (Permits must be submitted within 24 hrs of work being completed)	PERMIT FEE	PERMIT FEE	

FEE CALCULATOR: <http://www.dli.mn.gov/CCLD/PlanConstructionCalc.asp> or call 763-717-4020

**Cash, check or credit cards accepted (2.3% fee, minimum of \$2.75)
We Accept Visa, Master Card, Discover and American Express.**