

**Application Form  
MECH03**



**Development Services  
Customer Service Center**  
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*Office Use Only*

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

Amount \$ \_\_\_\_\_

Flag(s) \_\_\_\_\_

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

**MECHANICAL PERMIT (former BTMA) APPLICATION  
FOR NEW OR EXISTING COMMERCIAL OR MULTI-FAMILY BUILDINGS**

JOB ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Floor/Suite/Apt/Unit#

CONTRACTOR NAME		PHONE	
ADDRESS	CITY	STATE	ZIP
CONTRACTOR LICENSE #	EMAIL		
CONTACT NAME		PHONE	

OWNER/TENANT/OCCUPANT	PHONE
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**CERTIFICATION STATEMENT**

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.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TYPE OF BUILDING**

\_\_\_ Commercial \_\_\_ Other multi-family (IBC R occupancy)

Building where work will be done is: \_\_\_ Addition to existing: \_\_\_ Under construction; \_\_\_ Existing

**VALUATION OF WORK**

\$ \_\_\_\_\_

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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JOB ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Floor/Suite/Apt/Unit#

**DESCRIPTION OF WORK (CHECK ALL THAT APPLY)**

**Equipment being installed:**

\_\_\_ Heating equipment; \_\_\_ Ventilation equipment; \_\_\_ AC equipment; \_\_\_ Refrigeration equipment; \_\_\_ Process Piping

**(Heat loss/gain and make-up air calculations may be required and can be submitted with this application or at time of inspection)**

**Work will include:** \_\_\_ High pressure steam piping (provide MN High Pressure license # \_\_\_\_\_);  
 \_\_\_ Low pressure steam; \_\_\_ Ammonia system; \_\_\_ Solar heat; \_\_\_ Manufactured Solid Fueled Fireplace/Chimney;  
 \_\_\_ Gas piping; \_\_\_ Hot water; \_\_\_ Make up air; \_\_\_ Air Pressure Pollution Control System;  
 \_\_\_ Gas venting; \_\_\_ Chilled water; \_\_\_ Oil burner/piping

**Low temp refrigeration** (indicate # of systems of btu/hour capacity ranges): \_\_\_ 0 to 36,000; \_\_\_ 36,001 or more

**Burners** (indicate # of burners of each btu input rating):  
 \_\_\_ 0 to 399,999; \_\_\_ 400,000 and over

**Temporary Heat** (A separate application and permit are required for temporary heat and shall not be included with other work)  
 Number of heat sources being installed \_\_\_\_\_ Fuel source: \_\_\_ fuel oil; \_\_\_ natural gas; \_\_\_ LP

**Other work not covered above** (describe): \_\_\_\_\_  
 \_\_\_\_\_

**Mechanical Permit**

**Fee Schedule\*\***

**Heating, Ventilation, Gas\* and Air Conditioning Fees**

VALUE OF WORK	FEE
Minimum Fee	\$80.90 (Does Not Include State Surcharge)
\$1.00 - \$50,000.00	1.91% of the total value of work
\$50,001.00 and over	\$955.00 plus 1.23% of the value of work over \$50,000.00

\*Includes all gas piping and alterations to existing gas burners or systems

\*\*Value of work must include the cost of installations, alterations, additions or repairs, including 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.

To figure MN State Surcharge fee, take the value of work x 0.0005

**Refrigeration (Low Temp) System Permit Fees\***

CAPACITY OF SYSTEM (BTU/HR)	FEE
Minimum Fee - Residential & Commercial	\$81.90 (Includes \$1.00 State Surcharge)
36, 000 or less BTU	\$65.10
36,001 or more or fraction thereof	\$65.10 for the first 36,000 BTU and \$33.70 per each add'n 36,000 BTU
Alteration to Existing System	Based on valuation table summarized above

\*The fee for refrigeration permits associated with air conditioning systems shall be based on the valuation table summarized above and in Section 91.460

MN State Surcharge fee of \$1.00 should be added to the total permit fee

**Gas Burner Permit Fees**

INPUT (BTU/HR)	FEE
Minimum Fee - Residential & Commercial	\$81.90 (Includes \$1.00 State Surcharge)
Not Exceeding 399,999 Btu	\$70.50
400,000 and over	\$279.70
Alterations to Existing Burners	Based on valuation summarized above

\*A separate fee must be paid for each gas burner to be installed except for multiple gas burner assemblies installed in a single device. In that case, the Btu/Hr capacities of the burners may be combined and a single fee paid on the result.

MN State Surcharge fee of \$1.00 should be added to the total permit fee