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www.electricity.state.mn.us

MINNESOTA DEPARTMENT OF
LABOR & INDUSTRY

Construction Codes and
Licensing Division
(651) 284-5026
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General Instructions for Completion of Request for Electrical Inspection (REI) Forms (Electrical Permits)

Important First Step: Verify that the Department of Labor and Industry is the inspection authority for the project. Approximately 40 cities have adopted local electrical inspection authority and may have their own inspection forms and fee schedules. Inspection jurisdiction and inspector information is available at: www.dli.mn.gov/CCLD/ElectricalInspect.asp . **Please do not submit a Request for Electrical Inspection form to the department if the project is located in a municipality that has adopted local electrical inspection authority.**

Required Form Fields: All forms must be accurately completed. **Field names that are marked with an asterisk * are required, as applicable.** The REI form is a multipurpose form, so there are different fields for use by different entities such as contractors, homeowners, registered employers, etc.; only the applicable fields are required to be completed. However, completing **all fields** will assist the department and the electrical inspectors to provide more timely electrical inspections.

Before You Begin Wiring: At or before the commencement of any new electrical wiring installation that is required to be inspected by law and by the Department of Labor and Industry, the person lawfully responsible for making such installation shall submit to the department a Request for Electrical Inspection and the applicable fees. **Note that an investigation fee may be assessed when a Request for Electrical Inspection is not filed at or before the commencement of electrical work required to be inspected.** The fee calculation portion of the REI form only summarizes the provisions of Minnesota Statutes 326B.37 at www.dli.mn.gov/CCLD/PDF/eli_2007FeeSchedule.pdf .

In all cases, the inspection fee schedule in Minnesota statutes is used to resolve any contested situations. Electrical inspectors are required to audit electrical inspection fees at the time of a final inspection; if necessary, the permit holder may be invoiced for additional fees that are due.

VERY IMPORTANT: It is essential that the project location portion of the form correctly identify the geographical location of the project. In other words, the geographical location of the project is the city or township (Civil TWP or Survey TWP) in which the project is physically located. The geographical location very often is different than the mailing address used by the building's occupant. Complete location information must be provided, including county, township or city (not both), building number and street name. If the project location does not have a specific number and street name, please provide concise directions to the project site, and also provide the township number and range number, section number, fire number, GPS coordinates or other unique identifier. If necessary, the occupant's "mailing address" should be provided in the Project Description field or another unused text field on the form.

Project Description: Since the Inspection Fee Worksheet is not required to be submitted to the department, it's important that the Project Description field adequately describe the project. Please be detailed in order to enable the inspector to identify the specific electrical work covered by the permit.

Rough-in Inspection: All electrical wiring must be inspected before it is concealed in any manner. The permit holder is required by law to notify the electrical inspector sufficiently in advance in order to complete the inspection before the installation of insulation, drywall, sheathing, paneling, filling of trenches, pouring of concrete, or other actions that will conceal electrical wiring. Wiring that is concealed prior to a required inspection must be exposed in order to allow the required inspection to be made.

If wiring will be concealed, check the "Yes" box in the "Rough-in Inspection Required?" field on the form. If wiring will NOT be concealed, check the "No" box in the "Rough-in Inspection Required?" field on the form.

Check either the "Ready Now" or "Will Schedule" box in the "Single Inspection Other Than Rough-in?" field, as necessary.

Final Inspection: All electrical wiring must be inspected before it is utilized and the associated space is occupied by the intended user. The installer of the wiring is responsible for scheduling the final inspection.

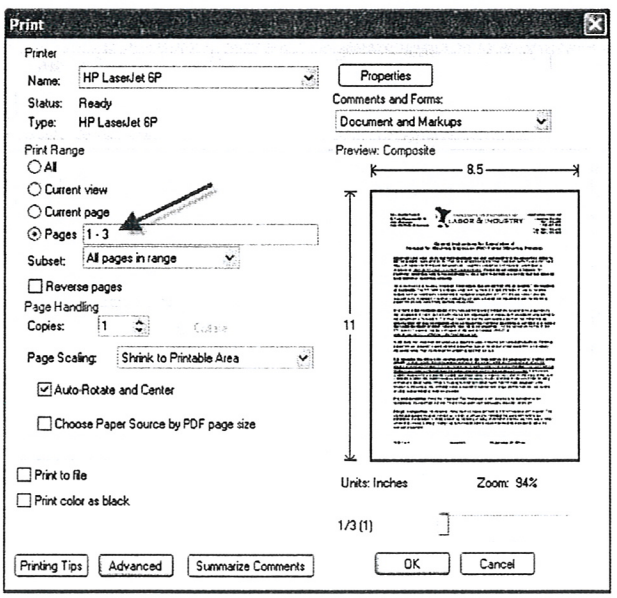
Scheduling of Inspections: Unless specific arrangements are made with the inspector, requested inspections are performed during normal business hours, Monday through Friday, exclusive of holidays. Inspections must be scheduled by directly calling the inspector between the hours of 7:00 a.m. and 8:30 a.m. weekdays only. Some inspectors have websites that enable inspections to be scheduled online. Inspection area and inspector contact information is available on the department's web site at www.dli.mn.gov/CCLD/ElectricalInspect.asp . The permit holder requesting or scheduling the inspection must arrange for the inspector to gain access to the project in order to inspect the installed wiring.

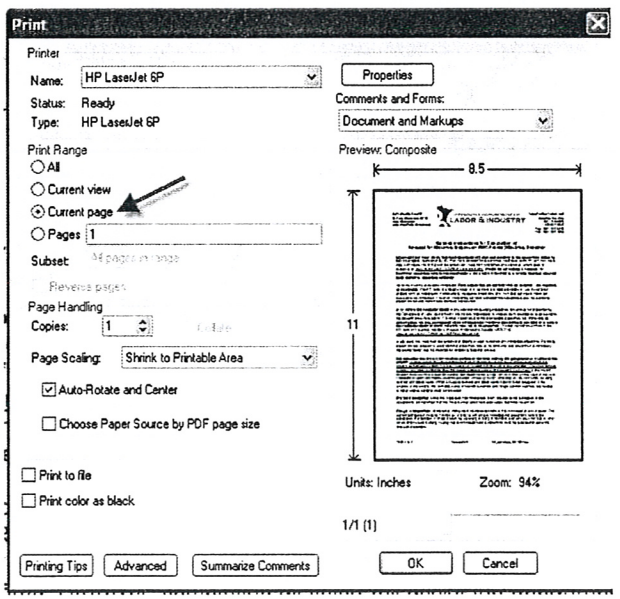
Expiration of Request for Electrical Inspection forms: A Request for Electrical Inspection with an associated inspection fee of $250 or less becomes void 12 months after the filing date. It is the responsibility of the person installing the electrical wiring to schedule all inspections, including final inspections. A new Request for Electrical Inspection shall be filed on all unfinished work when the work is not completed within 12 months from the filing date of the original Request for Electrical Inspection certificate.

Printing Instructions:

It's not necessary to print all pages in the REI packet of documents. You can print selected pages by clicking on "File" in the menu bar, click on "Print", and in the "Print" window select the appropriate options.

On the menu bar, click on File and Print to launch the Print Window:





Procedure for Submission of REI Forms and Fees

Inspection Fee Schedule: The complete inspection fee schedule can be accessed at www.dli.mn.gov/CCLD/PDF/eli_2007FeeSchedule.pdf . **Note that the minimum inspection fee is $35. In other words, there is a minimum inspection fee of $35 for each trip the inspector makes to the project site.** The total inspection fee is the total of all calculated inspection fees, or $35 multiplied by the number of required inspection trips to the project site, **whichever is greater**. Depending on circumstances, the permit holder may be invoiced for additional inspection fees if the number of inspection trips to the project site is in excess of the calculated fees.

Surcharge Fee: In addition to the inspection fee, a surcharge fee of $5 is required on all Requests for Electrical Inspection. This surcharge is required by Minnesota Statutes Section 326B.148 effective July 1, 2010.

Payment: All checks must be payable to the Department of Labor and Industry. The Department of Labor and Industry does not accept cash as payment for licenses, inspections, copy requests and other DLI services. Accepted methods of payment include checks or money orders.

Department Copy of REI (permit): The Request for Electrical Inspection form must be completed and forwarded to the Department of Labor and Industry along with the applicable fees at or before commencement of the electrical wiring. It is not required to submit the Inspection Fee Worksheet to the department.

Electrical Utility Copy of REI (permit): A copy of the Request for Electrical Inspection is required by law to be filed with the electrical utility company that supplies power to the installation before connection or reconnection of utility electrical service. Make a copy of the original form. Submit it to the electrical utility when required for the connection or reconnection of electrical service.

PLEASE NOTE: *State law requires that the Request for Electrical Inspection be on file with the Department of Labor and Industry before the utility copy is submitted to the electrical utility.*

Permit Holder/Installer Copy of REI (permit): IMPORTANT - You must keep a copy of the Request for Electrical Inspection (permit) for your records. You will NOT receive a copy of the form or any type of acknowledgement from the Department of Labor and Industry upon submitting the Request for Electrical Inspection form and the applicable fees.

The installer copy of the form can be used as evidence to the electrical inspector that proper procedures have been followed.

Please submit REI forms together with the applicable fees to:

MN Dept of Labor & Industry
PO Box 64218
St. Paul, MN 55164-0218

For questions or to schedule inspections* for Big Lake properties, please contact:

Mr. Kelly Johnson @ 320-743-3149
MN Dept. of Labor and Industry

*Inspections must be scheduled by calling the inspector directly between 7:00 and 8:30 a.m. weekdays only.