Minneapolis
City of Lakes

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**

Building Permit Application

Application Type and Occupancy Type

Residential	Commercial/Multi-Family	Site Alteration
☐ Single Family Dwelling ☐ Two-Family Dwelling	☐ Commercial ☐ 3 and 4 Units ☐ Mixed-Use ☐ 5 + Units	☐ Earth Retention System/Excavation ☐ Footing & Foundation ☐ Retaining Wall

Job address (Include address #, street name, & directional), Apt/Unit#

Owner/Establishment/Tenant name	**Owner/Establishment/Tenant phone number**

Applicant Type: ☐ **Contractor** ☐ **Property Owner** ☐ **Architect/Engineer**

Applicant name (Business name if contractor)		**Business/Payment phone number**	
Address	**City**	**State**	**ZIP**
License # (1-4 dwelling only)	**Contact email (Email address for person responsible for Project Dox)**		
ProjectDox contact name	**ProjectDox contact phone number**		

Work type

☐ Accessory (Detached garage, pools, sheds)
☐ New Construction
☐ Remodel
☐ Addition (Room, story, decks, stoops, dormers)
☐ Replacement roof, siding, windows* or doors* (*Same size only)

Description of work: Include locations or floor numbers if multi-story building

Valuation of work	***Office use only*** _____***Initials*** _____***Date*** SAC determination is required if there is a change in use or demand on the sanitary sewer system.
$_____	**Is SAC determination required?** Yes ☐ No ☐ If yes: Has a SAC determination from MCES been applied for? ☐ Yes

Certification Statement: By signing this document, the applicant certifies:
(1) All submitted information is true and accurate to the best of their knowledge;
(2) Authorization from the property owner to perform the proposed work has been granted;
(3) All pertinent and applicable state and local laws and ordinances will be complied with in performing the work for which this permit is issued;
(4) Any required contractor license, personal license or certificate of competency will be obtained prior to issuance of this permit;
(5) Unlicensed persons shall not be hired to perform work that requires a license or certificate of competency.
(6) **Property owner applicants acknowledge that they own the property associated with this permit and that the work proposed on this permit is not for speculative or resale purposes of the property and meets the requirements of MN Statutes 326B.805. Please read the reverse side of this document for more information.**

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.

Building permit applicant: Homeowner/Property Owner Acknowledgment

Property owner applicants should know that in the State of Minnesota, all residential building contractors, remodelers and roofers need a State license. There are specific exemptions for some, but most must get licensed. This rule is for owners of residential real estate. This includes one to four-unit homes. It applies when they build or improve such properties to sell or for speculation.

Property owner applicants state they are upgrading the property to live in as their primary home or to rent it out. They are not making improvements to sell the house. Property owner applicants claim to be exempt from the state residential building contractor licensing requirements because they are not in the business of building or remodeling on speculation or for resale and that the property for which they are applying for this permit is the only residential structure they have built or improved in the past 24 months other than a property that they maintain as a rental unit.

Furthermore, property owner applicants acknowledge that they can hire independent contractors to perform certain aspects of the construction or improvement of this property and they understand that the State of Minnesota may require some of these contractors to obtain licenses. Property owner applicants understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. § 326B.082, subd. 16 and can also result in a fine of up to $10,000. Property owner applicants understand that the filing of a false statement with the City of Minneapolis may also result in criminal prosecution and/or civil penalties pursuant to applicable city ordinances and/or state statutes.

Property owner applicants understand that by being the contractor for this project, they are solely responsible to the City of Minneapolis. They must comply with all building codes and city ordinances related to the work done on this property. They also understand that if they hire an unlicensed contractor, their only recourse in the event they have a dispute with their contractor will be to pursue private civil action (lawsuit) against the contractor, and that even if the property owner applicant is successful in a lawsuit, they will not be able to make a claim for compensation from the Contractor Recovery Fund, the state's consumer protection program for licensed contractors.

For questions about contractor licensing, call the Minnesota Department of Labor and Industry. You can check a contractor's license status and history at 651-284-5069 or 1-800-657-3944, or visit their website at: http://www.dli.mn.gov/

Building Permit Fee Schedule**

Building Permit Fee + Plan Review Fee (65% x building permit fee) + MN State Surcharge (Value of work x 0.0005)=Total Permit Fee

Construction Value*	Building Permit Fee
Minimum Fee-Residential or Commercial	$84.20 (does not include State Surcharge)
$1.00-$500.00	$36.70 (Minimum Fee Applies)
$501.00-$2,000.00	$36.70- first $500 plus $4.50 each add'l $100 and fraction thereof including $2,000
$2,001.00-$25,000.00	$104.20- first $2,000 plus $20.60 each add'l $1000 and fraction thereof including $25,000
$25,001.00-50,000.00	$578.00- first $25,000 plus $14.90 each add'l $1000 and fraction thereof including $50,000
$50,001.00-$100,000.00	$950.50- first $50,000 plus $10.60 each add'l $1000 and fraction thereof including $100,000
$100,001.00-$500,000.00	$1,480.50- first $100,000 plus $8.40 each add'l $1000 and fraction thereof including $500,000
$500,001.00-$1,000,000.00	$4,840.50- first $500,000 plus $6.90 each add'l $1000 and fraction thereof including $1,000,000
$1,000,001.00 and up	$8,290.50- first $1,000,000 plus $5.60 each add'l $1000 and fraction thereof

*Include Construction Value when figuring building permit valuation per building code (1300.0160 Subp 3), bulletin 058 and Minneapolis Code of Ordinances (Title 5, Ch. 91, Article II, Section 91.220)

** See Minneapolis detached garage fee schedule.