



14600 Minnetonka Blvd  
 Minnetonka, MN 55345  
 Ph: (952) 939-8394  
 Fax: (952)939-8244  
 permits@eminnetonka.com

# RESIDENTIAL MECHANICAL APPLICATION FOR PERMIT

<b>Office Use Only</b>
_____
Permit Number
_____
Received By
_____
Date Received

**PLEASE NOTE: \* ALL HEATING AND COOLING PERMIT APPLICATIONS MUST SUBMIT WHOLE HOUSE HEAT LOSS/GAIN CALCULATIONS BEFORE A PERMIT WILL BE ISSUED.**

**PER BLDG CODE SEC R315.3 - CARBON MONOXIDE DETECTORS MUST BE PLACED WITHIN 10 FEET OF ALL BEDROOMS. THIS APPLIES TO ALL PERMITS.**

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ YOUR E-MAIL ADDRESS \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

THE APPLICANT IS: (CIRCLE ONE)      OWNER      CONTRACTOR

<b>PROPERTY OWNER/BUILDER</b>	NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____
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<b>CONTRACTOR</b>	NAME _____ ADDRESS _____ OFFICE PHONE # (____)____-____ CELL PHONE # (____)____-____  STATE LIMITED ELECTRIAL LICENSE # _____
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<b>PERMIT TYPE</b>	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> OTHER <input type="checkbox"/> TOWNHOUSE
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<b>TYPE OF WORK</b>	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION/REMODEL <input type="checkbox"/> MAINTENANCE/REPAIR <input type="checkbox"/> DEMOLITION
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DETAILED DESCRIPTION OF WORK \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

_____ FURNACE (QTY _____)	_____ KITCHEN RANGE (CFM _____)
_____ A/C (QTY _____)	_____ MAKE UP HEATER (QTY _____)
_____ BOILER (QTY _____)	_____ OIL TANK REMOVAL
_____ CHIMNEY LINER	_____ POOL HEATER UNIT
_____ DUCT WORK	_____ REFRIGERATION (QTY _____)
_____ FIREPLACE GAS (QTY _____)	_____ TEMPORARY HEAT
_____ FIREPLACE WOOD (QTY _____)	_____ OTHER

➔ **PLEASE COMPLETE OTHER SIDE** ➔



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**ALL FEES ARE BASED ON VALUATION, INCLUDING THE COST OF LABOR AND MATERIALS**

**TOTAL JOB VALUATION: \$ \_\_\_\_\_**

TOTAL FEE	COST OF PERMIT (Subject to Minimum Fee)
\$ 1 to \$ 300	MINIMUM FEE: \$15.75
\$ 301 to \$ 500	\$ 15.75 plus 5.77% of amount over \$ 300
\$ 501 to \$ 1,000	\$ 27.25 plus 2.94% of amount over \$ 500
\$ 1,001 to \$ 5,000	\$ 42.00 plus 2.89% of amount over \$ 1,000
\$ 5,001 to \$10,000	\$ 157.50 plus 2.62% of amount over \$ 5,000
\$10,001 to \$25,000	\$ 288.75 plus 2.29% of amount over \$ 10,000
\$25,001 to \$50,000	\$ 632.10 plus 2.08% of amount over \$ 25,000
\$50,001 AND UP	\$ 1,151.85 plus 1.74% of amount over \$ 50,000

Permit Fee \$ \_\_\_\_\_ **MINIMUM: \$15.75**

Surcharge \$ \_\_\_\_\_ .0005 times the Total Job Valuation – **MINIMUM: \$0.50**

Total Due \$ \_\_\_\_\_ Make checks payable to: City of Minnetonka

**THIS IS AN APPLICATION FOR A PERMIT – NOT VALID UNTIL PROCESSED**

I hereby apply for a mechanical permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Minnetonka and with the Minnesota Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Please type or print

\_\_\_\_\_ (INITIAL) I AM AWARE OF AND WILL COMPLY WITH THE CARBON MONOXIDE DETECTOR REQUIREMENTS

SIGNATURE OF APPLICANT \_\_\_\_\_

**NOTE: SEPARATE PERMITS REQUIRED FOR ANY BUILDING, PLUMBING, AND ELECTRICAL WORK**