

CITY OF VIRGINIA

MECHANICAL PERMIT APPLICATION

SUBMITTAL PROCESS

As of 03/24/20

1. Fill out City of Virginia Mechanical Permit Application. Please include:
 - a. Heat Loss Calculations
 - b. Scope of Work

2. Submit your completed application using ONE of the following methods:
 - By Email engineering@virginiamn.us
 - By Fax 218-749-3580
 - Drop Box Located Outside City Hall
(near accessible entrance on 4th Avenue)

 - By Mail City Hall, ATTN Mechanical Permits
327 1st Street South, Virginia MN 55792

3. After we have reviewed the mechanical permit application and paperwork, the applicant will be contacted via email or phone with the Permit Fee amount and/or to request additional information.

4. Permit Fees may be paid by:
 - Credit Card Call 218-748-7500 to use this option
 - By Mail City Hall, ATTN Mechanical Permits
327 1st Street South, Virginia MN 55792

 - Drop Box Located outside City Hall on 4th Avenue
 - Place payment in envelope with project address clearly noted on front of envelope.
 - Cash accepted, but please use exact change only, no change given
 - Check or Money Order made to City of Virginia
 - Deposit in the Dropbox at City Hall, near the accessible entrance on 4th Avenue

Once application has been approved and payment is received, the permit will be issued and work can begin. **Thank you for your cooperation during this difficult time.**

For more information about Mechanical Permits or Inspections, please contact the
City of Virginia Engineering Department

Email engineering@virginiamn.us Phone 218-748-7500 Fax 218-749-3580