



# MECHANICAL APPLICATION FOR PERMIT

Office Use Only
_____
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**

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

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

TENANT \_\_\_\_\_ SUITE NO. \_\_\_\_\_

THE APPLICANT IS: (PLEASE CIRCLE ONE)      OWNER      CONTRACTOR      ARCHITECT/ENGINEER

<b>PROPERTY OWNER/ TENANT</b>	NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ DAYTIME PHONE # WHERE YOU CAN BE REACHED IF WE HAVE QUESTIONS: _____
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<b>CONTRACTOR</b>	NAME _____ LICENSE # _____ ADDRESS _____ LEAD CERT# _____ EXP _____ CITY _____ STATE _____ ZIP _____ DAYTIME PHONE # WHERE YOU CAN BE REACHED IF WE HAVE QUESTIONS: _____
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<b>PERMIT TYPE</b>	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> INSTITUTIONAL <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> COMMERCIAL/INDUSTRIAL <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> UNDEFINED
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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"/> TENANT FINISH <input type="checkbox"/> DEMOLITION
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DETAILED DESCRIPTION OF WORK \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

- |                             |                                  |  |
|-----------------------------|----------------------------------|--|
| ___ A/C                     | ___ DUCT WORK* NEED HEAT LOSS    | ___ GAS PIPING                         |
| ___ AIR TO AIR EXCHANGER    | ___ FIREPLACE (GAS)              | ___ GEOTHERMAL (PLAN REVIEW REQUIRED)  |
| ___ BOILER/STEAM/HOT WATER* | ___ FIREPLACE (WOOD)             | ___ IN FLOOR HEAT*                     |
| ___ CHIMNEY LINER           | ___ FURNACE*NEED HEAT LOSS CALCS | ___ OIL TANK REMOVAL (UP TO 1000 GALS) |
| ___ CLASS I HOOD            | ___ GAS APPLIANCE (LIST):        | ___ POOL HEATER                        |
| ___ CLASS II HOOD           | ___ GAS _____                    | ___ ROOF TOP UNIT (RTU)                |
| ___ COMMERCIAL KITCHEN      | ___ GAS _____                    | ___ REFRIGERATION                      |
| ___ DIRECT FIRED MAU        | ___ GAS _____                    | ___ TEMPORARY HEAT                     |
|                             |                                  | ___ OTHER                              |

**NOTE: COMMERCIAL / INDUSTRIAL REQUIRES ENGINEERED PLANS**

CITY OF MINNETONKA  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 14600 MINNETONKA BOULEVARD  
 MINNETONKA MN 55345

OFFICE: (952) 939-8394    FAX: (952)939-8244

▶▶▶▶▶ **PLEASE COMPLETE OTHER SIDE** ▶▶▶▶▶

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: RESIDENTIAL \$15.75 COMMERCIAL \$40.50
\$ 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 Residential - \$40.50 Commercial

Commercial Only \$ \_\_\_\_\_ 10% of Permit Fee: **ONLY** if Valuation is over \$30,000

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

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

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