



White Bear Lake Area Department of Inspections  
 4701 Highway 61, White Bear Lake, MN 55110  
 Phone: 651-429-8518 / Fax: 651-429-8503  
 www.whitebearlake.org

**Mahtomedi  
 Mechanical Permit  
 Application**

Email Permits or Questions: [buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org)

Mahtomedi Site Information		
	Date:	
<b>Site Address:</b>	Suite/Unit #:	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	Property ID#:	
Property Owner		
Name:	Phone:	
Address:	City:	
Email:	State:	Zip:
Contractor		
Name/Company:	Phone:	
Contact:	License #:	
Address:	City:	
Email:	State:	Zip:

Work Type			
<input type="checkbox"/> Add	<input type="checkbox"/> Replace	<input type="checkbox"/> Alter	<input type="checkbox"/> Repair

Mechanical Permit Type		Fuel Type
<input type="checkbox"/> A/C System <b>ONLY</b> / Quantity:	<input type="checkbox"/> Hot Water Boiler	<input type="checkbox"/> Electric
<input type="checkbox"/> Kitchen Exhaust Hood-CFM req'd:	<input type="checkbox"/> In Floor Heat	<input type="checkbox"/> LP Gas
<input type="checkbox"/> Ductwork	<input type="checkbox"/> New Home HVAC System	<input type="checkbox"/> Natural Gas
<input type="checkbox"/> Exhaust	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Oil
<input type="checkbox"/> Fireplace – Quantity:	<input type="checkbox"/> Steam Boiler	<input type="checkbox"/> Solar
<input type="checkbox"/> Gas Piping to:	<input type="checkbox"/> Roof Top Unit / Quantity:	<input type="checkbox"/> Wood
<input type="checkbox"/> Furnace <b>AND</b> AC / Quantity:	<input type="checkbox"/> Unit Heater / Quantity:	<input type="checkbox"/> Other:
<input type="checkbox"/> Furnace <b>ONLY</b> / Quantity:	<input type="checkbox"/> Ventilation	
<input type="checkbox"/> Other / Project Description:		

<b>Estimated Value of Work (required) \$</b>
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*Kitchen Exhaust Hoods over 300 cfm require make up air calculations*

**APPLICANT SIGNATURE AND FEES ON REVERSE**

This permit shall be null and void if authorized work is not started within 180 days or if work is suspended or abandoned for 180 days or more after work is started. The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of White Bear Lake to take the action herein request, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of White Bear Lake and the State of Minnesota.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Mechanical Fees:**

Fee calculation = 1% of estimated value of work or the minimum fee, whichever is greater *plus* state surcharge of .0005 of estimated value of work)

	<u>Minimum Fees</u>
Heating System Only (new or replace) (furnace, hot water boiler, in floor heat., steam boiler, roof top unit, unit heater)	\$70.00
AC System Only (new or replace)	\$40.00
Heating <b>AND</b> AC (new or replace)	\$100.00
HVAC for New Residential Construction	\$175.00
Ductwork Extension or Alteration (ventilation)	\$30.00
Heating and/or AC repair only	\$30.00
Misc. appliance or equipment regulated by code but not listed (kitchen hood, exhaust, gas piping, refrigeration)	\$40.00
Process Piping	\$40.00
Fireplace Install	\$50.00
Plan Review = 25% of permit fee or minimum fee, whichever is greater	

**Permit fee calculator:**

Permit Fee Valuation= \_\_\_\_\_ X 1% = \_\_\_\_\_ = \_\_\_\_\_ Which is greater?  
 1% or minimum listed above?

Surcharge: Valuation= \_\_\_\_\_ X .0005 = \_\_\_\_\_ = \_\_\_\_\_

Add Surcharge fee & Permit Fee (the higher of 1% or the minimum fee) = Permit Fee Due

**Office Use Only – Required Inspections**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Final Mechanical       | <input type="checkbox"/> Grease Duct Leakage | <input type="checkbox"/> Rough In Mechanical |
| <input type="checkbox"/> Gasline Airtest        | <input type="checkbox"/> Orstat Test         | <input type="checkbox"/> Other:              |
| <input type="checkbox"/> Grease Duct Clearances | <input type="checkbox"/> Refrigeration Test  |  |

\_\_\_\_\_  
 Permit Approved By:

\_\_\_\_\_  
 Date: