

General instructions to obtain electrical permits (Contractors and Homeowners)

Important First Step:

- ✓ Verify that the Department of Labor and Industry is the inspection authority for the project. Approximately 40 cities have adopted local electrical inspection authority and may have their own inspection forms and fee schedules. Inspection jurisdiction and inspector information is available at: <http://www.dli.mn.gov/business/electrical-contractors/electrical-inspector-directories>
- ✓ Do NOT apply for a permit with DLI if the project is located in a municipality that has adopted local electrical inspection authority.

Required Form Fields:

- ✓ All forms must be accurately completed. Field names that are marked with an asterisk * are required. Completing all fields will assist the department and the electrical inspectors to provide more timely electrical inspections.

Before You Begin Wiring:

- ✓ **At or before the commencement** of any new electrical wiring installation that is required to be inspected by law, by the Department of Labor and Industry, the person lawfully responsible for making such installation shall submit to the department a Permit Application and applicable fees. **Note that an investigation fee may be assessed when a Permit Application is not filed at, or before the commencement of, electrical work required to be inspected.** The fee calculation portion of the Permit Application only summarizes the provisions of Minnesota Statutes 326B.37 at <https://www.revisor.mn.gov/statutes/cite/326B.37>
- ✓ In all cases, the inspection fee schedule in Minnesota statutes is used to resolve any contested situations. Electrical inspectors are required to audit electrical inspection fees at the time of a final inspection; if necessary, the permit holder may be invoiced for additional fees that are due.

VERY IMPORTANT:

- ✓ It is essential that the project location portion of the Permit Application correctly identifies the geographical location of the project. The geographical location of the project is the city or township (Civil TWP or Survey TWP) in which the project is physically located. The geographical location very often is different than the mailing address used by the building's occupant. Complete location information must be provided, including county, township or city (not both), building number and street name. If the project location does not have a specific number and street name, please provide concise directions to the project site, and also provide the township number and range number, section number, fire number, GPS coordinates or other unique identifier. The occupant's "mailing address" should be provided if different from the project location.

Project Description:

- ✓ Please be detailed in order to enable the inspector to identify the specific electrical work covered by the permit.

Rough-in Inspection:

- ✓ All electrical wiring must be inspected before it is concealed in any manner. The permit holder is required by law to notify the electrical inspector sufficiently in advance in order to complete the inspection before the installation of insulation, drywall, sheathing, paneling, filling of trenches, pouring of concrete, or other actions that will conceal electrical wiring. Wiring that is concealed prior to a required inspection must be exposed in order to allow the required inspection to be made. If wiring will be concealed, check the "Yes" box in the "Rough-in Inspection Required?" field on the form (does not apply to new construction). If wiring will NOT be concealed, check the "No" box in the "Rough-in Inspection Required?" field on the form. This is a minimum of two inspections for Rough-in Required.

Final Inspection:

- ✓ All electrical wiring must be inspected before it is used and the associated space is occupied by the intended user. The installer of the wiring is responsible for scheduling the final inspection.

Scheduling of Inspections:

- ✓ Unless specific arrangements are made with the contract electrical inspector, requested inspections are performed during normal business hours, Monday through Friday, exclusive of holidays. Inspections must be scheduled by directly calling the inspector between the hours of 7:00 a.m. and 8:30 a.m., Monday through Friday, excluding holidays. Some contract electrical inspectors have websites that enable inspections to be scheduled online. Inspection area and inspector contact information is available on the department's web site at <http://www.dli.mn.gov/business/electrical-contractors/electrical-inspector-directories> The permit holder requesting or scheduling the inspection must arrange for the contract electrical inspector to gain access to the project in order to inspect the installed wiring. For questions on scheduling inspections, please call 651-284-5026.

Expiration of Permit Application form:

- ✓ A Permit becomes void 12 months after the filing date. It is the responsibility of the person installing the electrical wiring to schedule all inspections, including final inspections. A new Permit Application shall be filed for all unfinished work if the work is not completed within 12 months from the filing date of the original application.

Procedure for submitting permit application forms and fees

Inspection Fee Schedule:

- ✓ MN Statute fee schedule can be accessed at <https://www.revisor.mn.gov/statutes/cite/326B.37>
- ✓ **There is a minimum inspection fee of \$35 for each trip the inspector makes to the project site.** The total inspection fee is the total of all calculated inspection fees, or \$35 multiplied by the number of required inspection trips to the project site, **whichever is greater.** Depending on circumstances, the permit holder may be invoiced for additional inspection fees if the number of inspection trips to the project site is in excess of the calculated fees.

Surcharge Fee:

- ✓ In addition to the inspection fee, a surcharge fee of \$1 is required on all permits. This surcharge is required by Minnesota Statutes Section 326B.148.

Supplemental Fee:

- ✓ When inspections scheduled by the installer are preempted, obstructed, prevented, or otherwise not able to be completed as scheduled due to circumstances beyond the control of the inspector, a supplemental fee of \$35 shall be assessed in writing by the inspector.

Reinspection Fee:

- ✓ Notwithstanding the provisions of M.S. 326B.35, subdivisions 2 and 5, when reinspection is necessary to determine whether unsafe conditions identified during a final inspection have been corrected and the conditions are not the subject of an appeal pending before the commissioner or any court, a reinspection fee of \$35 shall be assessed in writing by the inspector.

Payment:

- ✓ All checks must be payable to the Department of Labor and Industry. The Department of Labor and Industry does not accept cash as payment for licenses, inspections, copy requests and other DLI services. Accepted methods of payment include checks or money orders.

Department Copy of Permit Application:

- ✓ The Permit Application must be completed and forwarded to the Department of Labor and Industry along with the applicable fees at or before commencement of the electrical wiring.

Permit Holder/Installer:

- ✓ Permit Application: IMPORTANT – Please retain a copy for your records. You will NOT receive a copy of the form or any type of acknowledgement from the Department of Labor and Industry upon submitting the Permit Application and the applicable fees.
- ✓ Please submit Permit Application with applicable fees to: MN Dept of Labor & Industry PO Box 64218, St. Paul, MN 55164-4218