



## 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 fill out an Owner/Occupant Affidavit.

### CALCULATING THE PERMIT FEE:

- Contract Value of \$2,439.00 or less .....\$50
- Contract Value of \$2439.01 to \$10,000 .....2% of the contract value
- Contract Value more than \$10,000 .....2% of the first \$10,000 *plus* 1.5% of the remainder of the Contract Value

\*The fee for appliance *only* permits shall be \$15.00 (i.e; water softeners), plus the State Surcharge.

1) The cost of installations, alterations, additions, or repairs shall include all labor and materials supplied by the Contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the Contractor. *The 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.

3) The City may require permit applications be accompanied by a copy of the Contract.

### 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 a separate fee from the permit fee specified above and is in addition to the permit fee. When submittal documents are incomplete or changed so as to require an additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

### CALCULATING THE STATE SURCHARGE:

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

**We accept MasterCard, Visa, American Express, Discover, cash or checks.**

For charge card payments, please use the attached “charge card information form”.

*Do not* write your charge card information directly on the application.

**CHARGE CARD INFORMATION**

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

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1) To make a payment by charge card, please furnish the following information:

**Type of Charge Card** \_\_\_\_\_

**Charge Account Holder's Name** \_\_\_\_\_

**Charge Account Number** \_\_\_\_\_

**Charge Card Expiration Date** \_\_\_\_\_

2) For security purposes and to guard against fraud, we need the following information:

**Numerical Address where Charge Card Bill is Mailed** \_\_\_\_\_

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

**Zip Code where Charge Card Bill is Mailed** \_\_\_\_\_

(For example, if the charge 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)