



2241 221st Ave. NE • East Bethel, MN 55011
Phone: (763) 367-7844 • Fax: (763) 434-9578

PERMIT APPLICATION FOR ALTERATION, BASEMENT FINISH, REMODEL, OR REPAIR

JOB ADDRESS: _____

Owner's Name: _____ Phone: _____

Email: _____

General Contractor (if being used): _____ Phone: _____

E-mail: _____ Contractors Lic. #: _____

Contractor's lead certification number for pre 1978 structures: _____

SELECT TYPE OF WORK: Alteration Basement Finish Remodel Repair

SELECT AREA(S) OF WORK: Basement Main Floor Upper Floor
 Garage Other: _____

Total Sq. Ft.: _____

Description of work being done: _____

Valuation of Work* \$ _____

*Based on cost of material and labor as if you were to hire a contractor

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

TOTAL \$ _____

Total cost of permit will be available after building review. An estimate can be provided.

SIGNATURE OF CONTRACTOR _____ DATE _____

SIGNATURE OF OWNER (IF OWNER BUILDER) _____ DATE _____

BUILDING INSPECTOR _____ DATE _____

INFORMATION NECESSARY WHEN APPLYING FOR AN ALTERATION PERMIT

An alteration is general remodeling without adding to the building's footprint.

1. Permit application completed and signed.
2. Two sets of detailed building plans or blueprints.
3. Other information may be required by the Building Inspector.
4. Check septic system for number of bedrooms.

ADDITIONAL INFORMATION

SMOKE ALARMS: When alterations, repairs or additions to the interior of a house requiring a permit, or when one or more sleeping rooms are added or created in existing dwellings, the dwelling shall be equipped with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired, if the room is already finished, the wires shall go through the attic, crawl space or basement. If the entire room is finished and there is no attic, crawl space, basement or other unfinished room to run wires to the smoke alarms, than battery operated smoke alarms would be permitted.

CARBON MONOXIDE ALARMS: All homes must have an approved and operational carbon monoxide alarm installed within ten (10) feet of each sleeping room.

SEPTIC SYSTEMS: Septic systems may need to be upgraded before a permit is issued. If you have any questions, please contact the Building Department.



East Bethel City Hall

2241 221st Ave NE | East Bethel, MN 55011
Phone: (763) 367-7844 | Fax: (763) 434-9578

Sub-Contractor List

Address: _____

Owner: _____ Phone: _____

General Contractor: _____ Phone: _____

Any lines left blank below will leave the general contractor liable for that work.

*Plumbing Contractor: _____ Lic. # _____ Phone: _____

*HVAC Contractor: _____ Lic. # _____ Phone: _____

Fireplace permits are separate from the HVAC permit.

*Fireplace Contractor: _____ Lic. # _____ Phone: _____

*Septic Contractor: _____ Lic. # _____ Phone: _____

*Electrical Contractor: _____ Lic. # _____ Phone: _____

*Swimming Pool Contractor: _____ Phone: _____

Excavating Contractor: _____ Phone: _____

Masonry Contractor: _____ Phone: _____

Insulation Contractor: _____ Phone: _____

Driveway Contractor: _____ Phone: _____

Only the primary driveway is permitted on the New Construction permit.

Roof Contractor: _____ Phone: _____

Stucco/Siding Contractor: _____ Phone: _____

*Sewer/Water Contractor (SAC districts): _____ Phone: _____

*Fire Sprinkler Contractor (Commercial): _____ Phone: _____

***These contractors will need to get separate permits from the "New Construction" Permit.**

All contractors need to be licensed by the state.



2241 221st Ave. NE • East Bethel, MN 55011
Phone: (763) 367-7844 • Fax: (763) 434-9578

FIREPLACE OR WOOD STOVE PERMIT APPLICATION

JOB ADDRESS: _____

Owner's Name: _____ Phone: _____

Email: _____

Contractor (if being used): _____ Phone: _____

E-mail: _____ Contractors Lic. #: _____

Contractor's lead certification number for pre 1978 structures: _____

Number of Fireplaces: _____ Commercial Building: Yes No

TYPE OF FIREPLACE (must check one):

- Gas Fireplace** "Sealed Combustion or Direct or Power vent"
- Gas Fireplace** "Atmospherically vented"
- Solid Fuel Fireplace or Wood Stove** "wood, corn, etc."

Note: Carbon monoxide alarms are required within 10 feet of each sleeping room and Smoke alarms are required inside and outside every sleeping room, and also on each floor.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Residential Fireplace Permit Fee:	\$76.00
Commercial Fireplace Permit Fee:	\$75.00/Fireplace + State Surcharge \$1.00

Print Applicant's Name: _____ Address: _____

Signature: _____ Date: _____



2241 221st Ave. NE • East Bethel, MN 55011
Phone: (763) 367-7844 • Fax: (763) 434-9578

MECHANICAL HVAC PERMIT APPLICATION

JOB ADDRESS: _____

Owner's Name: _____ Phone: _____

Email: _____

Contractor (if being used): _____ Phone: _____

E-mail: _____ MN Bond ID #: _____

Commercial:
Yes No

New Building:
Yes No

Description of Work: _____

Valuation of Work* \$ _____

*Based on cost of material and labor as if you were to hire a contractor

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Fireplace permits are separate.

TOTAL DUE FOR RESIDENTIAL HVAC (Furnace/AC change-out): \$81.00

**TOTAL DUE FOR NEW CONSTRUCTION HVAC OR COMMERCIAL HVAC: BASED ON VALUATION, \$81
MINIMUM, CALL FOR TOTAL**

TOTAL DUE FOR MINOR WORK: \$16 or 5 percent of the cost of the work
(Minor work permit fees must be approved by the permitting office, so please call to see if you qualify.)

Print Applicant's Name: _____

Signature: _____ Date: _____



2241 221st Ave. NE • East Bethel, MN 55011
 Phone: (763) 367-7844 • Fax: (763) 434-9578

PLUMBING PERMIT or WATER HEATER APPLICATION

Job Address: _____

Property Owner: _____ Phone: _____

Plumbing Contractor (if being used): _____ Phone: _____

Email: _____ Lic. #: _____

# of Plumbing Fixtures:	_____
--------------------------------	-------

OR

Water Heater:	<input type="checkbox"/> Check box if you are applying for a water heater for an existing Home (for new homes, include the water heater as a fixture)
----------------------	---

Further description of work being done: _____

Commercial Plumbing (additional information needed)
--

Commercial property company name: _____

Commercial property contact name and phone: _____

Estimated Value of work being done (labor and materials): \$ _____

Is a Back Flow Preventer going to be installed: YES NO

Have plans been submitted to the State of MN: YES NO

PLUMBING PLANS FOR COMMERCIAL BUILDINGS MUST BE APPROVED BY THE STATE OF MINNESOTA AND BY THE BUILDING OFFICIAL BEFORE A PERMIT WILL BE ISSUED.

Permit Cost: based off Valuation

Water Sewer District ONLY (Whispering Aspen or HWY 65 Commercial)
--

Is a Back Flow Preventer going to be installed: YES NO

Water Meter Size: _____ Water Meter #: _____

SAC Units: _____ WAC Units: _____

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

<p>WATER HEATER PERMIT FOR EXISTING HOMES: \$51</p> <p>PLUMBING PERMIT FEE: \$30.00 + \$10.00 per fixture + \$1.00 surcharge = \$ _____</p>

Applicant Signature: _____ Date: _____

Signature of Building Official for Commercial: _____ Date: _____

CITY OF EAST BETHEL

2241 221ST Ave NE, East Bethel, MN 55011
 Building Div. (763) 367-7844 Fax (763) 434-9578

Permit # _____
 Date: _____
 Paid by: _____
 Check #: _____

Electrical Inspector, Brian Nelson (763) 434-4853

Calls taken 7-8:30 a.m. Monday - Friday or go to www.briannelsoninspections.com

REQUEST FOR ELECTRICAL INSPECTION (REI)

One- and Two-Family Dwellings

Fields marked with an asterisk*are required (as applicable). Incomplete, inaccurate, or illegible forms may be returned to the submitter.		*TODAY'S DATE	
*Check One Box: <input type="checkbox"/> Contractor or <input type="checkbox"/> Homeowner		*Check One Box: <input type="checkbox"/> New Bldg. or <input type="checkbox"/> Existing Bldg.	
*Check One Box: <input type="checkbox"/> One-Family Dwelling (homeowner or contractor) OR <input type="checkbox"/> Two-Family Dwelling (contractors only) <i>(It is unlawful for homeowners to perform electrical work on property that is rented, leased or occupied by others)</i>			
*Project Location (number & street name)			
*Project City: EAST BETHEL		*Project County ANOKA	Project Zip:
*Owner Name		*Owner Phone	
*Company Type (check one box): <input type="checkbox"/> Electrical Contractor <input type="checkbox"/> Technology System Contractor			
*Company License Number		*Company Name	
*Company Address		*City	*State
			*Zip Code
Email (if applying by mail than permit will be emailed to you):			
*Company Phone		*Contact Person & Phone Number	
*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)		*Single Inspection Other than Rough-in? <input type="checkbox"/> Ready Now or <input type="checkbox"/> Will Schedule	Rough-in inspection Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No
		Project Site (Contact Person and Phone Number)	
		Electrical Utility	
TOTAL INSPECTION FEE from REI fee worksheet, or \$35 multiplied by the number of required inspection trips, whichever is greater.		Enter Inspection Fee Here >>	\$
A surcharge of \$1 is imposed on every permit effective 7/1/15 as per M.S. § 326B.148, in addition to the inspection fee.		+ Surcharge Fee >>	\$ 1.00
Total (Inspection Fee plus Surcharge Fee)			\$

Requests for Electrical Inspection (REI) with a fee of \$250 or less expire 12 months from the filing date. The installer must have the work completed within the 12 month period or submit another REI that includes the inspection fee for the uncompleted work. Inspection fees do not carry over from an expired REI to a new REI. A service charge of \$30 will be added for all dishonored checks.

Please submit REI forms together with applicable fees (payable in cash or check) to:
 City of East Bethel, 2241 221ST Ave NE, East Bethel, MN 55011

Fee Calculation Guide: East Bethel

Instructions:

- A. Review the electrical project and associated fee structure below that applies to your situation.
- B. Calculate the total cost of your electrical project and add the entire column together for the total permit cost.
- C. Transfer costs to **Request for Electrical Inspection (permit) Form**.

Please Note: All fees below do not include the \$1 State Surcharge. Please add this to the permit total cost.

Minimum or Additional Trip fees are \$35 per trip unless otherwise identified.

Electrical Panel change out, Repair or Service Upgrade in Same Location			
Description of Work		Fee	Permit Cost
Electrical Panel change out, Repair or Service Upgrade	Up to 300 Amps	\$50.00	
	400 Amps	\$58.00	
	For each additional 100 Amps, add:	\$14.00	
Reconnected circuits	charge for each	\$3.00	
New Circuits or Reconnected Circuits Spliced Outside of Electric Panel are at Full Fee	charge for each up to 30 Amps	\$8.00	
	charge for each up to 100 amps	\$10.00	
	For each additional 100 Amps, add:	\$5.00	
The total of these expenses = the cost of one trip and the total cost of the permit.			

Detached - Garage or Building			
Description of Work		Fee	Permit Cost
Electrical Service to Building	up to 300 amps	\$50.00	
	400 amps	\$58.00	
	For each additional 100 amps, add:	\$14.00	
New Circuits	each - up to 30 amps	\$8.00	
	each - up to 100 amps	\$10.00	
	each - up to 200 amps	\$15.00	
	For each additional 100 amps, add:	\$5.00	
The total of these expenses = the total cost of the permit.			

New Single Family Residence			
Description of Work		Fee	Permit Cost
New House	up to 200 amps and 30 circuits used or less - includes a Maximum of 3 inspection trips.	\$150.00	
	above 200 amps or 30 circuits. See above fee schedule and add additional fees needed.		
The total of these expenses = the total cost of the permit.			

Single-Family Residence or Building Remodel			
All Remodel Projects		Fee	Permit Cost
The total cost = required number of inspection trips multiplied by \$35 each, or			
The total cost of the circuits being used, whichever is greater, but not both. See the examples below.			
A	1 rough-in inspection trip + 1 final inspection trip using 8 (20 amp) circuits or less	\$70.00	
B	1 rough-in inspection trip + 1 final inspection trip using 9 (20 amp) circuits	\$72.00	

Multi-Family Dwelling with 3 or More Units			
Description of Work		Fee	Permit Cost
Each housing unit - up to 200 amps with a meter bank application and 20 circuits or less.		\$70.00	
House wiring and service is separate. Above fees apply.			

Miscellaneous Fees: Swimming pool fees are \$35 per trip, plus circuit cost. See fees on permit for: transformers, lighting retrofit, fire alarm, energy management and remote control, and signaling, street & signal lights.