



# City of Ham Lake

15544 Central Avenue NE  
Ham Lake, MN 55304  
763-235-1691  
bldgdept@hamlakemn.gov

## HVAC WORKSHEET

Job Location \_\_\_\_\_ Date \_\_\_\_\_

Property Owner(s) \_\_\_\_\_

Contractor \_\_\_\_\_ State License/Bond Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Building Type:

**Commercial** (based on valuation) \$ \_\_\_\_\_ (job cost valuation)

Describe work being done: \_\_\_\_\_

**WE WILL CALCULATE THE FEE AND CONTACT YOUR OFFICE WITH THE PERMIT FEE AMOUNT**

**Residential:**     New Construction     Replacement     Addition     Remodel

Place number of units in each box below:

Furnace/Heater (# of BTU's \_\_\_\_\_)     Air Conditioner     Air Exchanger

In-Floor Heat     Fireplace (gas or wood)     Boiler

Duct Work/Venting (if only ductwork/venting is performed)

Gaslines Only (1 to 3 lines - if being run for items NOT listed above)

PERMIT FEE \$ \_\_\_\_\_ \$100.00 per unit (\$100 x \_\_\_ number of units)

SURCHARGE \$ \_\_\_\_\_ per permit

TOTAL \$ \_\_\_\_\_ **\*minimum permit fee is \$101.00**

**Typical New Home Construction HVAC Permit includes Furnace, A/C and Air to Air Exchanger with Surcharge the Total Fee is \$301.00**

Please email 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 3% convenience fee).



**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  
bldgdept@hamlakemn.gov

**\*The City charges a 3% convenience fee for credit cards payments.**

This payment is for address: \_\_\_\_\_

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

I authorize the City of Ham Lake to charge the amount listed above, plus the 3% convenience fee 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: \_\_\_\_\_

Email address to send permit to: \_\_\_\_\_

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Credit card type: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Discover \_\_\_ Amex

Card #: \_\_\_\_\_ Expiration date: \_\_\_/\_\_\_ CVV code: \_\_\_\_\_

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