



CPED - Development Services 505 Fourth Ave. S., Room 220 Minneapolis, MN 55415-1316 Office 612-673-3000 or 311 TTY 612-263-6850 Email completed applications to: development@minneapolismn.gov	Office use only A/P# _____ Amount _____ Notification(s) _____ _____ Development Coordinator Date
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Mechanical Permit Application

Application Type and Occupancy Type			
Residential – Existing 1-2 Family	Residential – Additions & New 1-2 Family Construction	Commercial/Multi-Family (3+ units)	
☐ Accessory ☐ Single Family Dwelling ☐ Townhome ☐ Two-Family Dwelling	☐ Accessory ☐ Single Family Dwelling ☐ Townhome ☐ Two-Family Dwelling	☐ New Construction & Remodel (ComMFDNR) ☐ Repair, Replacement, or Refrigeration (ComMFDNR) (See Plan Requirement Items 2–4 below)	
Valuation of work (Full contract amount) is required (Residential –Additions & New 1-2 Family and Commercial/Multi-Family (3+ units)) \$ _____ Value of work (contract amount) must include the cost of installations, alterations, additions or repairs, including all labor and material supplied by the contractor & overhead. It shall include all material supplied by other sources (building owners) when these materials are normally supplied by the contractors. When additional components being installed with no space to indicate, attach a list to the application describing each of them. A copy of your contract should be available per request. Plan Requirement: 1. New and remodel Commercial projects including “Residential” 4 or more dwellings - plans required. 2. Repairs - no plan required. 3. Equipment Replacement - upon request. 4. Refrigeration for walk-in coolers and freezers – upon request.			
Work will include: _____ High pressure steam (Provide MN High Pressure license # _____) _____ Low pressure steam _____ Gas piping _____ Hot water piping _____ Chilled water piping _____ Ammonia system _____ Solar heat _____ Make up air _____ Oil burner/piping _____ Solid fuel fireplace/chimney _____ Air pollution control system _____ Gas or diesel generator			
Job Address Include: address #, street name, & directional, Apt#/Unit#/ Suite#			
Owner/Establishment/ Tenant name		Owner/Establishment/ Tenant phone number	
Applicant Type: ☐ Contractor ☐ Property Owner (Residential only, must comply with MCO 85.80 for owner/occupants)			
Applicant Name (Business name if Contractor)		Payment contact phone number	
Address	City	State	ZIP
ProjectDox contact name (First and last name required)		ProjectDox contact phone number	
Contact email (Email address includes person responsible for ProjectDox)			
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. Single family homeowner applicants only: Homeowners requesting the license exemption in MCO85.80 for a mechanical or plumbing permit for a single-family dwelling are required to own and currently occupy the dwelling for which the permit is issued. 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			
Signature _____		Date _____	

Payment

Make checks payable to: Minneapolis Finance Department

Credit card: All major credit cards accepted. Credit card information may not be submitted electronically. Staff will reach out to the contact person listed above for payment.

Job address (Include #, street name & directional): _____

Description of work (Check (v) below for all components of the job that apply)

Description of work: Including location of work or floor numbers if multi-story building. Your description should clearly identify the extent of your work and the HVAC and refrigeration equipment being used. If the work involves a new commercial HVAC system or change in load in commercial space, you will need to provide engineered drawings along with ventilation and load calculations with this permit to avoid permit denial. Vent/hood calculations must be provided for field inspector when over 300 CFM.

Fill out this portion for Residential 1 & 2 Family Dwelling projects

Existing 1 or 2 Family Dwelling (Level 1, 2 or 3 Flat Fee)

OR

New 1 or 2 Family Const. or Addition

Level 1 (indicate quantity of each item being installed):

___ Fin Tube Radiation &/or In-floor heat
___ Supply or return openings (1-6: more than 6 opening go to level 3)
___ Fresh air intake ___ Air cleaner ___ Humidifier ___ Dryer vent
___ Bath fans ___ Kitchen Vent(____CFM) ___ HRV/ERV
___ Gas piping(____linear feet) ___ Solid fuel Heat device
___ A/C or Heat pump add on or replacement ___ Other (describe above)

Level 2 (All Level 1 work can be included under level 2; Indicate quantity of each item being installed in 1 levels 1 and or level 2):

___ Change out boiler (Incidental piping included)
___ Change out furnace (Plenum work included)
___ Add or replace space heating unit

Level 3 (All Level 1 and level 2 work can be included under level 3; Indicate quantity of each item being installed in all 3 levels):

___ Remove existing heat/cool/vent system and install a new system
___ Extend heat/cool/vent system in an existing non-conditioned space
___ Supply or return openings (7+ openings)

Provide the following information when applicable to the proposed work indicated above:

Total heat loss _____ BTUH
Input _____ BTUH of heating equipment
Output _____ BTUH of A/C System
Type of A/C system: ___ Central/Split ___ Ductless Mini-split
___ High Velocity ___ Heat Pump

_____ Total heat loss

Heating equipment

_____ BTUH input of ___ Furnace or ___ Boiler or ___ Other
_____ BTUH input of ___ Furnace or ___ Boiler or ___ Other
Describe Other _____

A/C equipment

_____ BTUH of A/C System
Type of system:
___ Central/Split ___ Ductless Mini-split
___ High Velocity ___ Heat Pump

Ventilation equipment

___ Number of bath fans ___ HRV/ERV ___ Other
___ Kitchen vent (____CFM) ___ Dryer vent
Square feet of conditioned space _____

Is there any ductwork outside the building thermal envelope?

___ yes ___ no

If yes, what is the square footage of the conditioned space?

Fill out this portion for Commercial & Multi-Family (3+ units) projects

Building where work is done is: ___ Addition to existing ___ New construction ___ Existing

_____ Square feet of affected project area

Provide information when applicable to the proposed work indicated below for any equipment being installed

Heating Equipment	A/C Equipment	Ventilation Equipment	Refrigeration (Low-temp) Equipment
Indicate # of burners _____ 0-399,999 BTUH _____ 400,000 or more BTUH Appliance Eff % _____ Type of heat _____ Heat loss _____	A/C size _____ BTUH Ductless mini-split _____ Central/Split system _____ Other _____	CFM hood exhaust _____ CFM Makeup Air _____ Hood Type: I _____ II _____	Indicate # of system _____ 0 to 36,000 BTUH _____ 36,001 or More BTUH

Temporary heat (A separate application and permit are required for temporary heat and shall not be included with other mechanical work)

Number of heat sources being used _____ Fuel source: Natural gas _____ LP (propane) gas _____ Fuel oil _____

PERMIT FEES ARE AVAILABLE AT: [Existing Residential \(1-2 dwellings\)](#) [All Commercial Construction and Residential \(3+ units\)](#)

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.

Heat loss calculations and/or ORSAT test calculations are required to be on-site for review by area inspector.