



**City of White Bear Lake**  
**Building Department | White Bear Lake & Mahtomedi**  
**4701 Highway 61 N.**  
**White Bear Lake, Minnesota 55110**  
**651-429-8518 | [www.whitebearlake.org](http://www.whitebearlake.org)**  
**[buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org)**



**MECHANICAL PERMIT APPLICATION**

**Site Information**

**Site Address:**

**Date:**

White Bear Lake    Mahtomedi    Residential    Commercial

**PID #:**

**Property Owner**

**Name:**

**Phone:**

**Address:**

**City:**

**Email:**

**State/Zip:**

**Contractor**

**Company Name:**

**Phone:**

**Contact:**

**License #:**

**Address:**

**City:**

**Email:**

**State/Zip:**

**Project Information**

- |                                     |   |  |           |
|-------------------------------------|---|--|-----------|
| <input type="checkbox"/> New        | <input type="checkbox"/> Ductwork         | <input type="checkbox"/> Air Conditioning Only | Quantity: |
| <input type="checkbox"/> Replace    | <input type="checkbox"/> Exhaust          | <input type="checkbox"/> Furnace Only          | Quantity: |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Hot Water Boiler | <input type="checkbox"/> Furnace & Air         | Quantity: |
| <input type="checkbox"/> Repair     | <input type="checkbox"/> In Floor Heat    | <input type="checkbox"/> Fireplace             | Quantity: |
|                                     | <input type="checkbox"/> New Home HVAC    | <input type="checkbox"/> Roof Top Unit         | Quantity: |
|                                     | <input type="checkbox"/> Refrigeration    | <input type="checkbox"/> Unit Heater           | Quantity: |
|                                     | <input type="checkbox"/> Steam Boiler     | <input type="checkbox"/> Kitchen Hood          | CFM:      |
|                                     | <input type="checkbox"/> Ventilation      | <input type="checkbox"/> Gas Piping to:        |           |

**PROJECT VALUATION  
(REQUIRED):**

Project Description:

A mechanical permit applicant shall be deemed the contractor and shall possess a city mechanical license. However, if the applicant owns and resides in the single family home, physically completes the work and the home is not a rental, a future rental or to be sold, the applicant may obtain a permit with a signed property waiver.

This permit shall be null and void if authorized work is not started within 180 days or if work is suspended or abandoned for 180 days or more after work is started. The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of White Bear Lake/Mahtomedi to take the action herein request, that all statements are true and that all work herein will be done in accordance with the ordinances of the City of White Bear Lake/Mahtomedi and the State of Minnesota.

**Applicant Signature:**

**Date:**

*Kitchen exhaust hoods over 300 cfm require make up air calculation.*

*For permit submission requirements, see corresponding handout located at [www.whitebearlake.org](http://www.whitebearlake.org)*

*For current permit fees, see current White Bear Lake/Mahtomedi fee schedules at [www.whitebearlake.org](http://www.whitebearlake.org)*

*Office Use Only – Required Inspections*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Final Mechanical    | <input type="checkbox"/> Grease Duct Clearances | <input type="checkbox"/> Refrigeration Test |
| <input type="checkbox"/> Rough In Mechanical | <input type="checkbox"/> Grease Duct Leakage    | <input type="checkbox"/> Other:             |
| <input type="checkbox"/> Gas Line Air Test   | <input type="checkbox"/> Orstat Test            |   |

Permit Approved By:

Date: