

City of Robbinsdale



Engineering Department

BUILDING PERMIT

4100 Lakeview Ave N Robbinsdale, MN 55422 ♦ Phone 763-531-1268 ♦ Fax 763-531-1200 permits@robbinsdalemn.gov

DATE: _____

PERMIT #: _____

JOB ADDRESS: _____

PROPERTY OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

This application is **NOT** to be used for
RESIDENTIAL Roofing, Siding, or
Windows/Doors.
Please visit www.robbinsdalemn.com to find the
applicable permit for your job.

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

CONTRACTOR NAME: _____

STATE LICENSE #: _____

ADDRESS: _____

CITY LICENSE #: _____

CITY/STATE/ZIP: _____

EPA (LEAD) CERT#: _____

PHONE #: _____

EMAIL: _____ (REQUIRED)

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

WORK TYPE: (Check one) NEW ADDITION ALTERATION REPAIR DEMOLITION

DETAILED DESCRIPTION OF WORK:

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 answered YES to one or both of questions 2 or 3, please attach a copy of your EPA Lead Certification

APPLICANT SIGNATURE:

PRINT NAME:

PHONE NUMBER:

Fees are determined by the contract value of work:

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

PLAN REVIEW FEE (IF APPLICABLE) \$ _____

STATE LICENSE VERIFICATION FEE: \$ _____

SEWER AVAILABILITY CHARGE (IF APPLICABLE): \$ _____

WATER AVAILABILITY CHARGE (IF APPLICABLE): \$ _____

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

OTHER FEE(S): \$ _____

TOTAL PERMIT FEE: \$ _____



THIS APPLICATION IS NOT TO BE USED FOR RESIDENTIAL ROOFING, SIDING OR WINDOW/DOORS

APPLICATION PROCEDURE

Contractors must be licensed by the State of Minnesota for residential projects, or by the City of Robbinsdale for commercial projects. You may obtain a City license application from our website at www.robbinsdalemn.com, or call 763-531-1268 to have a license application emailed or mailed.

Property Owners doing their own work must fill out a “Property Owner Affidavit” and submit 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.

If any the following items apply to the type of work being performed, this information should be submitted with your permit application:

Plans (2 sets) Specifications	Survey Plot Plan	Property Owner Affidavit Soil Tests	Energy calculations Truss Specifications
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- Separate permits are required for Plumbing, Mechanical, and Electrical.
- When issued, this permit will become null and void if work or construction authorized does not commence within 180 days, or if the construction is abandoned for a period of 180 days at any time after work commences.
- 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.

BUILDING PERMIT FEES

Building permit fees are determined by the contract valuation of the work including materials. Please contact #763-531-1268 to have fees calculated. Otherwise, please leave blank.

CALCULATING THE STATE SURCHARGE: Multiply the CONTRACT VALUE OF WORK x .0005 (if under \$.50, round up to \$.50 to meet the min State Surcharge)

STATE LICENSE VERIFICATION FEE = \$5 (State Licensed Contractors Only)

ADDITIONAL FEES (if applicable):

SEWER AVAILABILITY CHARGE = \$2485 per SAC Unit

WATER AVAILABILITY CHARGE *may* be required for Commercial Units



**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 (MANDATORY FOR PERMIT PROCESSING)