

Permits for electrical work are issued by the State Board of Electricity. You can go to their web site [www.electricity.state.mn.us](http://www.electricity.state.mn.us) or call them at (651) 284-5031 (personal) or 651-284-5034 (business). The State Electrical Inspector for Mendota Heights is Mark Anderson. He can be reached between the hours of 7:00 a.m. and 8:30 a.m. Tuesday through Friday at (952) 445-2840.

Sewer Permits can only be issued to a licensed Excavator or General Contractor.

Water Permits can be issued to all. Both Sewer and Water Permits can only be obtained by coming into the City office in person.

Fence Permits are a flat fee of \$25.00

Permits are available for downloading. Once you have filled out your permit you can mail it to us or drop it off at the City of Mendota Heights, 1101 Victoria Curve, Mendota Heights, MN, 55118 office. Please include the sub-contractor list as well. This is located online for downloading

When your permit has been processed you will receive a call from our office letting you know it is ready for pick up and the total fee amount. Permits can be picked up Monday through Friday, between 8:00 a.m. and 4:30 p.m. Payments for permits can be made by check, cash or credit card (in person only). Please make checks payable to the *City of Mendota Heights*.

Please note that permits must be picked up and paid for prior to any work commencing. Your project can be red tagged if you start your construction with out a permit there will be a penalty charge. The penalty charge is equal to the permit fee.

Call for Inspection: Call (651) 452-1850, Monday through Friday 8:00 a.m. to 4:30 p.m. Inspections are made in ½ hour increments. Starting at 8:30 a.m. – 11:00 a.m. and then again starting at 12:30 p.m. – 3:00 p.m.

When calling for inspections, please have the following information ready:

1. Date and time you would like the inspection
2. Site address
3. Type of inspection
4. Permit number

Permits will not be scheduled without all of the above information.

If you have scheduled a morning inspection and can not be ready, please call the afternoon before or by 8:30 a.m. the morning of the inspection. If you have an afternoon inspection, please call in the morning before 12:00 p.m. When ever possible please call and schedule two (2) days in advance.

Please be aware that it is important to plan ahead when submitting your permit. Typically the busiest time of the year starts in spring and continues through the fall. Plans and applications are reviewed in the order that they are received so no matter how simple or small your project may seem other projects received ahead of yours in the review process may take more time. When you submit an incomplete application and/or plan this will greatly slow down the review process due to the potential time it may take to supply missing information. Staff policy is to set the review aside until all required information is submitted and begin to review the next application submitted.

Permit Fee	Based upon the valuation*
Plan Review Fee	55% of building permit fee.
Similar Plans	25% of permit fee
State Surcharge	.0005 of the valuation
SAC (Sewer Availability Charge)	\$ 2,435.00
WAC (Water Availability Charge)	\$ 200.00

\* Valuation means the actual or estimated dollar amount charged for permitted work including materials, labor, profit and other fixed cost. It is the amount that you will be charging the customer for the work you will be doing. If it is the homeowner doing the work, then it would be the cost of materials.