

MECHANICAL PERMIT APPLICATION

CITY OF MINNETONKA BEACH

2945 Westwood Road

P.O. Box 146

Minnetonka Beach, MN 55361
(952) 471-8878, Fax (952) 471-7416
info@ci.minnetonka-beach.mn.us

Permit No. _____

CONSTRUCTION HOURS
MON-SAT 7:30 AM – 5:30 PM
NO SUNDAYS OR NATIONAL HOLIDAYS

GENERAL INFORMATION:

1. You may apply for mechanical permits by mail or in person at the City Offices.
2. Permit and permit cards will be sent by return mail if permit application is mailed to the office for all applications.
3. PERMITS ARE NOT VALID UNTIL YOU RECEIVE A PERMIT. WORK MUST NOT BEGIN UNTIL THE PERMIT CARD IS POSTED ON THE JOB SITE.
4. Designs – Complete calculations, details and specifications are required for each heating and air conditioning installation, including heat loss/heat gain calculation, design temperatures, equipment ratings and identification as to type, manufacturer and model. Identification of and specifications for water heating equipment shall also be provided.
5. When any new construction or remodeling is involved, a separate building permit must be obtained.
6. All work must be done in accordance with the Uniform Mechanical Code/State Building Code requirements.
7. All work must be inspected (rough in and final). Call 763-479-1720; a 24-hour advance notice is required.
8. House Heating Test Record must be submitted before final.

INSTRUCTIONS: Complete all items on this application. Compute the permit fee. Sign and date the certification. INCOMPLETE APPLICATION WILL NOT BE PROCESSED. If you have questions, call 952-471-8878.

Please check one: ___ New ___ Addition ___ Repair ___ Replace

Site Address _____ Owner _____ Telephone No. _____

Contractor's Name _____ Telephone No. _____ Cell Telephone No. _____

Mailing Address _____ City _____ Zip _____

SYSTEM DESCRIPTION

HEATING SYSTEMS

Quantity: _____
 Make: _____
 Model: _____
 Fuel: _____
 Flue Size: _____
 Input BTUs: _____
 Output BTUs: _____
 CFM: _____

COOLING SYSTEMS

Quantity: _____
 Make: _____
 Model: _____
 Tons: _____
 H.Power: _____

WOOD BURNING EQUIPMENT

____ Wood stove with flue
 ____ Wood combination or add-on
 ____ Factory fireplace with flue
 ____ Factory Fireplace(s) ____ Freestanding ____ Masonry
 ____ Wood Stove (s) ____ Franklin, other _____
 Brand Name _____ Model No. _____
 Mfg. Min., Clearances, side _____, rear _____, min. flue dia. _____

VENTILATION

No. ____ Kitchen Exhaust ____ ducted ____ recirculating ____ cfm
 No. ____ Bath Exhaust (must be ducted outside) ____ cfm
 No. ____ Other Fans: Locations: _____ cfm

PERMIT FEE CALCULATION

1. Contract Price _____ * 1.25% or Minimum Fee (\$35.00) if Contract Price is \$2,800 or less = \$ _____
2. 7/1/15 if Contract Price is \$2,010 or less - the minimum State Surcharge fee is \$1.00 = \$ _____
 If over \$2,010 - multiply Contract Price x .0005. Add the State Building Code Division Surcharge to each permit.
3. Postage and Handling (mail-in applications only) - \$1.00 = \$ _____
4. **TOTAL PERMIT FEE** (add lines 1-3 above) = \$ _____

*Contract Price is the job cost, the actual or estimated dollar amount charged for the permitted work, including labor, profit and other fixed costs. It's the amount to be charged to the customer for the work done. If any material, equipment, labor or installation are furnished by the owner or any other party, the reasonable market value of such items must be added to the Contract Price for permit fee purposes. In the event that there is a dispute on the amount of the job cost, the City may request the submission of a signed copy of the actual contract.

**State Surcharge: For valuations over \$1 million, call the Department of Inspection Services for the surcharge amount.

The undersigned hereby applies to the City for issuance of a Mechanical Permit, agrees to do all work in strict accordance with the ordinances of the City and the regulations of the Minnesota State Building Code, and certifies that all statements made on this application are complete, true and correct.

Applicant's Signature: _____ Date _____ Issued By: _____ Date _____

NOTICE TO APPLICANT

M.S. Section 13.04 RIGHTS OF SUBJECTS OF DATA

Subd. 1. **Type of Data.** The rights of individual on whom the data is stored or to be stored shall be as set forth in this section.

Subd. 2. **Information required to be given individual.** An individual asked to supply private or confidential data concerning himself shall be informed of: (a) the purpose and intended use of the requested data of the requested data within the collecting state agency, political subdivision, or statewide system; (b) whether he may refuse or is legally required to supply the requested data; (c) any known consequence arising from his supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state of federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 5, to a law enforcement officer.

The commissioner of revenue may place the notice required under this subdivision in the individual income tax or property tax refund instructions instead of in those forms.

Subd. 3. **Access to data by individual.** Upon request to a responsible authority, an individual shall be informed whether he is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon his further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge to him and, if he desires, shall be informed of the content and meaning of the data. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to him for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created. The responsible authority shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority may require the requesting person to pay the actual costs of making, certifying, and compiling the copies.

The responsible authority shall comply immediately, if possible, with any request made pursuant to this subdivision, or within five days of the date of the request, excluding Saturdays, Sundays, and legal holidays, if immediate compliance is not possible. If he cannot comply with the request within that time, he shall so inform the individual, and may have an additional five days within which to comply with the request, excluding Saturdays, Sundays, and legal holidays.

Subd. 4. **Procedure when data is not accurate or complete.** An individual may contest the accuracy or completeness of public or private data concerning himself. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (a) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (b) notify the individual that he believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

The determination of the responsible authority may be appealed pursuant to the provisions of the administrative procedure act relating to contested cases.

DATA PRIVACY ADVISORY

In accordance with M.S. 13.04, Subd. 2, "Right of subjects of data", we would like to inform you that your request for a permit or license from the, City of Minnetonka Beach or any of its departments may require you to furnish certain private or confidential information.

You are notified that:

1. The information you furnish will be used to determine your qualification for the permit or license requested.
2. You may refuse to supply data, but refusal may require that the City deny the permit or license.
3. The information may be shared with other local, state or federal agencies to the extent necessary to process the permit or license.
4. If your requested permit or license requires Council action to approve, some information may become public.
5. You have certain rights under M.S. 13. 04 (available upon request) to review private data on yourself.
6. Your full name is required to process this application or permit.

First Middle Last

Address

City State Zip Phone

I understand my rights as stated above.

Signature