



# 2012 MECHANICAL PERMIT APPLICATION

City of Robbinsdale  
 4100 Lakeview Avenue North  
 Robbinsdale MN 55422  
 Phone (763)531-1268 Fax (763)531-1200

Applications and additional information can be emailed to: [permits@ci.robbinsdale.mn.us](mailto:permits@ci.robbinsdale.mn.us)

**JOB ADDRESS:** \_\_\_\_\_

APPLICATION / PERMIT NO (Office Use Only): \_\_\_\_\_

**PROPERTY OWNER:**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE \_\_\_\_\_

**CONTRACTOR:** (write "self" if property owner is doing his/her own work and attach an Owner/Occupant affidavit)

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 CITY LICENSE # \_\_\_\_\_

**"CONTRACT VALUE" OF WORK:** \$ \_\_\_\_\_

**DETAILED DESCRIPTION OF WORK:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All provisions of the 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.

**Contractor or Property Owner's Signature:**

\_\_\_\_\_

\*Attach Owner/Occupant Affidavit, if Property Owner is doing the work

**Please Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ADDITIONAL COMMENTS (IN OFFICE USE ONLY):**

\_\_\_\_\_

We accept MasterCard, Visa, American Express, Discover, cash or checks. For charge card payments, please use the "Charge Card Information Form"

Description of Work		
*Please check (√) all that apply*		
	Make	Size
Furnace _____	_____	<input type="checkbox"/>
A/C _____	_____	<input type="checkbox"/>
Ventilation _____	_____	<input type="checkbox"/>
Alteration/Repairs/Other *	_____	<input type="checkbox"/>
Gas Piping *	_____	<input type="checkbox"/>
Humidifier	_____	<input type="checkbox"/>
Electronic Air Filter	_____	<input type="checkbox"/>
Other (explain) _____		

**CALCULATING THE PERMIT FEE:**

The Permit Fee for a Contract Value of \$0 up to \$2,439 is a minimum of \$50 *plus* the State Surcharge.

The Permit Fee for a Contract Value of \$2439.01 up to \$10,000 is 2% of the Contract Value *plus* the State Surcharge.

The Permit Fee for a Contract Value of \$10,000.01 and up is 2% of the first \$10,000 Contract Value, *plus* an additional 1.5% of the remainder of the Contract Value *plus* the State Surcharge.

**CALCULATING THE STATE SURCHARGE:**

Multiply the Contract Value x .0005. If the amount calculates to less than \$.50 then the minimum State Surcharge is applied. The minimum State Surcharge is \$.50

Permit Fee (\$50 minimum): \_\_\_\_\_  
 Plan Review Fee (if applicable): \_\_\_\_\_  
 Investigation Fee (if applicable): \_\_\_\_\_  
 State Surcharge (\$.50 minimum): \_\_\_\_\_  
 Other Fee(s) (if applicable): \_\_\_\_\_  
**Total Fee(s):** \_\_\_\_\_

## **MECHANICAL PERMIT APPLICATION PROCEDURE**

All Mechanical Contractors must be licensed with the City of Robbinsdale. Property Owners who choose to do their own work must fill out an Owner/Occupant Affidavit.

**CALCULATING THE PERMIT FEE:**

- Contract Value of \$2,439.00 or less .....\$50
- Contract Value of \$2439.01 to \$10,000 .....2% of the contract value
- Contract Value more than \$10,000 .....2% of the first \$10,000 *plus* 1.5% of the remainder of the Contract Value

1) The cost of installations, alterations, additions, or repairs shall include all labor and materials supplied by the Contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the Contractor. *The value of work by a homeowner shall be equal to the cost for labor and materials that would be charged by a Contractor.* All values shall be subject to approval of or determined by the Building Official.

2) REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official. Should the estimate not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.

3) The City may require permit applications be accompanied by a copy of the Contract.

**PLAN REVIEW FEES (if applicable):**

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents. Said plan review fee shall be 65 percent of the permit fee. The plan review fee specified in this subsection is a separate fee from the permit fee specified above and is in addition to the permit fee. When submittal documents are incomplete or changed so as to require an additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

**CALCULATING THE STATE SURCHARGE:**

Contract Value x .0005 = the State Surcharge (**Minimum** State Surcharge = \$ .50)

**RESIDENTIAL DISTRICT REQUIREMENTS FOR AIR CONDITIONER CONDENSOR UNITS IN SIDE YARD:**

**Air Conditioners 5 or more feet from a side lot line must meet the following requirements.**

One of the following must be provided.

1. Adjacent property has central air conditioning
2. Adjacent property will have central air conditioning installed at the same time.
3. Adjacent property has no windows or doors in the walls abutting the yard.
4. Adjoining property has a detached or attached garage abutting the yard.
5. Adjacent property has the principal building 20 feet from the air conditioning unit.
6. Meets the requirements for air conditioners less than 5 feet from a side yard. (see below)

**Air Conditioners less than 5 feet from a side lot line must meet the following requirements.**

- May not obstruct drainage.
- May not be installed in an easement.
- Must be rated at 74 decibels or less.
- Must not exceed 50 decibels at property line.

(Side lot line for the purpose of these requirements is the lot line between two properties).

**SUBMIT THE PERMIT APPLICATION, SUBMITTAL DOCUMENTS (if applicable), AND PERMIT FEE**

**CHARGE CARD INFORMATION**

(We accept MasterCard, Visa, American Express and Discover)

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1) To make a payment by charge card, please furnish the following information:

**Type of Charge Card** \_\_\_\_\_

**Charge Account Holder's Name** \_\_\_\_\_

**Charge Account Number** \_\_\_\_\_

**Charge Card Expiration Date** \_\_\_\_\_

2) For security purposes and to guard against fraud, we need the following information:

**Numerical Address where Charge Card Bill is Mailed** \_\_\_\_\_

(For example, if the charge card you are using has a billing address of 4100 Lakeview Ave. N., Robbinsdale, MN 55422, the "numerical address" entered on this line is; 4100)

**Zip Code where Charge Card Bill is Mailed** \_\_\_\_\_

(For example, if the charge card you are using has a billing address of 4100 Lakeview Ave. N., Robbinsdale, MN, 55422, the zip code entered on this line is; 55422)