

2020

ONLINE PERMITS
www.cityofroseville.com/epermits



COMMUNITY DEVELOPMENT DEPARTMENT • PHONE: 651-792-7080
2660 CIVIC CENTER DR. • ROSEVILLE, MN 55113
COMMERCIAL MECHANICAL PERMIT APPLICATION

APPLICATION DATE: _____

PERMIT NUMBER: _____

WORK PROPOSED: <input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Fireplace
--	-------------------------------------	------------------------------------

SITE ADDRESS: _____

APPLICANT:	Name: _____	Phone: _____
-------------------	-------------	--------------

Address: _____

OWNER:	Name: _____	Phone: _____
---------------	-------------	--------------

Address: _____

CONTRACTOR:	Name: _____	Phone: _____
--------------------	-------------	--------------

City Contractor License #(required): CON- _____

Mechanical Bond #(required): _____

VALUATION (labor & materials): \$ _____

WORK DESCRIPTION:

Acknowledgement and Signature:

The undersigned hereby makes application to the City of Roseville to perform the work as herein described. The undersigned further states, under penalty of law, that the work will be performed in accordance with the Minnesota State Building Code, this application, and any approved plans and/or specifications. Some or all of the information that you are asked to provide on the application is classified by State law as either private, public, or confidential. The data will constitute a public record if and when the permit is issued.

Print Name: _____ Signature: _____

Contractor Applicant Phone: _____ Date: _____

E-Mail Address: _____

OFFICE USE ONLY:

Fees (see second page for mechanical fee schedule):
Bolded are mandatory fees, along with any applicable

Permit \$ _____	Mech. Bond Verification Fee \$ _____	Total Fees: \$ _____ Receipt #: _____ Receipt Date: _____
Processing Fee \$ _____	\$1.00 (contractors only)	
\$2.00 Minimum or	Contractor's License \$ _____	
2% of Permit Fee	Other: _____ \$ _____	
State Surcharge \$ _____		

Approval:

Plan Reviewer _____ Date _____

Requests for permit refunds must be made within 180 days of permit issuance date.

MECHANICAL PERMIT FEE SCHEDULE

- **All commercial work is \$61.00 Plus 1.28% of valuation cost of job**
- **Verification of Current Mechanical State Bond fee - \$1.00**
- **State Surcharge For permits based on job valuation - \$1.00 minimum or by fee table as set by §326B.148**
- **Processing Fee - \$2.00 minimum or 2% of permit fee**