



INVOICE REQUIREMENTS FOR CERTAIN PERMITS

3400 Plymouth Boulevard
Plymouth, MN 55447
General Information (763)509-5430
Inspection Scheduling (763)509-5449
FAX (763) 509-5407

TO WHOM IT MAY CONCERN:

The City of Plymouth has implemented a means by which contractors who generally deal in a large volume of permits may charge the fees for such permits on a monthly basis. This will allow those contractors to obtain permits by mail or in person.

The purpose of this letter is to explain the requirement and the procedures.

Understand that this letter only applies to those permits which will involve charged fees for which the City will send an invoice. The information in this letter regarding issuance of permits by mail applies only to those permits for which fees are to be invoiced.

1. Only permits for work which includes plumbing, electrical, heating and air conditioning (mechanical work) including installation and repair or replacement of gas appliances, sign installations, fire suppression systems, fire alarm systems and hood and duct cleaning. Also included are permits for re-roofing and re-siding, provided that no structural alterations are involved.
2. Eligibility involves execution of the attached Letter of Understanding and Agreement. When this has been reviewed and approved by the Building Official, you will be notified that you are eligible and your eligibility will continue provided that the terms set forth in the Letter of Understanding and Agreement are met. Please review the Letter of Understanding carefully.
3. Execution of the Letter of Understanding and Agreement will be construed as the equivalent of you signing the permits for which the fees are to be charged and invoiced. Please make sure any individuals representing you or your firm understand this. Also, it is your responsibility to see that the City has written authorization from you for any individuals who may represent you and draw permits in your name.

We established this service after careful consideration of the many suggestions we received from a variety of contractors, especially since we initiated the automated permit issuance system in July 1985. We need your cooperation to assure that these services work well for you and for us; and, we are always open for suggestions as to how we can further improve the service within the requirements and mandates of the various Codes and Ordinances we are responsible for enforcing.

Questions regarding this may be directed to myself at 763-509-5431 or the support staff at 763-509-5430.

Sincerely,

Tyson Jenkins
Building Official



LETTER OF UNDERSTANDING AND AGREEMENT

CHARGING AND INVOICING CERTAIN PERMIT FEES

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It is my understanding that by signing this letter, I acknowledge that I understand and agree to the terms and conditions as set out below which, if followed and observed by me, will allow me and those designated by me to receive certain permits from the City of Plymouth and have the fees, therefore, invoiced to me at a later date.

I further understand and agree that failure to comply with the terms will automatically terminate the service allowing me to charge permit fees, which will thus affect my ability to obtain certain permits without signing for them at the Plymouth City Center.

I further understand and agree that the terms apply only to those individuals designated by me in this letter or later in writing to the City; and, that permits will not be issued on my behalf to persons other than those so listed.

Finally, I understand and agree that my signature on this letter and the signature by me, or by authorized persons designated by me, on the appropriate application forms should and will be construed as the equivalent of signing the permits for which the fees are to be charged and invoiced.

- 1. No work will be undertaken prior to receipt of issued permits.
2. All required inspections will be requested in a timely manner upon completion of portions or of all of the permitted work.
3. All invoices for permit fees shall be paid to the City of Plymouth within thirty (30) days of the date of invoice. Payments shall include the service charge, which is 10% of the amount of the invoice.
4. If payment is not received by the City within thirty (30) days of the date of the invoice, a 10% late fee will be assessed. If proper payment is not received within sixty (60) days of the date of the invoice, the matter will be forwarded to the City Attorney for collection and my ability to charge permit fees will be terminated.

Company Name: _____

Company Address: _____ (Address) _____ (City, State, Zip) _____ (Phone Number)

Signed by: _____ Title: _____

Date: _____

NAMES OF PERSONS AUTHORIZED TO APPLY FOR AND OBTAIN PERMITS ON BEHALF OF THE PERSON AND/OR FIRM NAMED ABOVE (use separate sheet if necessary):

NOTE: Permits will be issued to only persons listed here or in separate written notice; and, no one other than those persons may charge permit fees on behalf of this person and/or firm.

-----FOR CITY USE ONLY-----

DATE RECEIVED: _____

CONTRACTOR/LICENSE NUMBER _____

CONTRACTOR/ACCOUNT NUMBER _____ APPROVED BY: _____