

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

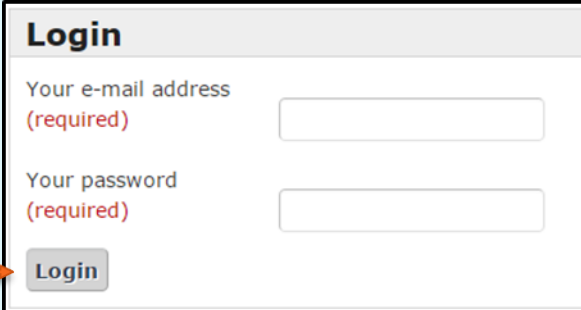
- To apply for a permit login to the Safety and Inspections Online Portal by selecting **Login/Register**

The screenshot shows the Saint Paul Minnesota Safety & Inspections Online portal. The page has a green header with navigation links for Permit Info, Help, and Login/Register. Below the header is a navigation bar with 'APPLY FOR A PERMIT/TISH', 'PROPERTY SEARCH', and 'PAY MY BILLS'. The main content area includes a large image of a historic building and the text 'Safety & Inspections Online'. Below this, there are sections for 'Welcome to Saint Paul's Online Services', 'Permit Offerings' (listing Building Contractor Express, Electrical, Fire Engineering, Mechanical, Plumbing/Gasfitting, Stucco/Plaster, and Warm Air/Ventilation), 'Other Offerings' (Truth in Sale of Housing Reports), 'Pay My Bills' (with a 'Make a Payment' button), and 'Property Search' (with a 'Search Property' button). A blue button labeled 'Apply for a Permit/TISH' is located at the bottom left of the page.

Apply for a Permit (Continued)

2

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

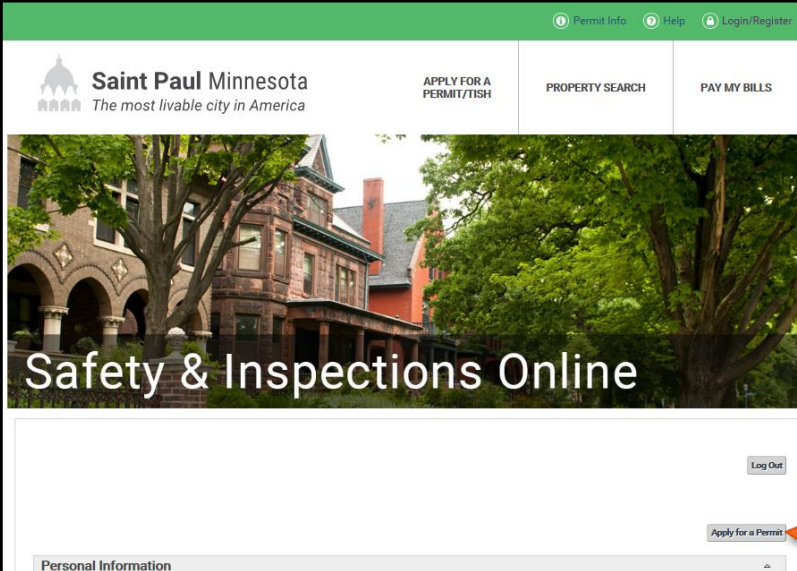


The screenshot shows a login form with the following elements:

- Login** (Section Header)
- Your e-mail address (required) [Text Input Field]
- Your password (required) [Text Input Field]
- Login** (Button)

An orange arrow points from the left side of the form 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: Saint Paul Minnesota (The most livable city in America), APPLY FOR A PERMIT/TISH, PROPERTY SEARCH, PAY MY BILLS
- Banner: Safety & Inspections Online
- Buttons: Log Out, Apply for a Permit
- Form 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**

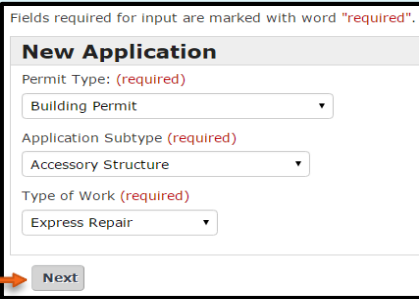
Type of Work (required)
Please select your Work ▼



Apply for a Permit (Continued)

4

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



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

New Application

Permit Type: (required)
Building Permit

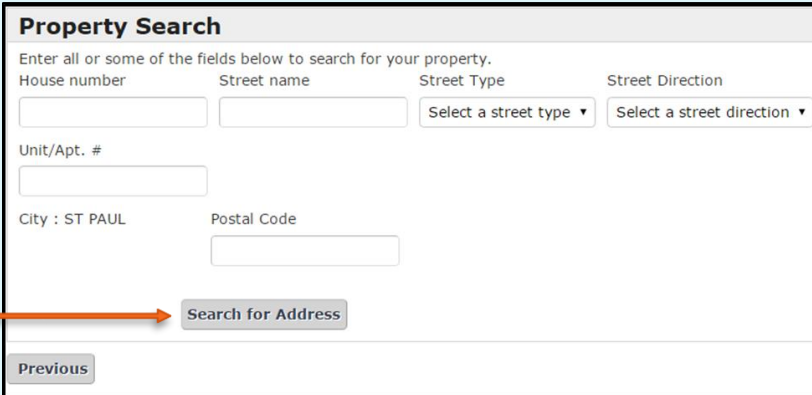
Application Subtype (required)
Accessory Structure

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

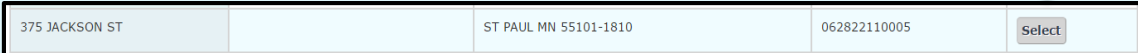
Unit/Apt. #

City : ST PAUL Postal Code

Search for Address

Previous

- Select** the property address



375 JACKSON ST		ST PAUL MN 55101-1810	062822110005	Select
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Apply for a Permit (Continued)

5

- 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)

6

- **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.

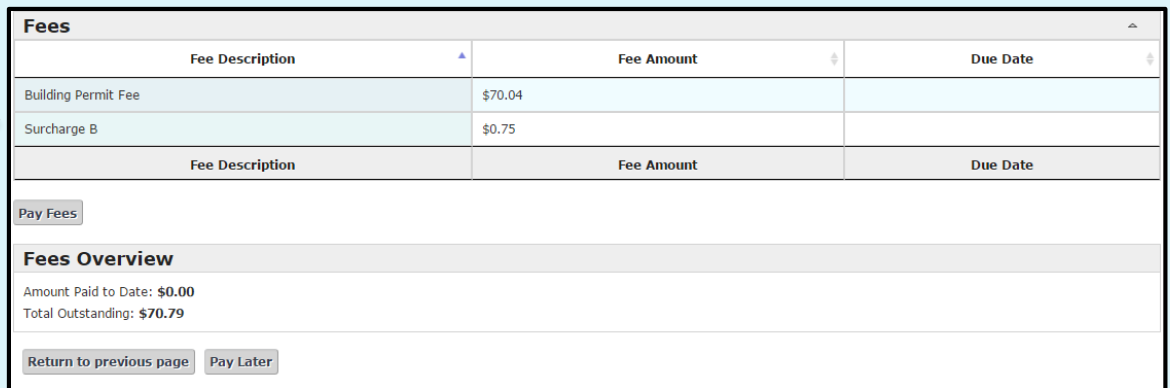
Your permit and/or receipt will be emailed to you once your payment has been processed.

[Back to Personal Information page](#)

Apply for a Permit (Continued)

7

- 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

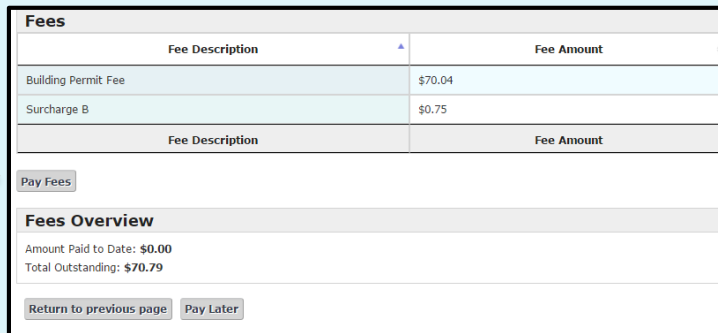
[Pay Fees](#)

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

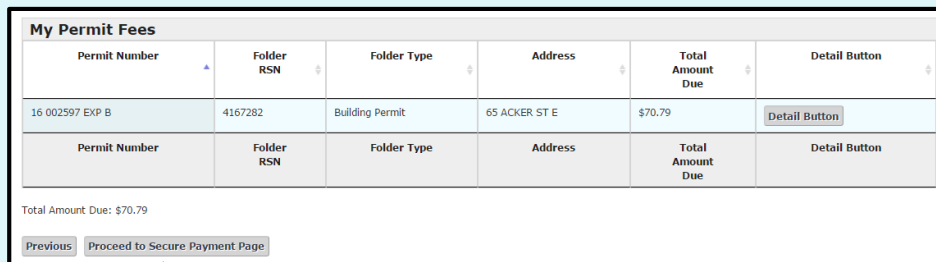
Amount Paid to Date: **\$0.00**
Total Outstanding: **\$70.79**

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

Apply for a Permit (Continued)

8

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

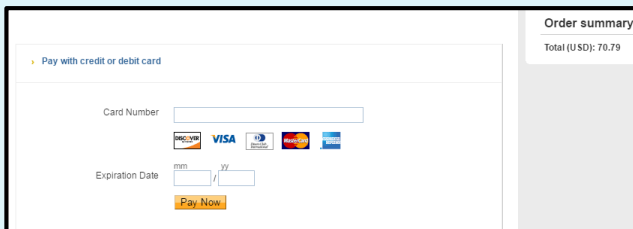


Permit Number	Folder RSN	Folder Type	Address	Total Amount Due	Detail Button
16 002597 EXP B	4167282	Building Permit	65 ACKER ST E	\$70.79	Detail Button
Permit Number	Folder RSN	Folder Type	Address	Total Amount Due	Detail Button

Total Amount Due: \$70.79

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

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



Order summary
Total (USD): 70.79

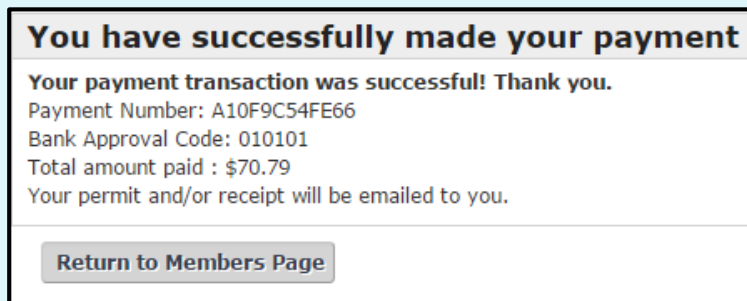
Pay with credit or debit card

Card Number

Expiration Date mm / yy

[Pay Now](#)

- 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.