



Residential Express Permit

Contractor Information

Business Name					
Address					
City		State		ZIP	
Phone		Email			
State License#		Mechanical Bond#			

Express permit work includes the following **Work Types**. Express permits do not include structural work. Structural work should be submitted on the General Building Permit Application. Please enter the Work Type number for the proposed work you are intending to perform in the corresponding **Work Type** column below.

- | | | | |
|--|---|---|---|
| 1. Re-roof; Sloped Roof
2. Re-roof; Flat Roof
3. Roof Repair; Shingles
4. Roof Repair; Flat | 5. Reside; Walls
6. Soffit / Fascia
7. Window; Replacement(s)
8. Window; Glass Block | 9. Door Replacement
10. Overhead Door Replacement
11. Basement Drainage System
12. Sump Pump Replacement | 13. Water Heater; Change Out
14. Furnace / AC; Change Out
15. Unit Heater; Install
16. Unit Heater; Change Out |
|--|---|---|---|

Project Address (include house# & street name)	Owner Information (include address if different)	Project Info (check appropriate boxes)	Work Type (enter number)	Estimated Value	Permit Fee	State Surcharge	Subtotal
		Roofing (# of squares)					
		Siding (# of squares)					
Permit No. (staff optional)	Phone	Siding (# of windows)					
		Roofing (# of squares)					
		Siding (# of squares)					
Permit No. (staff optional)	Phone	Siding (# of windows)					
		Roofing (# of squares)					
		Siding (# of squares)					
Permit No. (staff optional)	Phone	Siding (# of windows)				Total	

Applicant listed on Express Permit certifies that all City ordinances and the Minnesota State Building code will be complied with when performing work. Applicant acknowledges they have carefully read Required Inspections Information and agrees to request each required inspection with the Building Official.

Applicant Name		Processed by (city staff)	
Applicant Signature		Building Official Signature	
		Permit Date	

Required Inspections Information for each work type can be found on the rear of this permit document. Please carefully read this information.
This permit should be posted in a conspicuous place during construction.

Required Inspections Information

In order for the permit to be compliant with the Minnesota State Building Code, required inspections must be completed by the Building Official. This shall include the required inspections listed below for each relevant work type. Failure to request required inspections will result in absent inspection records for the property including a lack of inspection documentation for insurance claims and real estate purposes. **Please request all required inspections as provided below.**

All required inspections should be scheduled by contacting (507) 388-4224. Requests can be made Monday – Friday, 7am – 7pm. and Saturday, 8am – 1pm. Inspection requests should be made not less than 24 hours in advance. Same-day in-person inspections may be available but are not guaranteed. Same-day remote virtual inspections are offered for most express permits and can be scheduled in 1 – 2 hours. Eligible inspection types are provided below.

Work Type	Required Inspection No. 1	Remote Virtual Eligible	Required Inspection No. 2	Remote Virtual Eligible
1-2. Re-roofing	In-progress - underlayment	X	Final	X
3-4. Roof repair	In-progress - underlayment	X	Final	X
5. Reside	In-progress - house wrap	X	Final	X
6. Soffit / Fascia	Final	X	Not Required (only 1st Final Inspection)	X
7. Window Replacement	Framing - insulation	X	Final*	
8. Window Glass Block	Final	X	Not Required (only 1st Final Inspection)	
9-10. Door Replacement	Framing - insulation	X	Final*	
11. Basement Drainage	In-progress - drain tile	X	Final	X
12. Sump Replacement	Final	X	Not Required (only 1st Final Inspection)	X
13. Water Heater	Final	X	Not Required (only 1st Final Inspection)	X
14. Furnace / AC	Final	X	Not Required (only 1st Final Inspection)	X
15-16. Unit Heater	Final	X	Not Required (only 1st Final Inspection)	

*Final inspection requires the evaluation of proper placement and age of smoke and carbon monoxide alarms at the interior of the home in accordance with Minnesota Residential Code 314 & 315.