

Minnesota Department of Labor and Industry
 Construction Codes and Licensing Division
 Electrical Inspection Unit
 443 Lafayette Road North St. Paul, MN 55155
 Phone: (651) 284-5026
www.dli.mn.gov

For Office Use Only		
Amount of Check:	Check Number:	Permit Number: ELE

REQUEST FOR ELECTRICAL PERMIT HOMEOWNER – EXISTING

Fields marked with an asterisk * are required. Incomplete, inaccurate, illegible forms may be returned to the submitter.		* TODAY'S DATE	
PROJECT INFORMATION			
*Project Location (Number and name of street)		*Project County	
*Project City OR Township (Enter City if you live within city limits – Enter Township if you live outside city limits – DO NOT ENTER BOTH)		*Project Zip	
*Project Description (Scope of work, service size, quantity of feeders and circuits, job numbers, or other vital information to help the electrical inspector make timely inspection service)			
Location Directions (Please enter any instructions that would aid the inspector in finding the job site)			
Special Access Instructions:			
* Owner Name	* Owner Phone	Owner Cell	Owner E-mail
* Owner Mailing Address (if different than project location)		*City	*State *Zip
HOMEOWNER – EXISTING HOME SERVICES/FEES – SEE FEE DISCLOSURE/OWNER VERIFICATION STATEMENT – PAGE 2			
1	Minimum fee for inspection.		\$35.00
2	*Rough-in Required (\$35.00) Yes Add \$35.		
3	TOTAL FOR REQUIRED INSPECTION TRIPS (Add Line 1 & 2)		
TOTAL INSPECTION FEES EQUAL THE GREATER OF LINE 3 ABOVE or LINE 9 BELOW			
4	Services, Generator, and Feeders/Circuits to separate structures. Fee: \$35 (0 - 400 AMPS) per power source		
5	Less than 15 feeders/circuits installed or extended per unit Fee: \$6 per feeders/circuits if total less than 15.		USE IF: less than 15 feeders/circuits
6	15 to 30 feeders or circuits installed or extended per unit Fee: \$100 for 15 to 30 feeders/circuits		USE IF: 15 to 30 feeders/circuits
7	Additional Circuits/Feeders above 30 multiplied by \$6.00 Fee: \$6 per circuit/feeder over 30		USE IF: over 30 circuits
8	**Reconnected existing circuit or feeder (for panelboard replacements). Fee: \$2 per circuit or feeder		
9	ADD LINES 4 THRU 8 ABOVE AND ENTER THE SUBTOTAL		
10	PLEASE ENTER THE LARGER AMOUNT FROM LINE 3 or LINE 9		
11	REQUIRED FEE: A surcharge of \$1.00 is imposed on every permit per M.S. § 326B.148		\$1.00
GRAND TOTAL (ADD LINE 10 & 11)			

Owner Verification Statement

I the "owner" will physically perform this electrical work on this premises that I own and actually occupy as a residence or own and will occupy as a residence upon completion of construction. As an owner, I know it is illegal for me to install wiring in two-family dwellings, apartment buildings, condo buildings or other common interest community settings, certain townhouse buildings, manufactured homes in parks, recreational vehicles in parks, floating buildings on public waterways, or in or on any property that is rented, leased or occupied by others.

I acknowledge that all electrical work is required to have a final inspection for safety to life and property. I also acknowledge that electrical permits on installations with inspection fees of \$250 or less are void 12 months from the original filing date and are considered expired regardless of whether the wiring is completed. An electrical permit will need to be filed on all unfinished work when, and if, the work resumes. An inspection fee calculated according to Minnesota Statutes, section 326B.37, for all unfinished work shall be submitted with the electrical permit. Electrical permit with inspection fees of \$250 or less is not refundable after 12 months from the original filing date. Inspection fees do not carry over from an expired permit to a new permit.

The authority to install electrical wiring associated with a specific electrical permit is void at the time of a final inspection or expiration, whichever occurs first. The department's authority to inspect wiring covered by an electrical permit continues until the installation is approved at a final inspection.

Accept. (Please check box). You MUST accept this statement and return both pages of this application.

Fee Disclosure

The fees submitted with this application represent the minimum fee and surcharge PLUS any additional fees, if applicable. The GRAND TOTAL fee may not accurately represent all the required inspection fees. Fees will be reviewed by the inspector at the time of inspection. If additional fees are required, you will be billed for the difference.

The minimum fee for each separate inspection is \$35. There is an additional fee for each separate inspection of the bonding for a swimming pool, spa, fountain, an equipotential plane for an agricultural confinement area, or similar installation is \$35. Bonding conductors and connections require an inspection before being concealed. If reinspection is necessary to determine whether corrections from a previous inspection have been completed, the inspector may assess an additional \$35 reinspection fee. When scheduled inspections are not able to be completed as scheduled, due to circumstances beyond the inspector's control, an additional (supplemental) inspection fee of \$35 may be assessed by the inspector.

Have you:

1. Checked box YES for Rough-in Required (if applicable) and entered \$35 on line 2.
2. Accepted the Owner Verification Statement above.
3. Added \$100 for 15 to 30 feeders/circuits OR multiplied the number of feeders/circuits by \$6 if less than 15 – (DO NOT USE BOTH).
4. Determined fees due on lines 4 thru 8 and compared it to line 3; Use greater amount.
5. Made your check payable to MN Dept of Labor and Industry for the GRAND TOTAL? A service charge of \$30 will be added for all dishonored checks.

Mail form and check (GRAND TOTAL) to:

MN Dept of Labor and Industry, P.O. Box 64218, St. Paul, MN 55164-4218

*Rough-in Inspection(s) are required to be scheduled with the inspector and occur before any wiring is concealed by insulation, wall covering, ceiling covering, trench back fill, etc. If wiring is concealed before inspection the person responsible for concealing the wiring is responsible for all costs associated with uncovering and replacing the covering material.

**Reconnected circuit is a circuit that is removed from an existing service or sub-panel and reconnected in a replacement service or sub-panel. The circuit cannot be altered or extended in any other way.