

Apply for a Permit

1

Permits available for online application:

Building Express Permits

Electrical Permits

Fire Engineering (Sprinkler) Permit

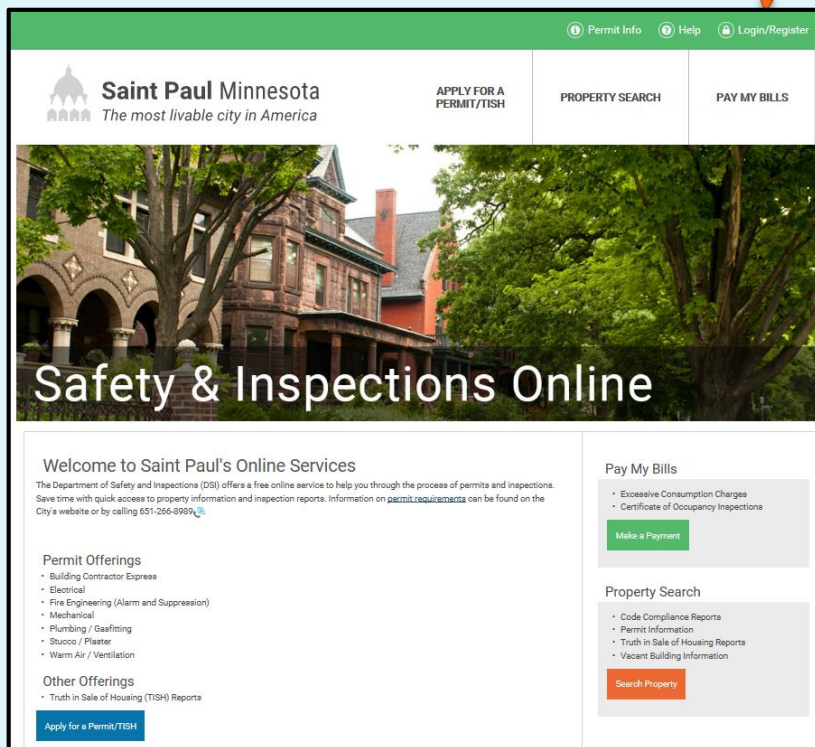
Mechanical Permits

Plumbing Permits

Stucco / Plaster Permits

Warm Air / Ventilation Permits

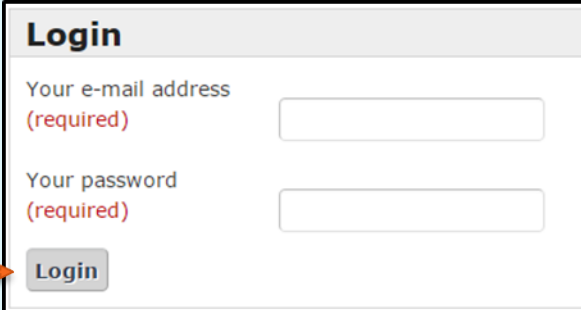
- To apply for a permit login to the Safety and Inspections Online Portal by selecting **Login/Register**



Apply for a Permit (Continued)

2

- Enter your email address and password, and select **Login** to login to the online permits portal

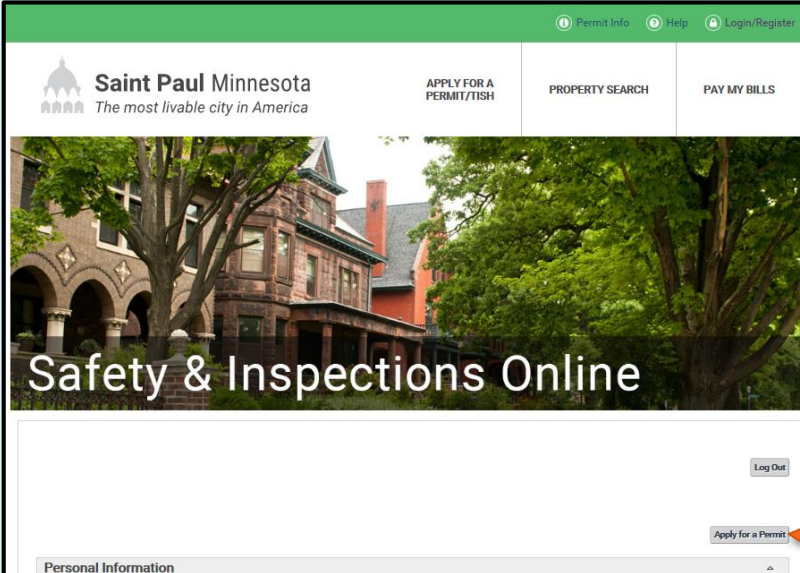


The screenshot shows a 'Login' form with the following fields and buttons:

- Login** (Section Header)
- Your e-mail address (required)
- Your password (required)
- Login** (button)

An orange arrow points from the left side of the page to the 'Login' button.

- Select the **Apply for a Permit** button located below the Safety & Inspections Online Banner, and above your Personal Information section on the right of the screen



The screenshot shows the City of Saint Paul website with the following elements:

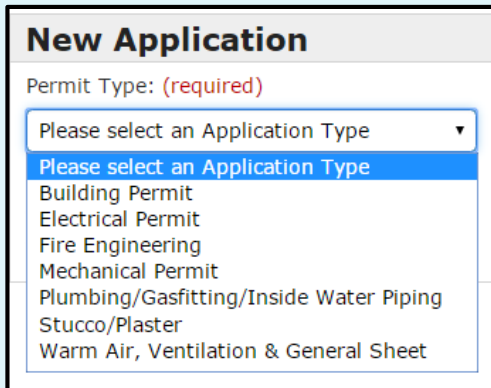
- Header: Permit Info, Help, Login/Register
- Navigation: APPLY FOR A PERMIT/TISH, PROPERTY SEARCH, PAY MY BILLS
- Logo: Saint Paul Minnesota, The most livable city in America
- Banner: Safety & Inspections Online
- Buttons: Log Out, Apply for a Permit
- Section: Personal Information

An orange arrow points from the right side of the page to the 'Apply for a Permit' button.

Apply for a Permit (Continued)

3

- Select the **Permit Type** from the drop-down options



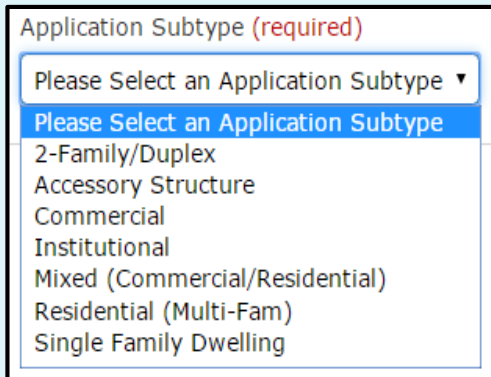
New Application

Permit Type: (required)

Please select an Application Type ▼

- Please select an Application Type
- Building Permit
- Electrical Permit
- Fire Engineering
- Mechanical Permit
- Plumbing/Gasfitting/Inside Water Piping
- Stucco/Plaster
- Warm Air, Ventilation & General Sheet

- Once the permit type is selected, the Permit Sub-type drop-down will be available – select the **Subtype**

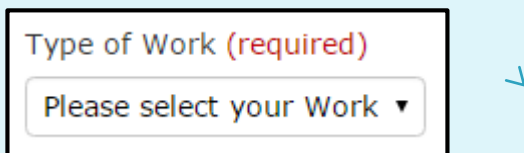


Application Subtype (required)

Please Select an Application Subtype ▼

- Please Select an Application Subtype
- 2-Family/Duplex
- Accessory Structure
- Commercial
- Institutional
- Mixed (Commercial/Residential)
- Residential (Multi-Fam)
- Single Family Dwelling

- Once the permit Sub-type is selected, the Type of work will also appear. Select the **Type of Work**



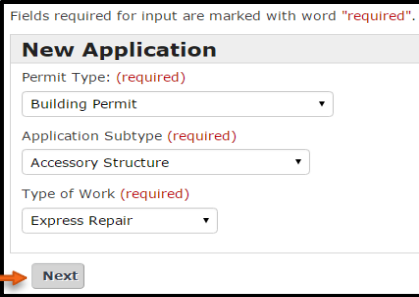
Type of Work (required)

Please select your Work ▼

Apply for a Permit (Continued)

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- Once all required fields are selected, select **Next**



Fields required for input are marked with word "required".

New Application

Permit Type: (required)
Building Permit

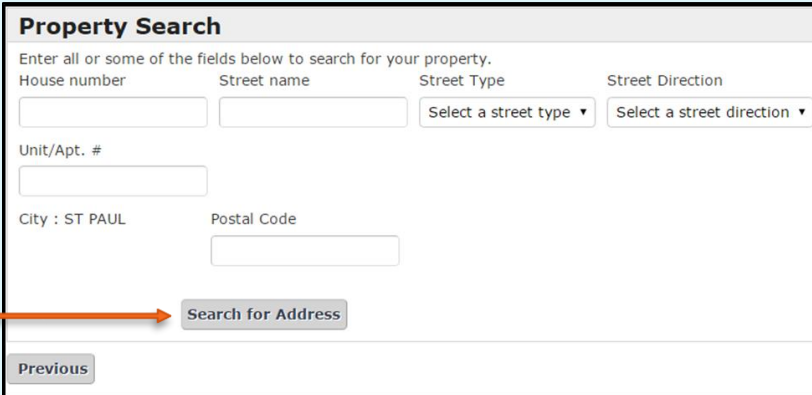
Application Subtype (required)
Accessory Structure

Type of Work (required)
Express Repair

Next

- Enter the permit property address, and select **Search for Address**

**Street Type, Direction, Unit/Apt. #, and Postal Code, are not required but will narrow your search results



Property Search

Enter all or some of the fields below to search for your property.

House number Street name Street Type Street Direction

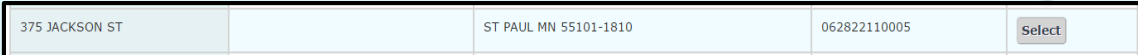
Unit/Apt. #

City : ST PAUL Postal Code

Search for Address

Previous

- Select** the property address



| | | | | |
|----------------|--|-----------------------|--------------|--------|
| 375 JACKSON ST | | ST PAUL MN 55101-1810 | 062822110005 | Select |
|----------------|--|-----------------------|--------------|--------|

Apply for a Permit (Continued)

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- Confirm the permit details and add a **Description of Work**, select **Next**

Please Confirm the following details:

Folder Type: **Building Permit**

Folder Subtype: **Accessory Structure**

Work Code: **Express Repair**

Description of Work : **(required)**

Address: **375 JACKSON ST ST PAUL MN 55101-1810**

Previous **Next**

- Enter the property owner information, within the **Additional Information** section

Additional Information:

Owner's First/Last Name: **(required)**



Owner's Address: **(required)**



Owner's City/State/Zip: **(required)**

Owner's Phone # w/Area Code: **(required)**

Apply for a Permit (Continued)

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- **Fill In** and/or **Select** the correct information fields located below the owner information. These fields will vary depending on the permit type chosen.
- If applicable select a **Fixture** from the drop-down options and insert the class, size, quantity, and remarks.
**To add or remove a fixture, select the green plus , or red X  located on the right side of the Fixtures section)

| Fixture | | | | | | | |
|---------|----------------|-------|------|--------|----------|---------|---|
| | Fixture | Class | Size | Unit : | Quantity | Remarks | |
| | Select Fixture | | | Select | | |  |
| | Fixture | Class | Size | Unit : | Quantity | Remarks |  |

Previous Next

- If your permit needs to be reviewed, you will receive the below message giving the permit number. Once the permit has been reviewed by the inspector, you will receive an email stating the permit has either been approved to pay, or is in need of additional information.
- Select **Back to Personal Information Page** to review permit status, or to apply for additional permits

Thank you for submitting your application.

Your application number: 4167234

The unique number for your new license/permit is **16 002532 REF 00 M**. You can use this number to identify your license/permit on your main members information page.

Click on the button below to return to the main members information page.

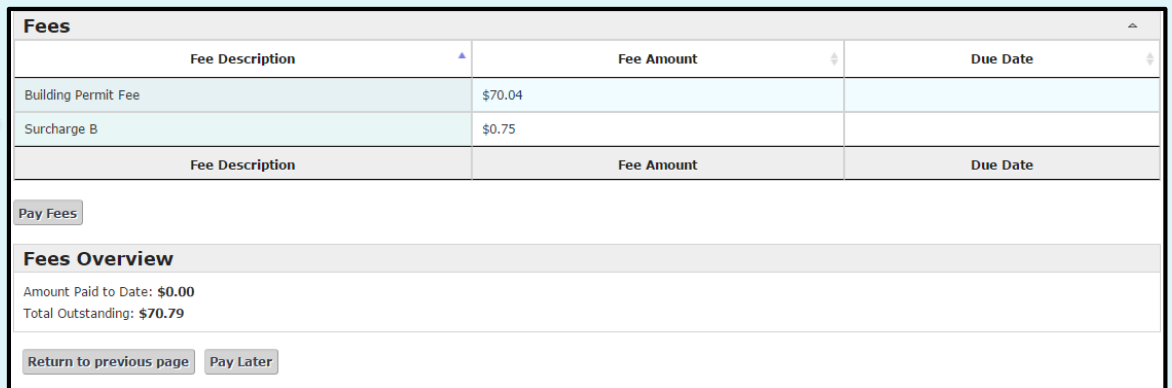
Your permit and/or receipt will be emailed to you once your payment has been processed.

[Back to Personal Information page](#)

Apply for a Permit (Continued)

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- If no review is necessary, you will be directed to the permit overview; review permit fees



| Fee Description | Fee Amount | Due Date |
|---------------------|------------|----------|
| Building Permit Fee | \$70.04 | |
| Surcharge B | \$0.75 | |
| Fee Description | Fee Amount | Due Date |

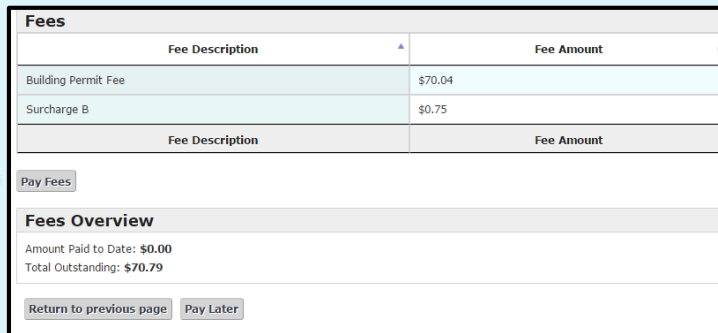
[Pay Fees](#)

Fees Overview

Amount Paid to Date: **\$0.00**
Total Outstanding: **\$70.79**

[Return to previous page](#) [Pay Later](#)

- You can choose to pay permit fees now or later
 - paying now will allow your permit to be **Issued**
 - paying later will set the permit status to **Approved to Pay** and can be accessed in the **Pay My Bills** section
- To pay fees and issue the permit, select **Pay Fees**



| Fee Description | Fee Amount |
|---------------------|------------|
| Building Permit Fee | \$70.04 |
| Surcharge B | \$0.75 |
| Fee Description | Fee Amount |

[Pay Fees](#)

Fees Overview

Amount Paid to Date: **\$0.00**
Total Outstanding: **\$70.79**

[Return to previous page](#) [Pay Later](#)

Apply for a Permit (Continued)

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- View total amount due and select **Proceed to Secure Payment Page**

| My Permit Fees | | | | | |
|-----------------|------------|-----------------|---------------|------------------|-------------------------------|
| Permit Number | Folder RSN | Folder Type | Address | Total Amount Due | Detail Button |
| 16 002597 EXP B | 4167282 | Building Permit | 65 ACKER ST E | \$70.79 | Detail Button |
| Permit Number | Folder RSN | Folder Type | Address | Total Amount Due | Detail Button |

Total Amount Due: \$70.79

[Previous](#) [Proceed to Secure Payment Page](#)

- You will be directed to **PayPal** to make your secured payment

Pay with credit or debit card

Card Number

Expiration Date mm / yy

[Pay Now](#)

Order summary
Total (USD): 70.79

- Once the payment has been processed, you will be brought to a confirmation page stating that you have successfully made your payment. You may print or save this information for your records.

You have successfully made your payment

Your payment transaction was successful! Thank you.
Payment Number: A10F9C54FE66
Bank Approval Code: 010101
Total amount paid : \$70.79
Your permit and/or receipt will be emailed to you.

[Return to Members Page](#)

- Your permit will be emailed to you and will also be viewable/printable from your **My Permits** section of the online portal.

Permits available for online application

Several DSI permits are available for online application for licensed contractors through the City of Saint Paul's Online Services: online.stpaul.gov

| Permit Type | Application Subtype | Type of Work |
|----------------------------------|---|--|
| Building | <ul style="list-style-type: none"> • 2-Family Duplex • Accessory Structure • Institutional • Residential (Multi-Family) • Commercial • Mixed (Commercial/Residential) • Single Family Dwelling | <ul style="list-style-type: none"> • Express Repair |
| Stucco | <ul style="list-style-type: none"> • Stucco/Plaster | <ul style="list-style-type: none"> • Commercial New • Commercial Repair/Alter • Residential New • Residential Repair/Alter |
| Electrical | <ul style="list-style-type: none"> • Electrical • Unit Table Only • Service and Circuits • Saver Switch Only • Smoke Detector Only | <ul style="list-style-type: none"> • Commercial New • Commercial Repair/Alter • Residential New • Residential Repair/Alter |
| Fire Engineering | <ul style="list-style-type: none"> • Sprinkler/Standpipe Permit • Special Extinguishing System | <ul style="list-style-type: none"> • Existing Building - Alter Systems • Existing Building - New Systems • Repair • New Building |
| Plumbing | <ul style="list-style-type: none"> • Plumbing/Inside Water (All) • Gasfitting Only • Sewer/Disposal Only | <ul style="list-style-type: none"> • Commercial New • Commercial Repair/Alter • Commercial Replace • Commercial Addition • Residential New • Residential Repair/Alter • Residential Replace • Residential Addition |
| Mechanical | <ul style="list-style-type: none"> • Oil • Gas • Other Fuels • Solar • Refrigeration • Wood Stove • Factory Built Fireplace • Steam or Hot Water | <ul style="list-style-type: none"> • Commercial New • Commercial Repair/Alter • Commercial Replace • Residential New • Residential Repair/Alter • Residential Replace |
| Warm Air (No Duplexes) | <ul style="list-style-type: none"> • General Sheet Metal • Warm Air and Ventilation • Ventilation Only • Warm Air Only | <ul style="list-style-type: none"> • Commercial New • Commercial Repair/Alter • Commercial Replace • Residential New • Residential Repair/Alter • Residential Replace |