



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

Mechanical Residential Permit

Property Type:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Townhome <input type="checkbox"/> Accessory Structure (shed/detached garage/pole building)		
Construction Type:	<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement		
Job Site Address:	Street Number <input style="width: 50px;" type="text"/>	Street Name <input style="width: 200px;" type="text"/>	Unit <input style="width: 50px;" type="text"/>
	Parcel ID <input style="width: 50px;" type="text"/>	Lot <input style="width: 30px;" type="text"/>	Block <input style="width: 30px;" type="text"/>
	Subdivision <input style="width: 200px;" type="text"/>		
Applicant Type:	<input type="checkbox"/> Contractor <input type="checkbox"/> Owner – (Property Owner Waiver Form Required) Verify Ownership at https://mn-washington.manatron.com/		
Contractor Detail:	Company Name <input style="width: 200px;" type="text"/> Contact First Name <input style="width: 100px;" type="text"/> Mobile/Text # <input style="width: 80px;" type="text"/> Contact Last Name <input style="width: 100px;" type="text"/> Office Phone # <input style="width: 80px;" type="text"/> Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 150px;" type="text"/> Unit <input style="width: 50px;" type="text"/> City <input style="width: 100px;" type="text"/> State <input style="width: 40px;" type="text"/> Zip <input style="width: 60px;" type="text"/> Contact Email <input style="width: 150px;" type="text"/> Mechanical License Number <input style="width: 80px;" type="text"/> Lead Certification number for structures built prior to 1978, Federal Reg. Title 40 Certification No. <input style="width: 80px;" type="text"/>		
Owner Detail:	Owner First Name <input style="width: 150px;" type="text"/> Mobile/Text # <input style="width: 80px;" type="text"/> Owner Last Name <input style="width: 150px;" type="text"/> Other Phone # <input style="width: 80px;" type="text"/> Email <input style="width: 150px;" type="text"/> Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 150px;" type="text"/> Unit <input style="width: 50px;" type="text"/> City <input style="width: 100px;" type="text"/> State <input style="width: 40px;" type="text"/> Zip <input style="width: 60px;" type="text"/>		
Project Summary:	<input style="width: 100%; height: 20px;" type="text"/>		
Heating System 1:	<input type="checkbox"/> New Install Make <input style="width: 60px;" type="text"/> Model <input style="width: 60px;" type="text"/> BTU <input style="width: 60px;" type="text"/> <input type="checkbox"/> Replacement Fuel Type: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Solid Fuel	Fee: <input style="width: 80px; text-align: right; border: 1px solid black;" type="text" value="\$35.00"/>	
Heating System 2:	<input type="checkbox"/> New Install Make <input style="width: 60px;" type="text"/> Model <input style="width: 60px;" type="text"/> BTU <input style="width: 60px;" type="text"/> <input type="checkbox"/> Replacement Fuel Type: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Solid Fuel	Fee: <input style="width: 80px; text-align: right; border: 1px solid black;" type="text" value="\$35.00"/>	
Cooling System 1:	<input type="checkbox"/> New Install Make <input style="width: 60px;" type="text"/> Model <input style="width: 60px;" type="text"/> Ton <input style="width: 60px;" type="text"/> <input type="checkbox"/> Replacement A/C Type: <input type="checkbox"/> Central <input type="checkbox"/> Mini-Split	Fee: <input style="width: 80px; text-align: right; border: 1px solid black;" type="text" value="\$30.00"/>	
Cooling System 2:	<input type="checkbox"/> New Install Make <input style="width: 60px;" type="text"/> Model <input style="width: 60px;" type="text"/> Ton <input style="width: 60px;" type="text"/> <input type="checkbox"/> Replacement A/C Type: <input type="checkbox"/> Central <input type="checkbox"/> Mini-Split	Fee: <input style="width: 80px; text-align: right; border: 1px solid black;" type="text" value="\$30.00"/>	
HRV / ERV:	<input type="checkbox"/> HRV <input type="checkbox"/> ERV		Fee: <input style="width: 80px; text-align: right; border: 1px solid black;" type="text" value="\$30.00"/>
Gas Line:	<input type="checkbox"/> Yes *Air test required prior to concealment/burial of gas line		Fee: <input style="width: 80px; text-align: right; border: 1px solid black;" type="text" value="\$30.00"/>
Ductwork:	<input type="checkbox"/> Yes *Included in Base Permit Fee		Fee: <input style="width: 80px; text-align: right; border: 1px solid black;" type="text" value="N/A"/>
Room Exhaust fan(s)	<input type="checkbox"/> Yes *Included in Base Permit Fee		Fee: <input style="width: 80px; text-align: right; border: 1px solid black;" type="text" value="N/A"/>

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

***** Office Use Only *****

Received Date: <input style="width: 80px;" type="text"/>	Permit Number: <input style="width: 150px;" type="text"/>
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Total Selected Fees:	\$ <input style="width: 80px;" type="text"/>
State Surcharge:	\$1.00 <input style="width: 80px;" type="text"/>
Base Permit Fee:	\$60.00 <input style="width: 80px;" type="text"/>
Technology Fee:	\$2.00 <input style="width: 80px;" type="text"/>
Total Permit Cost:	\$ <input style="width: 80px;" type="text"/>