

COMMUNITY DEVELOPMENT DEPARTMENT • PHONE: 651-792-7080  
2660 CIVIC CENTER DR. • ROSEVILLE, MN 55113

**ELECTRICAL PERMIT APPLICATION**

Schedule electrical inspections at [www.tokleinspections.com](http://www.tokleinspections.com)

If no internet call Peter Tokle at 763-754-2983, 7:00-8:30 a.m., Monday-Friday

APPLICATION DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

<p><b>Rough-in Inspection Needed?</b> (must be scheduled) <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, minimum fee is \$90.00)</p>	<p><b>Final Inspection (must be scheduled)</b> Ready now <input type="checkbox"/> Yes Or Date Ready _____ Access Needs: Garage Code _____ Lock Box Code _____ Someone home <input type="checkbox"/></p>
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**ADDRESS OF ELECTRICAL INSPECTION:**

<b>OWNER:</b>	Name: _____	Home Phone: _____	Work: _____ Cell: _____
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Address: _____	Email Address: _____
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**\*Homeowners/occupants performing their own work must also sign and submit a Homeowner Affidavit**

<b>CONTRACTOR:</b>	Name: _____
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Address: _____	License #: _____
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Email Address: _____	Phone: _____
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Contact Person at Shop: _____ Office Phone: _____	Contact Person at Job Site: _____ Cell: _____
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**WORK DESCRIPTION:**

**Authorized Signature of Contractor or Owner doing work:**  
The undersigned hereby makes application to the City of Roseville to perform the work as herein described. The undersigned further states, under penalty of law, that the work will be performed in accordance with the Minnesota State Electrical Code, this application, and any approved plans and/or specifications. Some or all of the information that you are asked to provide on the application is classified by State law as either private, public, or confidential. The data will constitute a public record if and when the permit is issued. Typing my name is equivalent to a handwritten signature.

Owner Signature – by signing this document, I certify that I am the owner (living and occupying) at address stated as defined by MN Statute Section 326.01 and will legally perform the electrical work.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_  
 Contractor  Owner Phone: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Fee Calculation:</b>                  Number of Inspections/Trips: \$45/per inspection trip                  Service/Circuit Calculation: (fee schedule on back of permit application)                  Processing Fee: \$2.00 minimum or 2% of Permit Fee                  State License Verification Fee: \$1.00 (contractors only)                  State Surcharge Fee: \$1.00</p>	<p><b>Electrical Inspector Approvals:</b>                  I hereby certify that I inspected the electrical installation herein on the dates stated:                  Rough-In Inspection Date: _____                  Final Inspection Date: _____</p>
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<p><b>Fees</b> (bolded are mandatory fees along with any applicable)  <b>Permit Fee</b> - # Trips or Service/Circuit Calculation \$ _____  <b>Processing Fee</b> - \$2.00 minimum or 2% of Permit Fee \$ _____                  State License Verification Fee - \$1.00 (contractors only) \$ _____  <b>State Surcharge Fee</b> - \$1.00 \$ <b>1.00</b></p>	<p><b>Total Fees:</b> \$ _____                  Receipt #: _____                  Receipt Date: _____</p>
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**Requests for Electrical Inspection (REI) with a fee of \$250.00 or less expire 12 months from the filing date. The owner must have the work completed within the 12 month permit or submit another REI that includes the inspection fee for the uncompleted work. Inspection fees do not carry over from one REI to another. A service charge of \$35.00 will be added for all dishonored checks. Requests for REFUND must be directed to and approved by Tokle Inspections THE FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED**

**CITY OF ROSEVILLE**  
**2660 CIVIC CENTER DRIVE, ROSEVILLE, MN 55113 – 651-792-7080**  
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**ELECTRICAL PERMIT FEES**

**HOMEOWNERS AND ELECTRICAL CONTRACTORS** – Complete electrical permit using our online permit system or permit forms available on City website or Building Division. Add Processing fee to the permit fee (\$2.00 minimum or 2% of permit fee), \$1.00 for State surcharge, and \$1.00 State License Verification fee (contractors only).

**Residential panel replacement is \$110.00; sub panel \$45.00. New service or power supply is:**

0 to 300 Amp	\$55.00
400 Amp	\$71.00
500 Amp	\$87.00
600 Amp	\$103.00
800 Amp	\$135.00
1000 Amp	\$167.00
1100 Amp	\$183.00
1200 Amp (Add \$16.00 for each additional 100 amps)	\$199.00

**Circuits and Feeders:**

0 to 100 Amp	\$9.00
101 to 200 Amp	\$15.00
201-300 Amp	\$21.00
301-400 Amp	\$27.00
401-500 Amp	\$33.00
501-600 Amp	\$39.00
601-700 Amp	\$45.00
Add \$6.00 for each additional 100 amps	

**Minimum Fee**

Minimum permit fee is \$45.00 plus Processing fee (\$2.00 minimum or 2% of permit fee), \$1.00 State surcharge and \$1.00 State License Verification fee. This is for one inspection only. Minimum fee for rough-in inspection and final is \$90.00 plus Processing fee (\$2.00 minimum or 2% of permit fee), \$1.00 for State surcharge, and \$1.00 State License Verification fee (contractors only).

**Maximum Fee**

Maximum fee for single family dwelling or townhouse not over 200 amps is \$190.00 plus Processing fee (\$2.00 minimum or 2% of permit fee), \$1.00 for State surcharge, and \$1.00 State License Verification fee (contractors only).

**Apartment Buildings**

Fee per unit of an apartment or condominium complex is \$80.00. This does not cover service, unit feeders or house panels.

**Swimming Pool and Hot Tubs**

\$90.00 plus circuits at \$9.00/each. This includes 2 inspections

**Additions, Remodels or Basement Finishes**

\$90.00 this includes up to 10 circuits and 2 inspections

**Residential Accessory Structures**

The greater of \$55.00 for panel plus \$9 per circuit or \$90 for 2 inspections

**Traffic Signals**

\$8.00 per each standard

**Street and Parking Lot Lights**

\$5.00 per each standard

**Transformers and Generators**

\$5 up to 10KVA, \$40 11-75KVA, \$60 75KVA-299 KVA, over 299 KVA is \$165.

**Retro Fit Lighting**

\$.85 cents per fixture

**Sign Transformer or Driver**

\$9.00 per transformer

**Low voltage fire alarm, low voltage heating & air conditional control wiring**

\$.85 cents per device

**Re-Inspection Fee in addition to all other fees.**

\$45.00

**Hourly Rate for Carnivals**

\$90.00

**Solar Fees:**

0kw-5 kw = \$90, 5.1kw-10kw= \$150, 10.1kw-20 kw = \$225, 20.1-30kw = \$300, 30.1kw-40kw = \$375, 40.1kw & larger is \$375 plus \$25 for each addl 10kw

**State Surcharge**

\$1.00

**Processing Fee**

\$2.00 minimum or 2% of permit fee

**Electrician State License Verification Fee**

\$1.00

**(Contractors only)**

***THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED***  
***No refunds of \$45.00 or less.***