



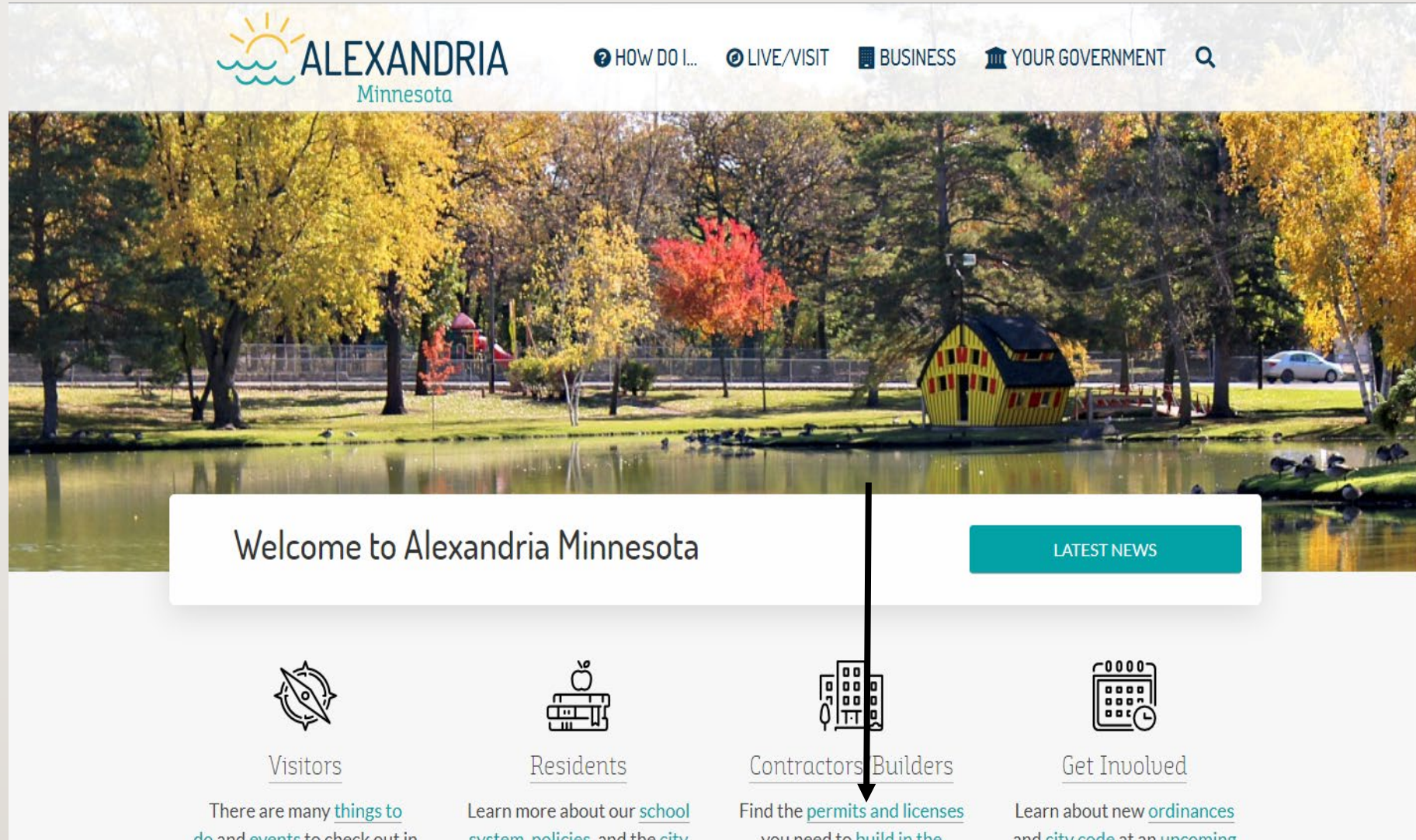
# City of Alexandria

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ePermits & eScheduling



Go to City of Alexandria : [www.alexandriamn.city](http://www.alexandriamn.city)

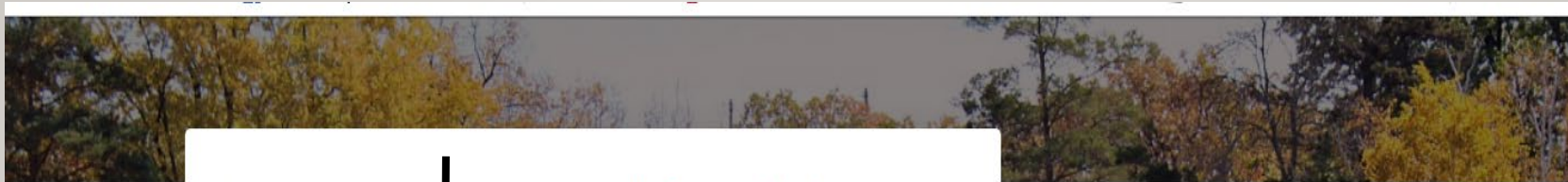


Click on  
“permits and  
licenses”









If you want to search by keyword or status, try the [Document Search](#).

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---

**Building Permits**

[Learn more about the building department](#)

**Click Here for ePermitting**

ALEXANDRIA TOWNSHIP PERMITS NOT ISSUED VIA EPERMIT SYSTEM. PLEASE CONTINUE TO DROP OFF PAPERWORK!

**Click Here for eScheduling**

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[City Commercial New Construction Building Permits](#) -

---

[City Residential New Construction Permits](#) -

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[2-Mile Radius Commerical Permit](#) -

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[2-Mile Radius Residential Permit](#) -

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City of Alexandria  
(320) 763-6678



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## Home

### [Apply for Permit](#)

Obtain permits to purchase online

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Pay for a plan review permit previously applied for which has been approved

### [Search for Permit](#)

Search by address or permit number

#### When you find your permit, you can also:

- View inspection results for the permit
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- Pay for approved permit

## Welcome to the City of Alexandria Online ePermits

### **Contractor Login (required) / Owner Login (optional):**

*Please login to begin the process. If you do not have an ePermits account, please register your account and create an Email account and password.*

This website provides you, our valued customer, with an effective and efficient way to understand and utilize the services we provide. The ePermit center is designed to allow you to pull various residential permits in a single location, making the permitting process easy and efficient; plus provide 24-hour service to you seven days a week.

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## Permits

### Account Login

Email:

Password:

Login

[Forgot password](#)

[Register for an account](#)



First Time Only  
Create an Account



**Contractors** are required to register or login before applying for a permit.



**Submitting a plan** - if you are submitting a plan and you are not an owner or the contractor who the permit will be issued to, you need to create an account and select the "Plan Submitter" account type.



**Owners** do not have to register but you will not have access to all features of this site.

[I am an owner and do not want to register](#)

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Fields marked with a \* are required.

**Account Information**

Account Type: \* ☒ Contractor ☐ Plan Submitter ☐ Owner

Contractor: \*

☒ Starts With ☐ Contains

If your contractor name does not appear in the contractor drop down list, please contact City Hall.

Email: \*

Password: \*

Confirm Password: \*

**Contact Information**

First Name: \*

Last Name: \*

Address Line 1: \*

Address Line 2:

City: \*


State: \*

Zip Code: \*

Phone: \*

[Create Account](#) [Clear](#)

Fill in any fields  
as noted by \*  
that don't  
populate in



City of Alexandria

(320) 763-6678

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Login

Register

Fields marked with a \* are required.

**Account Information**

Account Type: \* ☒ Contractor ☐ Plan Submitter ☐ Owner

Contractor: \*

Email: \*

Password: \*

Confirm Password: \*

**Contact Information**

First Name: \*

Last Name: \*

Address Line 1: \*

Address Line 2:

City: \*

State: \*

Zip Code: \*

Phone: \*

[Create Account](#)

Use drop down arrow to find your  
name in the Contractor database

Click  
“Create Account”



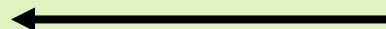


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## Your Account



Your account was successfully created!



Fields marked with a \* are required.

### Account Information

Account Type: \*

☒ Contractor ☐ Plan Submitter ☐ Owner

Contractor: \*

2nd Generation Chimneys Inc - 18730 Buchanan St NE

☒ Starts With ☐ Contains

If your contractor name does not appear in the contractor drop down list, please contact City Hall.

Email: \*

test@gmail.com

### Contact Information

First Name: \*

Rachel

Last Name: \*

Romansky

Address Line 1: \*

Test

Address Line 2:

City: \*

12354 Test

State: \*

MN

Zip Code: \*

12345-\_\_

Phone: \*

(123) 123-1234 Ext. \_\_

[Save Account](#)

[Change Password](#)





City of Alexandria  
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This website provides you, our valued customer, with an effective and efficient way to understand and utilize the services we provide. The ePermit center is designed to allow you to pull various residential permits in a single location, making the permitting process easy and efficient; plus provide 24-hour service to you seven days a week.

**ALEXANDRIA TOWNSHIP PERMITS NOT ISSUED VIA EPERMIT SYSTEM. PLEASE CONTINUE TO DROP OFF PAPERWORK!**

**REMINDER: ePermits can be obtained for non-plan reviewable permits only**

**NOTE: Alexandria Township permits are not accessible via the e-Permit program**

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## Permits

### Apply for Permit

#### Owners Only

#### Building - Miscellaneous

- [Building Demolish](#)

#### Building - Residential

- [Re-Roof](#)
- [Re-Roof & Re-Side](#)
- [Re-Roof & Windows](#)
- [Re-Roof, Re-Side & Windows](#)
- [Re-Side](#)
- [Re-Side & Windows](#)
- [Windows](#)

#### Mechanical

- [Air Conditioner](#)
- [Air Conditioner & Furnace](#)
- [Boiler](#)
- [Furnace](#)
- [Unit Heater](#)

#### Plumbing

- [Device Backflow](#)
- [Water Heater](#)
- [Water Meter](#)
- [Water Service](#)

ALEXANDRIA TOWNSHIP PERMITS NOT ISSUED VIA EPERMIT SYSTEM. PLEASE CONTINUE TO DROP OFF PAPERWORK!



Ice & Water, Weather Barrier, Framing & Flashing Inspection Options:

- Call for on-site ice & water, weather barrier, framing & flashing inspection (320-763-6678).  
Inspections are available Monday thru Friday beginning at 8:30 am and ending at 4:00 pm.  
Inspections available first come, first served, please plan ahead when scheduling especially during peak construction.
- For work conducted after hours or during the weekend, please take pictures before covering up with shingles or siding and upload into the permit.

A Final Inspection Is Required Upon Completion:

- Call for on-site final inspection (320-763-6678).  
Inspections are available Monday thru Friday beginning at 8:30 am and ending at 4:00 pm.  
Inspections are available first come, first served, please plan ahead when scheduling especially during peak construction.

**NOTE: During the winter months,** roof inspections are not performed when there is any snow on the roof. Please call for an inspection only when the new roof is 100% clear of snow.

**Contractor Declaration**

As a contractor, I hereby apply for a permit and I acknowledge that the information submitted is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Alexandria and with the Minnesota State Building, Plumbing, and Mechanical Codes. I understand that work is not to start without a permit and permit(s) will expire in six (6) months from the date of issue unless an extension is requested and approved.



**I Agree - Apply for Permit**





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## Permit Application - Address

Permit:

Re-Roof

- Address
- Applicant
- Selection
- Details
- Fees

Enter the location of the site where the work will be performed.

Number:

704

Street Name:

Broadway St

Unit:

Property Use:

Commercial

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## Permit Application - Applicant

Permit: Re-Roof  
Address: 704 Broadway St

- [Address](#)
- Applicant**
- [Selection](#)
- [Details](#)
- [Fees](#)

Fields marked with a \* are required.

Note: Your email will be used to send a receipt of your purchase to you.

Email: \*

First Name: \*

Last Name: \*

Address Line 1: \*

Address Line 2:

City: \*

State: \*

Zip Code: \*

Phone: \*

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## Permit Application - Selection

Permit: Re-Roof  
Address: 704 Broadway St

- [Address](#)
- [Applicant](#)
- **Selection**
- [Details](#)
- [Fees](#)

Please select one of the following:

- ☐ Attached Garage
- ☐ Attached Garage & Detached Garage
- ☐ Attached Garage & Other Accessory Building
- ☐ Detached Garage
- ☐ Detached Garage & Other Accessory Building
- ☐ House
- ☒ House & Attached Garage
- ☐ House & Detached Garage
- ☐ House & Other Accessory Building
- ☐ House, Attached Garage, Detached Garage, Other Accessory Building
- ☐ Other Accessory Building

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### Permit Application - Details

Permit:	Re-Roof
Address:	704 Broadway St

- [Address](#)
- [Applicant](#)
- [Selection](#)
- **Details**
- [Fees](#)

Fields marked with a \* are required.

Valuation of work must include the cost of all materials and labor.

Valuation: \*

Please enter data into the following field(s), if applicable.

Please indicate the type of materials being used for the roof (shingles, metal, etc.).

Roofing Materials: \*

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### Permit Application - Fees

Permit: Re-Roof  
Address: 704 Broadway St

- [Address](#)
- [Applicant](#)
- [Selection](#)
- [Details](#)
- [Fees](#)**

Permit Fees	Charge
Convenience Fee	\$2.00
Re-roofing	\$39.00
Surcharge \$1.00	\$1.00
<b>Fee Total:</b>	<b>\$42.00</b>

[← Back](#) [Add To Cart](#)

Paypal charges a \$2.00  
convenience fee



### Shopping Cart

Items in your cart		
Re-Roof	\$42.00	<a href="#">Delete</a>
704 Broadway St		
Total:	\$42.00	

[Continue Shopping](#)

### Checkout

Payments are made using a valid credit card and verified by PayPal.

Click the PayPal button to complete your purchase.



### Refund Statement

**Expiration:** Every permit issued shall become invalid unless the work authorized by the permit is commenced within 180 (one hundred eighty) days after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of 180 (one hundred eighty) days after the time the work is commenced.

**Permit Extensions:** If your project is taking additional time to complete, either request a progress inspection or an extension of time to complete the work.

**Permit Refunds:** All permits; including building, mechanical, and plumbing, cancelled prior to 180 (one hundred eighty) days will be eligible for the following refund:

Permit Fee: 80% of permit cost

Review Fee: 0% of review cost

State Surcharge: 0% of state surcharge

Administrative Fee: 0% of administrative fee



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## Order Summary



### Your order has been processed!

An email containing your purchase information has been sent to you.



Print and post the permits at the job site.

### Purchase Information

**Permit Number**

TC200618

**Tearoff/Reroof**

1201 Ford Rd

[Download Permit PDF](#)**Fees:**

Permit

\$366.25

Total Fees

\$366.25

[Schedule Inspection Now](#)**Required Inspections:**

Residential Final

Residential Footing

Residential Framing


Residential Insulation


**Comments:**


1. A Cedar Shake Inspection is required before shakes are installed. 2. Minnesota State Building Code requires all buildings to meet a 90 MPH three second gust standard. 3. Any structural repairs must be inspected prior to roof installation. 4. New roof coverings shall not be installed without first removing the existing roof coverings (Section R907.3 of the IRC). 5. An inspection of ice and water barrier is required or you may take detailed pictures showing all areas of ice and water barrier including a picture that shows the home with work in progress. Leave pictures on site for review at time of final inspection. 6. A final inspection is required. This inspection can be scheduled with the Inspection Division at (952) 939-8394. 7. Permit is for Roofing ONLY. CHIMNEY REPAIR REQUIRES A BUILDING PERMIT.

**Order Total:****\$366.25**



 Once the permit has been processed you will receive an email with a copy of the permit attached and a copy of the inspection record.

 Be sure to print copies and/or save them in your emails. You will not have access again once the emails are deleted; although you will be able to view it in the ePermit system.

 From here you can either close out of ePermitting or you can schedule an inspection.





## PERMIT

### City of Alexandria

704 Broadway  
Alexandria, MN 56308  
(320) 763-6678  
ci.alexandria.mn.us  
63 - Alexandria City



Permit Type: Building  
Permit Number: AX025014  
Date Issued: 12/10/2018

Permit Category: ePermit

### Site Address: 1104 Elm St

Lot: Block: Addition: Hicks 3rd Addn  
PID: 63-1796-000  
Property Use: Residential

### Description:

Sub Type: Windows Construction Type:  
Work Type: Replace  
Description: House  
Census Code: - Occupancy:  
Zoning:  
Square Feet: 0

**Comments:** All windows are to be installed and flashed in strict adherence with their manufacturer's specifications. Tempered glazing is required within 24-inches of a door, within 18-inches of the floor when a single pane of glass exceeds 9-square feet; and within a wall enclosing a bathtub, shower, whirlpool, and the like. \*Always refer to the Code for specifics.

Fee:	Description	Amount	Payment:
Valuation: 7,000.00	Convenience Fee	\$2.00	Amount: \$ 42.00
	Surcharge \$1.00	\$1.00	Type: CREDIT
	Windows	\$39.00	Receipt #: This payment was received through ePermits.
	<b>Total:</b>	<b>\$42.00</b>	Date Paid: 12/10/2018

### Contractor:

### Owner:

- Applicant -

Hillenbrand/Erik W & Lindsey B  
1104 Elm St  
Alexandria MN 56308

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE IS CORRECT AND AGREE TO COMPLY WITH ALL THE ORDINANCES OF THE CITY OF ALEXANDRIA AND THE LAWS OF THE STATE OF MN REGULATING BUILDING CONSTRUCTION.

Applicant/Permitee: Signature

  
Building Official

## INSPECTION RECORD

### City of Alexandria

704 Broadway  
Alexandria, MN 56308  
(320) 763-6678  
ci.alexandria.mn.us  
63 - Alexandria City

Permit Type: Building  
Permit Number: AX025014  
Date Issued: 12/10/2018  
Permit Category: ePermit

### Site Address: 1104 Elm St

Lot: Block: Addition: Hicks 3rd Addn  
PID: 63-1796-000  
Property Use: Residential

Sub Type: Windows Hillenbrand/Erik W & Lindsey B  
Work Type: Replace  
Description: House

Inspection Type	Date	Inspector
Final		
Framing		

All windows are to be installed and flashed in strict adherence with their manufacturer's specifications. Tempered glazing is required within 24-inches of a door, within 18-inches of the floor when a single pane of glass exceeds 9-square feet; and within a wall enclosing a bathtub, shower, whirlpool, and the like. \*Always refer to the Code for specifics.

Permit expires 180 days of issue. KEEP PLANS ON SITE. Please allow 2 days to process the Certificate of Occupancy.



If you want to search by keyword or status, try the [Document Search](#).

### Find Your Way

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## Building Permits

[Learn more about the building department](#)

## Click Here for ePermitting

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## Click Here for eScheduling

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[City Residential New Construction Permits](#) -

[2-Mile Radius Commerical Permit](#) -

[2-Mile Radius Residential Permit](#) -

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## Search

Search for and select the permit to:

- View permit details
- View permit inspection results
- View scheduled permit inspections
- Schedule new permit inspections
- Pay for approved permit

Enter all or part of any of the following fields. At least one field is required.

Permit #:

Number:

Street Name:

Unit:

Contractor:

☒ Starts With ☐ Contains

Permit Type:

Sub Type:

Work Type:

Issued Date From/To:

Applied Date From/To:

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Enter all or part of any of the following fields. At least one field is required.

Permit #:

Number:

Street Name:

Unit:

Contractor:

☒ Starts With ☐ Contains

Permit Type:

Sub Type:

Work Type:

Issued Date From/To:

Applied Date From/To:



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Click on the permit number needing the inspection scheduled



Street Name: 

Broadway St

Unit:

Contractor: 

Starts With

Contains

Permit Type:

Sub Type:

Work Type:

Issued Date From/To:

Applied Date From/To:

Search

Clear

1 to 6 of 6

Permit #	Permit Type	Sub Type	Work Type	Description	Address	Contractor	Issued Date	Applied Date	Final Date	Expiration Date	Cancelled Date
<a href="#">AX024163</a> <a href="#">Inspections</a>	Building	Commercial	Tearoff/Reroof	Replace Roofing	704 Broadway St	Buttweilers Do-All, Inc	5/4/2018	5/2/2018			
<a href="#">AX011869</a> <a href="#">Inspections</a>	Mechanical	Commercial	Replace		704 Broadway St	NAC Mechanical & Electrical Services	9/21/2016	9/21/2016	12/31/2016		
<a href="#">AX015638</a> <a href="#">Inspections</a>	Plumbing	Commercial	Conv - None		704 Broadway St	Moe's Plumbing, LLC	9/10/2014	9/10/2014	12/1/2014		
<a href="#">AX000652</a> <a href="#">Inspections</a>	Building	Commercial	Alteration	Adding 2 Walls In An Existing Office To Make 2 Offices.	704 Broadway St		1/4/2001	1/4/2001			
<a href="#">AX000665</a> <a href="#">Inspections</a>	Building	Conv - None	Conv - None		704 Broadway St		8/25/2000	8/25/2000			
<a href="#">AX000666</a> <a href="#">Inspections</a>	Building	Conv - None	Conv - None		704 Broadway St		8/25/2000	8/25/2000			







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### Permit AX024163 Details

[View / Schedule Inspections](#)

#### Property Information

PID: 630970000  
Address: 704 Broadway St

#### Permit Information

Permit #: AX024163  
Permit Type: Building  
Sub Type: Commercial  
Work Type: Tearoff/Reroof  
Description: Replace Roofing

#### Assigned Dates

Applied Date: 5/2/2018  
Issued Date: 5/4/2018  
Approved Date: 5/3/2018  
Final Date:  
Cancel Date:  
Dead Date:  
Refund Date:  
Expiration Date:

#### Permit Fees

Total Fees: \$856.25

#### Permit Valuation

Valuation: \$75,000.00





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### Permit AX024163 Inspections & Scheduling

#### Permit Information

Permit #: AX024163  
Permit Type: Building  
Sub Type: Commercial  
Work Type: Tearoff/Reroof  
Description: Replace Roofing

#### Property Information

PID: 630970000  
Address: 704 Broadway St

#### Completed Inspections



Inspection Type	Date	Result	Inspector	Comments
-----------------	------	--------	-----------	----------

No records to display.

#### Scheduled Inspections

Inspection Type	Date	Time	Inspector
-----------------	------	------	-----------

No records to display.

#### Schedule a New Inspection

Check each inspection that you want to schedule.

<input type="checkbox"/> Inspection Type	Estimated Duration (Minutes)
<input type="checkbox"/> Final	30

[Schedule Inspection →](#)

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A list of  
inspections  
will appear



### Permit AX024163 Inspections & Scheduling

Permit Information		Property Information	
Permit #:	AX024163	PID:	630970000
Permit Type:	Building	Address:	704 Broadway St
Sub Type:	Commercial		
Work Type:	Tearoff/Reroof		
Description:	Replace Roofing		

#### Completed Inspections

				
Inspection Type	Date	Result	Inspector	Comments
No records to display.				

#### Scheduled Inspections

Inspection Type	Date	Time	Inspector
No records to display.			

#### Schedule a New Inspection

Check each inspection that you want to schedule.

<input checked="" type="checkbox"/>	Inspection Type	Estimated Duration (Minutes)
<input checked="" type="checkbox"/>	Final	30

[Schedule Inspection →](#)

Click on  
the desired  
inspection

Click on  
“Schedule Inspection”



Pick a date;  
note you can  
only schedule  
out 10 days

Make sure  
\* items are  
filled in



Permit Information		Property Information	
Permit #:	AX024163	PID:	630970000
Permit Type:	Building	Address:	704 Broadway St
Sub Type:	Commercial		
Work Type:	Tearoff/Reroof		
Description:	Replace Roofing		

Inspection Type(s)
Final

Fields marked with a \* are required.

Inspection Date: \*

January, 2019						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	<b>16</b>	<b>17</b>	<b>18</b>	19
20	21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Only the dates in **bold** are available for inspections.

Inspection Time: \*

Meet Contractor: ☐

Meet Owner: ☐

Reinspection: ☐

Permit Applicant: \*

Applicant Phone: \*

On-Site Contact:

On-Site Phone:

Comments:

[← Back](#) [Schedule Inspection](#)



Pick a time



Inspection Time: \*

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	<b>16</b>	<b>17</b>	<b>18</b>	19
20	21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Only the dates in **bold** are available for inspections.

- ☒ 08:30 AM - 09:00 AM
- ☐ 09:00 AM - 09:30 AM
- ☐ 09:30 AM - 10:00 AM
- ☐ 10:00 AM - 10:30 AM
- ☐ 10:30 AM - 11:00 AM
- ☐ 11:00 AM - 11:30 AM
- ☐ 11:30 AM - 12:00 PM
- ☐ 01:00 PM - 01:30 PM
- ☐ 01:30 PM - 02:00 PM
- ☐ 02:00 PM - 02:30 PM
- ☐ 02:30 PM - 03:00 PM
- ☐ 03:00 PM - 03:30 PM
- ☐ 03:30 PM - 04:00 PM

Meet Contractor:

☒

Meet Owner:

☐

Reinspection:

☐

Permit Applicant: \*

Required

Applicant Phone: \*

On-Site Contact:

On-Site Phone:

Comments:

300 character  
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Schedule Inspection



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### Permit AX024163 Scheduled Inspection - Final

 Your inspection was successfully scheduled.

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#### Permit Information

Permit #: AX024163  
Permit Type: Building  
Sub Type: Commercial  
Work Type: Tearoff/Reroof  
Description: Replace Roofing

#### Property Information

PID: 630970000  
Address: 704 Broadway St

#### Inspection Information

Inspection Type(s): Final  
Date: 1/22/2019  
Time: 8:30 AM - 9:00 AM  
Inspector: Mike Schmidt  
Meet Contractor: Yes  
Comments: Lynn Timm (320) 759-3644

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### Permit AX024163 Inspections & Scheduling

Permit Information		Property Information	
Permit #:	AX024163	PID:	630970000
Permit Type:	Building	Address:	704 Broadway St
Sub Type:	Commercial		
Work Type:	Tearoff/Reroof		
Description:	Replace Roofing		

### Completed Inspections



Inspection Type	Date	Result	Inspector	Comments
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No records to display.

### Scheduled Inspections

Inspection Type	Date	Time	Inspector
Final	1/22/2019	8:30 AM - 9:00 AM	Mike Schmidt

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