

City of Robbinsdale



Engineering Department

4100 Lakeview Ave N Robbinsdale, MN 55422 ♦ Phone 763-531-1268 ♦ Fax 763-531-1200 permits@ci.robbinsdale.mn.us

PLUMBING PERMIT

DATE: _____

PERMIT #: _____

JOB ADDRESS: _____

PROPERTY OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

- If property owner is completing the work, please attach a "Property Owner's Affidavit"

CONTRACTOR NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

MASTERS PLUMBERS LICENSE #: _____

CITY LICENSE #: _____

- Contractors MUST have a current City License & a Master Plumbers License for permit to be issued.

CONTRACT VALUE OF WORK: \$ _____
(COST OF MATERIALS/LABOR)

DETAILED DESCRIPTION OF WORK:

DESIGNATE THE KINDS OF FIXTURES AND LOCATIONS

LOCATION	Toilets	Sinks	Bathtub Only	Shower Only	Tub/Shower	Floor Drains	Gas WH	Elect WH	Gas Range	Dish Washer	Water Softener	Dryer	Other
BASEMENT													
MAIN FLOOR													
UPPER LEVEL(S)													

APPLICANT SIGNATURE: _____

PRINT NAME: _____

PHONE NUMBER: _____

TOTALS FROM CHART BELOW:

_____ # of Fixtures	_____ # of Sets
_____ # of Rough-In's	_____ Gas Piping
_____ Repairs/Alterations/Other	

CALCULATING PERMIT FEES:

Permit Fee for a Contract Value of \$0 up to \$2,439 is a minimum of \$50 *plus* the State Surcharge.

Permit Fee for a Contract Value of \$2439.01 up to \$10,000 is 2% of the Contract Value *plus* the State Surcharge.

Permit Fee for a Contract Value of \$10,000.01 and up is 2% of the first \$10,000 Contract Value, *plus* an additional 1.5% of the remainder of the Contract Value *plus* the State Surcharge.

Permit Fee for an appliance only (Water Softener, Dryer, Range, Dishwasher, and Water Meters) is \$15 plus the State Surcharge.

CALCULATING STATE SURCHARGE:

Multiply the Contract Value x .0005. If the amount calculates to less than \$.50 then the minimum State Surcharge is applied. The minimum State Surcharge is \$.50

PERMIT FEE (MINIMUM \$50): \$ _____

PLAN REVIEW FEE (if applicable): \$ _____

STATE SURCHARGE (MINIMUM \$.50): \$ _____

OTHER FEE(S): \$ _____

TOTAL PERMIT FEE: \$ _____



PLUMBING PERMIT APPLICATION PROCEDURE

All Plumbing Contractors must be licensed with the City of Robbinsdale. Property Owners who choose to do their own work *must own and* occupy the property and submit the Property Owner's Affidavit with the permit application.

CALCULATING THE PERMIT FEE:

Contract Value of Work up to \$10,000 multiplied by 2% with a Minimum Permit Fee of \$50

Contract Value of Work for more than \$10,000 is 2% of the first \$10,000 *plus* 1.5% of the remainder of the Contract Value

**The permit fee for the installation of an "appliance" only (water softener, range, dryer, or dishwasher, which does not involve the installation or replacement of gas piping), shall be \$15.00 plus the State Surcharge.*

1) The cost of installations, alterations, additions, or repairs must include all labor and materials. It must include the cost of all materials supplied by the contractor, or by other sources. *The contract value of work by a homeowner shall be equal to the cost for labor and materials that would be charged by a Contractor.* All values shall be subject to approval of or, determined by, the Building Official.

2) REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official. Should the estimate not reflect the true cost it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.

PLAN REVIEW FEES (if applicable):

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents. Said plan review fee shall be 65 percent of the permit fee. The plan review fee specified in this subsection is in addition to the permit fee. When submittal documents are incomplete or changed, an additional plan review fee may apply.

CALCULATING THE STATE SURCHARGE:

Contract Value of Work x .0005 = the State Surcharge (**Minimum** State Surcharge = \$.50)



**PROPERTY OWNER'S AFFIDAVIT
WORK PERMIT CERTIFICATION**

DATE: _____

I, _____ HEREBY CERTIFY THAT I AM THE PROPERTY OWNER OF
(ADDRESS) _____, AND WILL PERFORM THE
_____ WORK MYSELF.

PROPERTY OWNER SIGNATURE

PHONE #



CREDIT CARD INFORMATION

(We accept MasterCard, Visa, American Express and Discover)

***NOTE:** The City of Robbinsdale does *not* charge an additional fee when using a credit card*

To make a payment by credit card, please provide the following information:

VISA MASTER CARD AMERICAN EXPRESS DISCOVER

NAME OF CARD HOLDER: _____

CREDIT CARD ACCOUNT NUMBER: _____

CREDIT CARD EXPIRATION DATE: _____/_____

3 or 4 DIGIT SECURITY CODE FROM BACK (or front) OF CARD ____ _

BILLING ZIP CODE: _____

(For example, if the credit card you are using has a billing address of 4100 Lakeview Ave N., Robbinsdale, MN, 55422, the zip code entered on this line is 55422)