



**Development Services  
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**Office Use Only**

A/P# \_\_\_\_\_ Amount \_\_\_\_\_

Notification(s) \_\_\_\_\_

Development Coordinator \_\_\_\_\_

Date \_\_\_\_\_

**Mechanical Permit Application**

Application Type and Occupancy Type			
<b>Residential – Existing 1-2 Family Construction</b> <i>(Complete Section 1 on Page 2 of this application)</i>	<b>Residential – New 1-2 Family Construction</b> <i>(Complete Section 2 on Page 2 of this application)</i>	<b>Commercial/Multi-Family (3+ units) – New or Existing Construction</b> <i>(Complete Section 3 on Page 2 of this application)</i>	
<input type="checkbox"/> Accessory <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Townhome <input type="checkbox"/> Two-Family Dwelling	<input type="checkbox"/> Accessory <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Townhome <input type="checkbox"/> Two-Family Dwelling	<input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family	
JOB ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#			
PROPERTY OWNER		OWNER PHONE	
<b>Applicant Type:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Property Owner			
NAME <small>(Business Name if Contractor)</small>		BUSINESS PHONE	
ADDRESS	CITY	STATE	ZIP
CITY OF MINNEAPOLIS LICENSE #		EMAIL	
CONTACT NAME		CONTACT PHONE	
<b>CERTIFICATION STATEMENT</b> I hereby certify that: I am authorized to make this application; all information provided on this application or in other submittals is true and accurate to the best of my knowledge; authorization from the owner to perform the proposed work has been granted; all work performed as part of any permit will comply with all applicable state and municipal laws and ordinances, and any required contractor license, personal license, or certificate of competency will be obtained prior to any work being performed. I understand that the issuance of a permit does not grant any contractor license, certificate of competency, business license, or other license, and unlicensed persons shall not be hired to perform work that requires a license or certificate of competency.			
<b>HOMEOWNER APPLICANTS ONLY:</b> Homeowners requesting the license exemption in MCO89.30 for a mechanical or plumbing permit for a single family dwelling are required to own and <u>currently occupy</u> the dwelling for which the permit is issued. <u>All gas piping and gas venting for heating appliances must be done by a licensed gas installer and requires a separate permit before this permit is issued. Any in-floor heating installations must be approved by the Mechanical Reviewer.</u>			
SIGNATURE _____		DATE _____	

**Asbestos Notification:** If asbestos is disturbed as part of the work on this permit, no inspections will occur until any required abatement has been completed.

LOCATION OF WORK (REQUIRED) <b>(Residential – Existing 1-2 Family Construction ONLY)</b>	VALUATION OF WORK (REQUIRED) <b>(Residential – <u>New</u> 1-2 Family and Commercial/Multi-Family – <u>New or Existing</u> ONLY)</b>
Where in the building is work being performed?    ___ basement; ___ first floor; ___ second floor; ___ attic; ___ other (_____)	\$ _____

MAKE CHECKS PAYABLE TO: **MINNEAPOLIS FINANCE DEPARTMENT**, OR CHARGE TO

ALL MAJOR CREDIT CARDS ACCEPTED	ACCOUNT#	CVV#	EXP DATE: Mo ___ Yr ___
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<b>DESCRIPTION OF WORK</b> (Check (v) and complete all components of the project that apply)		
<b>Section 1: Residential – Existing 1-2 Family Construction</b>	<b>Section 2: Residential – New 1-2 Family Construction</b>	<b>Section 3: Commercial/Multi-Family (3+ units) – New or Existing Construction</b>
<p><b>Level 1 (Indicate quantity of each item being installed):</b>  <input type="checkbox"/> radiation piping only (for space heating) supplied &amp; returns (1-6 openings; more than 6 openings requires Level 3 permit)  <input type="checkbox"/> fresh air intake  <input type="checkbox"/> air cleaner  <input type="checkbox"/> humidifier  <input type="checkbox"/> fans (bath and/or kitchen)  <input type="checkbox"/> gas piping (linear feet)  <input type="checkbox"/> radon mitigation ( <input type="checkbox"/> passive <input type="checkbox"/> active)  <input type="checkbox"/> venting  <input type="checkbox"/> A/C add-on or replacement  <input type="checkbox"/> solid fuel heat devices (NOT allowed in accessory structures such as garages)  <input type="checkbox"/> other (Describe) _____</p> <p><b>Level 2 (All Level 1 work can be done under Level 2, indicate quantity of each item being installed in Levels 1 and/or 2):</b>  <input type="checkbox"/> change out boiler (includes incidental piping)  <input type="checkbox"/> change out furnace (plenum work included)  <input type="checkbox"/> add or replace space heating unit</p> <p><b>Level 3 (All Level 1 and Level 2 work can be done under Level 3; indicate quantity of each item being installed in all three levels):</b>  <input type="checkbox"/> remove heat/cool/vent system and install a new system  <input type="checkbox"/> install heat/cool/vent system in an existing non-conditioned space</p> <p><b>Provide the following information when applicable to the proposed work indicated above:</b>  <b>Heating (Heat loss/gain calculations are required)</b>  Total heat loss _____ BTUs  Appliance input _____ BTUs  Appliance name _____  Appliance model # _____</p> <p><b>Cooling (when installing A/C provide the following information):</b>  A/C tonnage _____  A/C Type: <input type="checkbox"/> Ductless mini split  <input type="checkbox"/> Split system/central  <input type="checkbox"/> High velocity  <input type="checkbox"/> Other _____</p> <p><b>Ventilation:</b>  Kitchen vent:  <input type="checkbox"/> 0 to 300 cfm  <input type="checkbox"/> More than 300 cfm (Requires make-up air calculations for field inspector)  <input type="checkbox"/> Number of bath fans _____</p>	<p><b>Heating (Heat loss/gain calculations must be provided with this application):</b>  <input type="checkbox"/> furnace  <input type="checkbox"/> boiler  <input type="checkbox"/> in-floor heat  <input type="checkbox"/> other (describe _____)</p> <p>Combustion air size _____  # of burners _____  Burner input _____ BTUs</p> <p>Solid fueled fireplace/chimney _____</p> <p><b>Cooling type:</b>  <input type="checkbox"/> split system/central  <input type="checkbox"/> high velocity  <input type="checkbox"/> ductless mini split  <input type="checkbox"/> other (describe _____)</p> <p><b>Ventilation:</b>  Kitchen fans  <input type="checkbox"/> 0 to 300 cfm  <input type="checkbox"/> More than 300 cfm (must provide make up air calculations with this application)    <input type="checkbox"/> Number of bath fans _____</p> <p><b>Ventilation system:</b>  <input type="checkbox"/> HRV/ERV  <input type="checkbox"/> Other _____  Square feet of conditioned space _____</p> <p><b>Radon Mitigation:</b>  <input type="checkbox"/> Active  <input type="checkbox"/> Passive</p> <p><b>Is there any ductwork outside the building envelope?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, what is the square footage of the conditioned space? _____</p> <p><b>Other work not covered above (describe):</b>  _____  _____  _____</p>	<p><b>Building where work is being done is:</b>  <input type="checkbox"/> Addition to existing  <input type="checkbox"/> Under construction  <input type="checkbox"/> Existing</p> <p><b>Equipment being installed (with size/input):</b>  <input type="checkbox"/> heating equipment _____  <input type="checkbox"/> ventilation equipment _____  <input type="checkbox"/> A/C equipment _____  <input type="checkbox"/> refrigeration equipment _____  <input type="checkbox"/> process piping _____</p> <p><b>**Heat loss/gain and make-up air calculations may be required and can be submitted with this application or at the time of inspection.</b></p> <p><b>Work will include:</b>  <input type="checkbox"/> high pressure steam piping (provide MN High Pressure license # _____)  <input type="checkbox"/> low pressure steam  <input type="checkbox"/> gas piping  <input type="checkbox"/> gas venting  <input type="checkbox"/> ammonia system  <input type="checkbox"/> hot water  <input type="checkbox"/> chilled water  <input type="checkbox"/> solar heat  <input type="checkbox"/> make up air  <input type="checkbox"/> oil burner/piping  <input type="checkbox"/> manufactured solid fueled fireplace/chimney  <input type="checkbox"/> air processing pollution control system</p> <p><b>Low temp refrigeration</b>  (indicate # of systems of BTU/hour capacity ranges)  <input type="checkbox"/> 0 to 36,000  <input type="checkbox"/> 36,001 or more</p> <p><b>Gas Burners</b>  (indicate number of burners of each BTU input rating)  <input type="checkbox"/> 0 to 399,999 BTUs  <input type="checkbox"/> 400,000 BTUs and over</p> <p><b>Temporary Heat</b>  (A separate application and permit are required for temporary heat and shall not be included with other work)</p> <p>Number of heat sources being installed _____  Fuel source:  <input type="checkbox"/> fuel oil; <input type="checkbox"/> natural gas; <input type="checkbox"/> LP</p> <p><b>Other work not covered above (describe):</b>  _____  _____</p>

PERMIT FEES ARE AVAILABLE AT: <http://www.minneapolis.gov/mdr>