

# City of Robbinsdale



## Engineering Department

## RESIDENTIAL WINDOW / DOOR PERMIT

4100 Lakeview Ave N Robbinsdale, MN 55422

♦ Phone 763-531-1268

[permits@robbinsdalemn.gov](mailto:permits@robbinsdalemn.gov)

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 #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

DETAILED DESCRIPTION OF WORK:

\_\_\_\_\_

\_\_\_\_\_

### PLEASE MARK ALL THAT APPLY

**WINDOW or EXTERIOR DOOR REPLACEMENT: \$50**

\_\_\_\_\_ # of Window(s) to be replace in existing openings.

\_\_\_\_\_ # of Exterior Door(s) to be replaced in existing openings.

***If the window size is expanded, reduced or a new opening is constructed, please submit a BUILDING PERMIT***

STATE LICENSE #: \_\_\_\_\_

CITY LICENSE #: \_\_\_\_\_

EPA (LEAD) CERT#: \_\_\_\_\_

1. ARE YOU USING A DUMPSTER/CONTAINER? ☐ YES (IF YES, A PERMIT IS REQUIRED) ☐ NO
  - **IF YOU ARE YOU USING A DUMPSTER / CONTAINER, A PERMIT IS REQUIRED REGARDLESS OF THE ITEMS COLLECTED, THE LENGTH OF TIME IT IS NEEDED, AND WHERE THE CONTAINER IS PLACED.**
  - IF YOU ARE USING A TRUCK OR LICENSED TRAILER, A CONTAINER PERMIT IS NOT REQUIRED.
2. WAS THE STRUCTURE BUILT BEFORE 1978? ☐ YES ☐ NO
3. DOES THE PROPOSED INTERIOR WORK DISTURB 6 SQ FT OR MORE? ☐ YES ☐ NO ☐ N/A
4. DOES THE PROPOSED EXTERIOR WORK DISTURB 20 SQ FT OR MORE? ☐ YES ☐ NO ☐ N/A

***If you are a contractor and you answered YES to one or both of questions 3 or 4, please attach a copy of your Lead Certification***

APPLICANT SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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

STATE LICENSE VERIFICATION FEE: \$\_\_\_\_\_

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

OTHER FEE(S): \$\_\_\_\_\_

**TOTAL PERMIT FEE: \$\_\_\_\_\_**



### CALCULATING THE TOTAL PERMIT FEE

**This application is for RESIDENTIAL WINDOW / DOORS in existing openings only.**

**If you are changing the size of the opening, please submit a Building Permit.**

Flat Rate Fees listed on the first page of the application on the upper box. Additional fees are below.

**State Licensed Contractors:** State Licenses are verified with *each* permit and the license verification fee is charged with *each* permit. The State License Verification Fee is \$5.00.

**Property Owners:** Property owners doing their own work must fill out a Property Owner's Affidavit and submit it with the application. Property owners doing their own work must include labor costs in the "Contract Value of Work". If unsure of what that amount might be, sometimes taking the cost of the materials and doubling that amount can result, in most situations, a "Contract Value of Work". The Building Official may adjust a "Contract Value of Work" if it is too low or too high based on the work being proposed.

**Calculating the State Surcharge** = Contract Value x .0005

If the calculated amount is less than \$.50, then that amount is rounded up to the minimum State Surcharge.

The minimum State Surcharge is \$.50

**In Summary:**

Add the Permit Fee + License Verification Fee (if applicable) + Other Fees (if applicable) + State Surcharge = Total Permit Fee

**Required Inspections for "Replacement Windows":**

- 1) Final Inspection: the building inspector will need to enter the home to inspect the installation and verify the U value and infiltration rating of the window glass (windows shall have stickers in place at time of inspection). The inspector will also verify that smoke detectors have been installed on *every level* and in *every bedroom*.



# 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.

As a home owner, you are deciding to apply for this permit yourself, you will be acting as the "owner/builder." By taking the permit out yourself, you become the general contractor. You assume all legal liabilities for the job, including permit fees, state surcharges, plan review fees, scheduling inspections and completing the permit process to its end.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
PHONE #

\_\_\_\_\_  
EMAIL ADDRESS:

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