

Instructions to obtain electrical permits for contractors and homeowners

First: Verify inspection authority

Verify that the Minnesota Department of Labor and Industry (DLI) is the inspection authority for the project. Approximately 66 cities have adopted local electrical inspection authority and may have their own inspection forms and fee schedules. Inspection jurisdiction and inspector information is available in the [Local Code Lookup](#).

Do NOT apply for a permit with DLI if the project is 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.

Before you begin wiring

At or before the start of any new electrical wiring installation that is required to be inspected by DLI, the person lawfully responsible for making the installation must submit a permit application and applicable fees. An investigation fee may be assessed when a permit application is not filed at, or before the start of, electrical work required to be inspected. The fee calculation portion of the Permit Application only summarizes the provisions of [Minnesota Statutes 326B.37](#).

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.

Ensure project location

It is essential that the project location 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 is often 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, 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: Be detailed to help the inspector 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 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 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 and 8:30 a.m., Monday through Friday, excluding holidays. The permit holder requesting or scheduling the inspection must arrange for the electrical inspector to gain access to the project in order to inspect the installed wiring. For questions on scheduling inspections, 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 must be filed for all unfinished work if the work is not completed within 12 months from the filing date of the original application.

Submitting permit application forms and fees

Inspection fee schedule: [View the Minnesota statute fee schedule](#).

There is a minimum inspection fee of \$55 for each trip the inspector makes to the project site. The total inspection fee is the total of all calculated inspection fees, or \$55 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.

Application Fee: In addition to the inspection fee, a permit fee of \$25 is required on each electrical permit filed with the department. The permit fee is required by Minn. Stat. section 326B.37 Subdivision 1.

Surcharge fee: In addition to the inspection fee, a surcharge fee of \$1 is required on all permits. This surcharge is required by Minn. Stat. 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 \$55 will be assessed in writing by the inspector.

Reinspection fee: Notwithstanding the provisions of Minn Stat. 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 \$55 will be assessed in writing by the inspector.

Payment: All checks must be payable to the Minnesota Department of Labor and Industry. DLI 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 DLI along with the applicable fees at or before start of the electrical wiring.

Permit holder/installer: IMPORTANT – Retain a copy of the permit application for your records. You will NOT receive a copy of the form or acknowledgement from DLI upon submitting the permit application and the applicable fees.

Submit the permit application with applicable fees to: Minnesota Department of Labor and Industry, PO Box 64218, St. Paul, MN 55164-4218