



14669 Fitzgerald Blvd N
 Hugo, MN 55038
 PHN: (651) 762-6300
 FAX: (651) 762-6344
 www.ci.hugo.mn.us

Mechanical Commercial Permit

Property Type:	<input type="checkbox"/> Commercial Building <input type="checkbox"/> IBC Residential
Construction Type:	<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement <input type="checkbox"/> Temporary Service
Job Site Address:	Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 250px;" type="text"/> Unit <input style="width: 50px;" type="text"/> Parcel ID <input style="width: 80px;" type="text"/> Lot <input style="width: 30px;" type="text"/> Block <input style="width: 30px;" type="text"/> Subdivision <input style="width: 550px;" type="text"/>
Applicant Type:	<input type="checkbox"/> Contractor
Contractor Detail:	Company Name <input style="width: 550px;" type="text"/> Contact First Name <input style="width: 250px;" type="text"/> Mobile/Text # <input style="width: 100px;" type="text"/> Contact Last Name <input style="width: 250px;" type="text"/> Office Phone # <input style="width: 100px;" type="text"/> Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 250px;" type="text"/> Unit <input style="width: 50px;" type="text"/> City <input style="width: 250px;" type="text"/> State <input style="width: 50px;" type="text"/> Zip <input style="width: 50px;" type="text"/> Contact Email <input style="width: 250px;" type="text"/> License Number <input style="width: 100px;" type="text"/> Lead Certification number for structures built prior to 1978, Federal Reg. Title 40 <input checked="" type="checkbox"/> Certification No. <input style="width: 100px;" type="text"/>
Owner Detail:	Owner First Name <input style="width: 200px;" type="text"/> Owner Last Name <input style="width: 200px;" type="text"/>
Project Summary:	<input style="width: 550px; height: 20px;" type="text"/>
Structure Type:	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential (not IRC 1309) <input type="checkbox"/> Educational <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional

TEMPORARY SERVICE – COMPLETE THIS SECTION ONLY

Temporary Heat Sources:	No. of Heat Sources being installed: <input style="width: 50px;" type="text"/> Temporary Heat Source Fuel Type: <input type="checkbox"/> LP <input type="checkbox"/> Natural Gas <input type="checkbox"/> Fuel Oil
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High Pressure Steam Piping:	<input type="checkbox"/> No <input type="checkbox"/> Yes – Include Minnesota High Pressure license number: <input style="width: 100px;" type="text"/>
Equipment Installation List:	Provide separate list of quantity, size, and BTU Input for all HVAC, Refrigeration and Process Piping equipment.
Required Calculations:	Heat Loss/Gain and Make-up Air calculations may be required prior to issuing permit.
Included Work: (check all that apply)	<input type="checkbox"/> LP Steam <input type="checkbox"/> Gas Piping <input type="checkbox"/> Gas Venting <input type="checkbox"/> Ammonia System <input type="checkbox"/> Hot Water <input type="checkbox"/> Chilled Water <input type="checkbox"/> Solar Heat <input type="checkbox"/> Make-up Air <input type="checkbox"/> Oil Burner/Piping <input type="checkbox"/> Mfr't solid fuel Fireplace/Chimney <input type="checkbox"/> Air Pollution Control Device(s)
Low Temp Refrigeration:	Number of systems in each BTU/Hour capacity range: <input style="width: 50px;" type="text"/> 0 – 36,000 <input style="width: 50px;" type="text"/> 36,001 or greater
Gas Burners:	Number of Burners for each BTU Input rating: <input style="width: 50px;" type="text"/> 0 – 399,000 <input style="width: 50px;" type="text"/> 400,000 or greater
Required Documents:	Equipment list. Heat Loss/Gain and Make-up Air calculations (if required).
Valuation:	Estimated Value of Labor and Materials <input checked="" type="checkbox"/> \$ <input style="width: 100px;" type="text"/>

The undersigned hereby makes application for a permit to do installation work as herein specified, agreeing to perform all work in strict accordance with all ordinances of the City of Hugo, Minnesota.

Applicant Signature	Date

Calculated Permit Fee = Estimated Value x .01
State Surcharge = Calculated Permit Fee Subtotal x .0005

Calculated Permit Fee:	\$ <input style="width: 80px;" type="text"/>	(Min. \$30.00)
State Surcharge:	\$ <input style="width: 80px;" type="text"/>	(Min \$1.00)
Base Permit Fee:	\$60.00	
Technology Fee:	\$2.00	
Total Permit Cost:	\$ <input style="width: 80px;" type="text"/>	

Office Use Only

Received Date: <input style="width: 100px;" type="text"/>	Permit Number: <input style="width: 100px;" type="text"/>
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