



**CPED - Development Services**  
 505 Fourth Ave. S., Room 220  
 Minneapolis, MN 55415-1316  
 Office 612-673-3000 or 311  
 TTY 612-263-6850  
 Email completed applications to:  
 development@minneapolismn.gov

*Office use only*

A/P# \_\_\_\_\_ Amount \_\_\_\_\_

Notification(s) \_\_\_\_\_

Development Coordinator \_\_\_\_\_ Date \_\_\_\_\_

### Building Permit Application

Application Type and Occupancy Type				
Residential	Commercial/Multi-Family		Site Alteration	
<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two-Family Dwelling	<input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use	<input type="checkbox"/> 3 and 4 Units <input type="checkbox"/> 5 + Units	<input type="checkbox"/> Earth Retention System/Excavation <input type="checkbox"/> Footing & Foundation	<input type="checkbox"/> Retaining Wall
<b>Job address (Include address #, street name, &amp; directional), Apt/Unit#</b>				
<b>Owner/Establishment/Tenant name</b>			<b>Owner/Establishment/Tenant phone number</b>	
<b>Applicant Type:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Architect/Engineer				
<b>Applicant name</b> (Business name if contractor)			<b>Business/Payment phone number</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>ZIP</b>
<b>License #</b> (1-4 dwelling only)		<b>Contact email (Email address for person responsible for Project Dox)</b>		
<b>ProjectDox contact name</b>			<b>ProjectDox contact phone number</b>	
Work type				
<input type="checkbox"/> Accessory (Detached garage, pools, sheds) <input type="checkbox"/> Dwelling Unit Finish <input type="checkbox"/> New Construction		<input type="checkbox"/> Addition (Room, story, decks, stoops, dormers) <input type="checkbox"/> Reroofs (shingle/pitched roof only), Siding, Window Replacements <input type="checkbox"/> Remodel    Flat roof only		
<b>Description of work:</b> Include locations or floor numbers if multi-story building				
<b>Valuation of work</b>	<i>Office use only</i> _____ <i>Initials</i> _____ <i>Date</i> _____			
	SAC determination is required if there is a change in use or demand on the sanitary sewer system.			
\$ _____	<b>Is SAC determination required?</b> Yes _____ No _____ If yes: Has a SAC determination from MCES been applied for? _____ Yes			
<b>Certification Statement: By signing this document, the applicant certifies:</b> (1) All submitted information is true and accurate to the best of their knowledge; (2) Authorization from the property owner to perform the proposed work has been granted; (3) All pertinent and applicable state and local laws and ordinances will be complied with in performing the work for which this permit is issued; (4) Any required contractor license, personal license or certificate of competency will be obtained prior to issuance of this permit; (5) Unlicensed persons shall not be hired to perform work that requires a license or certificate of competency. (6) <b>Property owner applicants acknowledge that they own the property associated with this permit and that the work proposed on this permit is not for speculative or resale purposes of the property and meets the requirements of MN Statutes 326B.805. Please read the reverse side of this document for more information.</b>				
<b>Signature</b> _____			<b>Date</b> _____	

**Payment**

Make checks payable to: Minneapolis Finance Department

Credit card: All major credit cards accepted. Credit card information may not be submitted electronically. Staff will reach out to the contact person listed above for payment.

## Building permit applicant: Homeowner/Property Owner Acknowledgment

Property owner applicants understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate (defined as one- to four-unit residential) who build or improve such property for purposes of speculation or resale.

Property owner applicants attest to the fact that they are improving this property to occupy it as their primary residence or maintain as a rental unit, and are not building or improving this house for the purposes of reselling it. Property owner applicants claim to be exempt from the state residential building contractor licensing requirements because they are not in the business of building or remodeling on speculation or for resale and that the property for which they are applying for this permit is the only residential structure they have built or improved in the past 24 months other than a property that they maintain as a rental unit.

Furthermore, property owner applicants acknowledge that they may be hiring independent contractors to perform certain aspects of the construction or improvement of this property and they understand that some of these contractors may be required to be licensed by the State of Minnesota. Property owner applicants understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. § 326B.082, subd. 16 and can also result in a fine of up to \$10,000. Property owner applicants understand that the filing of a false statement with the City of Minneapolis may also result in criminal prosecution and/or civil penalties pursuant to applicable city ordinances and/or state statutes.

Property owner applicants acknowledge that by listing themselves as the contractor for this project, they alone will be responsible to the City of Minneapolis for compliance with all applicable building codes and city ordinances in connection with the work being performed on this property. They also understand that if they hire an unlicensed contractor, their only recourse in the event they have a dispute with their contractor will be to pursue private civil action (lawsuit) against the contractor, and that even if the property owner applicant is successful in a lawsuit, they will not be able to make a claim for compensation from the Contractor Recovery Fund, the state's consumer protection program for licensed contractors.

For questions or information on contractor licensing or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at 651-284-5069 or 1-800-657-3944, or visit their website at: <http://www.dli.mn.gov/>

### Building Permit Fee Schedule\*\*

Building Permit Fee + Plan Review Fee (65% x building permit fee) + MN State Surcharge (Value of work x 0.0005)=Total Permit Fee

Construction Value*	Building Permit Fee
Minimum Fee-Residential or Commercial	\$84.20 (does not include State Surcharge)
\$1.00-\$500.00	\$36.70 (Minimum Fee Applies)
\$501.00-\$2,000.00	\$36.70- first \$500 plus \$4.50 each add'l \$100 and fraction thereof including \$2,000
\$2,001.00-\$25,000.00	\$104.20- first \$2,000 plus \$20.60 each add'l \$1000 and fraction thereof including \$25,000
\$25,001.00-50,000.00	\$578.00- first \$25,000 plus \$14.90 each add'l \$1000 and fraction thereof including \$50,000
\$50,001.00-\$100,000.00	\$950.50- first \$50,000 plus \$10.60 each add'l \$1000 and fraction thereof including \$100,000
\$100,001.00-\$500,000.00	\$1,480.50- first \$100,000 plus \$8.40 each add'l \$1000 and fraction thereof including \$500,000
\$500,001.00-\$1,000,000.00	\$4,840.50- first \$500,000 plus \$6.90 each add'l \$1000 and fraction thereof including \$1,000,000
\$1,000,001.00 and up	\$8,290.50- first \$1,000,000 plus \$5.60 each add'l \$1000 and fraction thereof

\*Construction Value to be included in determining building permit valuation in accordance with building code language (1300.0160 Subp 3), bulletin 058 and Minneapolis Code of Ordinances (Title 5, Ch. 91, Article II, Section 91.220)

\*\* See Minneapolis detached garage fee schedule.