



For Office Use Only		
Check Number/Last 4 Numbers on Credit Card	Amount	Permit Number

CITY OF HAM LAKE

15544 Central Avenue NE, Ham Lake, MN 55304
 Building Dept. (763) 235-1691 Fax (763) 235-1697

Electrical Inspector, Brian Nelson (763) 434-4853

Calls taken 7-8:30 a.m. Monday – Friday or go to www.briannelsoninspections.com

REQUEST FOR ELECTRICAL INSPECTION (REI) Non-Dwellings and Multi-Family Dwellings

Fields marked with an asterisk*are required (as applicable). Incomplete, inaccurate, or illegible forms may be returned to the submitter.				*TODAY'S DATE		
*Check One Box: <input type="checkbox"/> Contractor or <input type="checkbox"/> Homeowner		*Check One Box: <input type="checkbox"/> New Bldg. or <input type="checkbox"/> Existing Bldg.				
*Project Location (number & street name)						
*Project City: HAM LAKE		*Project County ANOKA		Project Zip:		
*Owner Name		*Owner Phone		Owner Cell	Owner E-Mail	
*Company Type (check one box) <input type="checkbox"/> Electrical Contractor <input type="checkbox"/> Technology System Contractor						
*Company License Number		*Company Name				
*Company Address			*City	*State	*Zip Code	
*Company Phone	Company Cell		*Company E-Mail		Contact Person & Phone Number	
*Project Description (Scope of work, service size, quantity of feeders and circuits, job numbers, or other vital information to help the electrical inspector make timely inspection service)			*Single Inspection Other than Rough-in? <input type="checkbox"/> Ready Now or <input type="checkbox"/> Will Schedule		Rough-in inspection Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
			Directions to Project Site			
			Project Site (Contact Person and Phone Number)			
			Electrical Utility			
TOTAL INSPECTION FEE from REI fee worksheet, or \$35 multiplied by the number of required inspection trips, whichever is greater			Enter Inspection Fee Here >>		\$	
A surcharge of \$1 is imposed on every permit effective 7/1/15 as per M.S. § 326B.148, in addition to the inspection fee.			Surcharge Fee >>		\$ 1.00	
Grand Total (Inspection Fee plus Surcharge Fee)					\$	

Requests for Electrical Inspection (REI) with a fee of \$250 or less expire 12 months from the filing date. The installer must have the work completed within the 12 month period or submit another REI that includes the inspection fee for the uncompleted work. Inspection fees do not carry over from an expired REI to a new REI. A service charge of \$30 will be added for all dishonored checks. **Not valid for utility use unless a permit number is assigned.**

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Request for Electrical Inspection (REI) (permit) Inspection Fee Worksheet

Item Description	Quantity	Fee	Total
0 to 400 Amp Power Source		\$ 35/source	
401 - 800 Amp Power Source		\$ 60/source	
Over 800 Amp Power Source		\$ 100/source	
0 to 200 Amp Circuit or Feeder		\$ 6/feeder or circuit	
Over 200 Amp Circuit or Feeder		\$ 15/feeder or circuit	
Over 600 Volts	0 to 400 Amp Power Source	\$ 70/source	
	401 - 800 Amp Power Source	\$ 120/source	
	Over 800 Amp Power Source	\$ 200/source	
	0 to 200 Amp Circuit or Feeder	\$ 12/feeder or circuit	
	Over 200 Amp Circuit or Feeder	\$ 30/feeder or circuit	
New Multi-Family Dwelling Unit (with up to 20 circuits and feeders per unit)		\$ 70/unit	
New Multi-Family Dwelling Unit (additional circuits over 20 per unit)		\$ 6/feeder or circuit	
Existing Multi-Family Dwelling Unit (where 10 or more feeders or circuits are installed or extended)		\$ 70/unit	
Existing Multi-Family Dwelling Unit (where less than 10 feeders or circuits are installed or extended)		\$ 6/feeder or circuit	
Reconnected Existing Circuit or Feeder (for panel board replacements)		\$ 2/feeder or circuit	
Transformer (Light, Heat or Power) rated up to 10KVA		\$ 15/transformer	
Transformer (Light, Heat or Power) rated in excess of 10KVA		\$ 30/transformer	
Manufactured Home Park (Lot Supply)		\$ 35/pedestal	
RV Pedestals (all circuits originating in pedestal incl. factory circuits)		\$ 6/circuit	
Street, Parking Lot, Outdoor, Traffic Standards		\$ 5/standard	
Power Supplies for Signs & Outline Lighting		\$ 5/power supply	
Technology circuits & circuits less than 50 volts		\$0.75/device or apparatus	
Retrofit of existing lighting fixtures		\$0.25/fixture	
Additional inspection trip(s)		\$ 35/inspection trip	
Investigative Fee (enter values in the Quantity and Fee columns)			
Other...			
TOTAL INSPECTION FEE is the fee calculated above, or \$35 multiplied by the number of required inspection trips, whichever is greater. Enter Inspection Fee Here & on REI>>			\$

Please feel free to fax your completed worksheet to our office, your permit will then be prepared and ready to be paid for with check (payable to the City of Ham Lake), cash or credit card. When using a credit card, a payment authorization form must accompany the permit application (please note there is a 1.99% convenience fee with a \$1.00 minimum).



**CITY OF HAM LAKE
CREDIT CARD PAYMENT AUTHORIZATION**

Please complete this authorization form and return it, along with your permit application, assessment search request, or other documentation to:

**City of Ham Lake
15544 Central Ave NE
Ham Lake, MN 55304
or
fax to 763-235-1697**

DO NOT EMAIL THIS FORM AS EMAILS ARE NOT SECURE

***The City charges a convenience fee for credit cards payments.
The fee is 1.99%, with a minimum fee of \$1.**

This payment is for _____

Amount to charge, not including convenience fee: \$ _____

I authorize the City of Ham Lake to charge the amount listed above, plus the convenience fee (greater of 1.99% of charge or \$1.00), to my credit card. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder name: _____ Date: _____

Cardholder's credit card billing address: _____

Cardholder's phone #: _____

Cardholder's signature: _____

Your company name: _____

Credit card type: ___ Visa ___ MasterCard ___ Discover

Card #: _____ Expiration date: ___/___

Note: Credit card information will not be retained by the City of Ham Lake