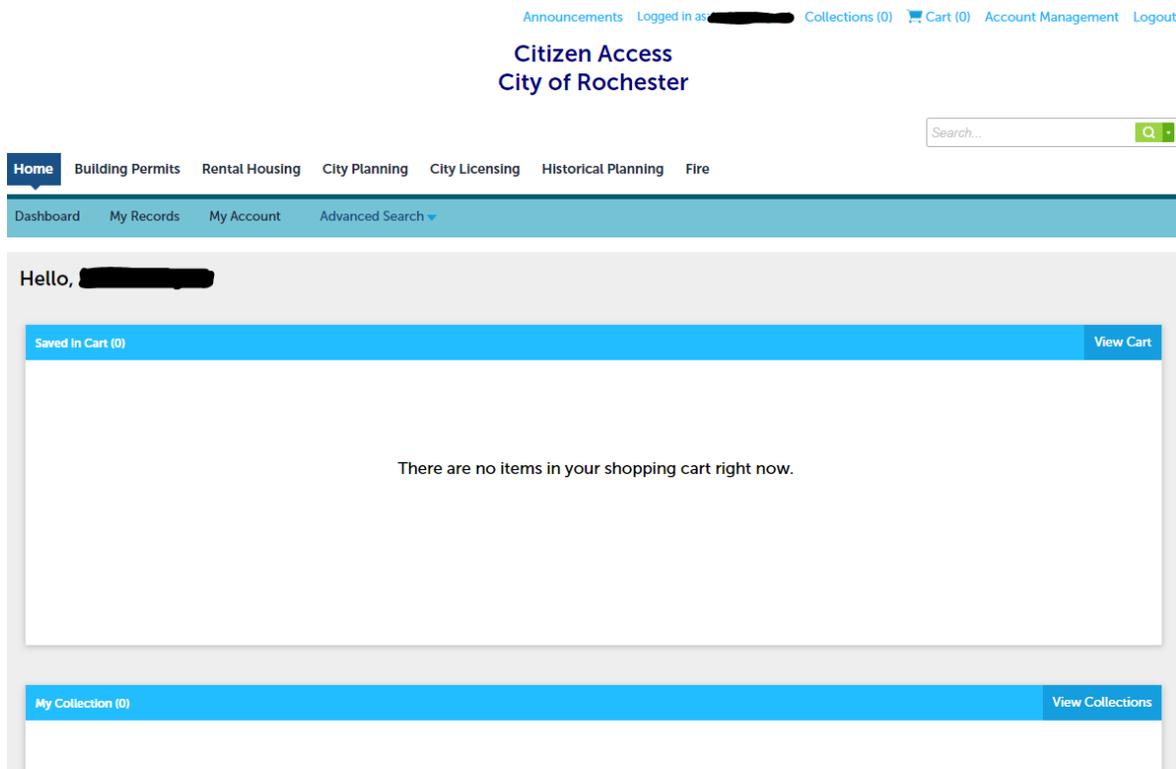


Guide to Applying for Appliance Permits Online

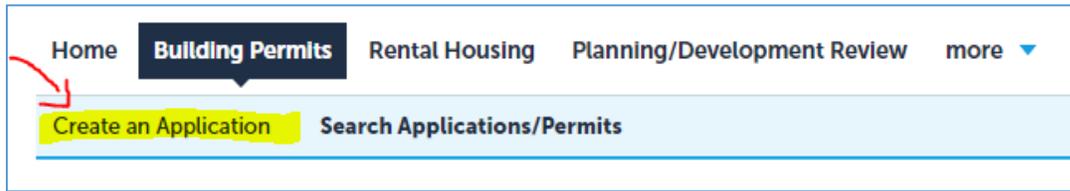
First – go to the web address: <https://aca.rochestermn.gov/citizenaccess/>

- You must have a Citizen Access account to submit permit applications. For additional resources regarding creating an account, electronic submittal requirements for building permits, or other relevant permit information, go to: <https://www.rochestermn.gov/government/departments/building-safety/applications-forms-and-guides>
 - This application process is only for Licensed Professionals to submit Appliance Permit Applications for Residential properties. All others must use the traditional application process by following the steps on the [Guide to Applying for Trade Permits Online](#)
1. Login to your public user account. On your home page you will see the list of permits you may be working on, any collections you have created, and you will have access to the different modules at the top.

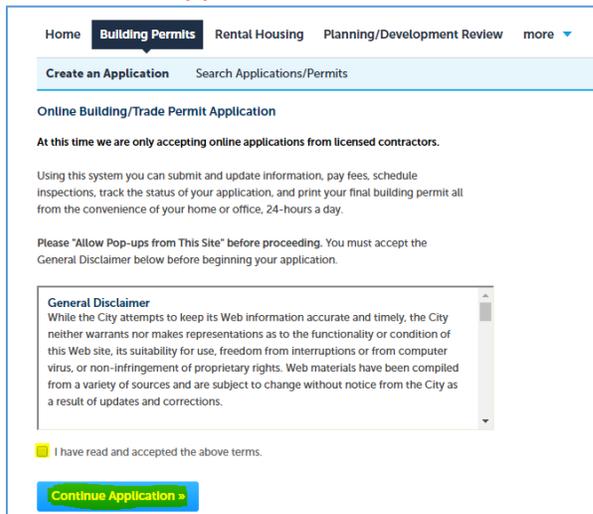


The screenshot shows the Citizen Access City of Rochester website dashboard. At the top, there are links for Announcements, Logged in as [redacted], Collections (0), Cart (0), Account Management, and Logout. The main header includes the City of Rochester logo and a search bar. Below the header is a navigation menu with links for Home, Building Permits, Rental Housing, City Planning, City Licensing, Historical Planning, and Fire. A secondary navigation bar contains Dashboard, My Records, My Account, and Advanced Search. The main content area greets the user with "Hello, [redacted]" and displays a "Saved in Cart (0)" section with a "View Cart" button. Below this, a message states "There are no items in your shopping cart right now." At the bottom, there is a "My Collection (0)" section with a "View Collections" button.

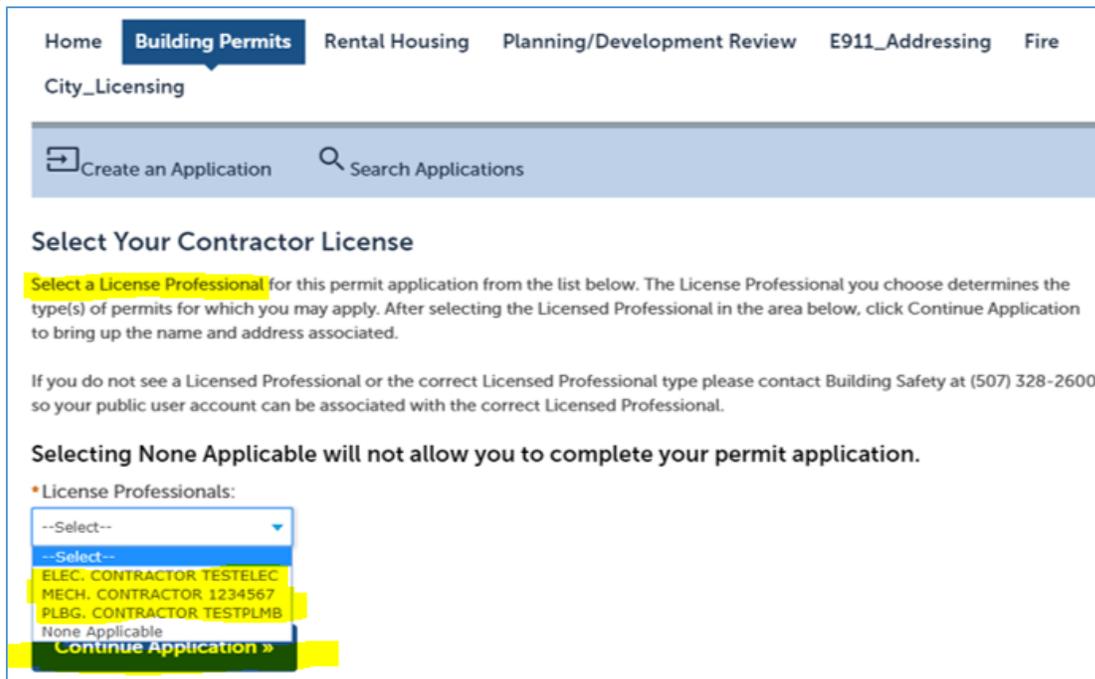
2. To create a permit click **Building Permits**.
3. This page will list any permits associated with your Licensed Professional. To create a new permit click **Create an Application**.



4. Read the Disclaimer and check the box to accept the terms for online permit submission then click **Continue Application**.



5. Select your contractor license. **Select ELEC or MECH or PLBG Contractor and Continue Application**.



6. Select a Permit Type - You can search for the permit type or use the drop down lists to see what types are available. For Appliance permits, choose Residential Appliance (Electrical, Water Heater, or Furnace or AC). Select the type of permit you would like to apply for and click **Continue Application**.

Select a Permit Type

Choose one of the following available permit types. Additional permit types are being developed and will be added when available.

Only licensed professionals registered with the Community Development Department can apply for Residential Appliance type permits. Home owners doing work on the property in which they reside must use the non-appliance residential permits. For questions please call 507-328-2600.

The majority of townhomes are Residential, please select the Residential permit types rather than Multi-Family.

- ▶ **City Building Permit**
 - Building Permit Application
- ▶ **City Electrical**
 - Commercial Electrical
 - Commercial Electrical (Temp. Service)
 - Multi-Family Electrical
 - Multi-Family Electrical (Temp. Service)
 - Residential Appliance (Electrical)
 - Residential Electrical
 - Residential Electrical (Temp. Service)
- ▶ **City Plumbing**
 - Commercial Plumbing
 - Multi-family Plumbing
 - Residential Appliance (Water Heater)
 - Residential Plumbing
 - Residential Plumbing (Underground)
- ▶ **City Mechanical**
 - Commercial Mechanical (Fireplace)
 - Commercial Mechanical (Gas Piping)
 - Commercial Mechanical (HVAC)
 - Commercial Mechanical (Hydronic)
 - Multi-Family Mechanical (Fireplace)
 - Multi-Family Mechanical (Gas Piping)
 - Multi-Family Mechanical (HVAC)
 - Multi-Family Mechanical (Hydronic)
 - Residential Appliance (Furnace or AC)
 - Residential Mechanical (Fireplace)
 - Residential Mechanical (Gas Piping)
 - Residential Mechanical (HVAC)

7. (Step 1: Property Information) Search for the work site address.
- a. **Enter the Building No and Street Name then click Search**. When searching it is important to note that LESS is MORE. Please use the [Searching Addresses in Citizen Access FAQ](#) for further assistance.

Examples: Real Address - 2122 Campus Dr. SE	What to Enter: Building No:	Street Name:
	2122	Campus

[Create an Application](#)
 [Search Applications/Permits](#)
 [Schedule an Inspection](#)

Residential Appliance (Furnace or AC)

1 Property Information
 2 Contacts
 3 Job Detail
 4 Review
 5 Pay Fees
 6

Step 1: Property Information > Address/Parcel/Owner * indicates a required field.

Address

Please search to enter the work location for your permit application.

For best results, ONLY enter the "Building No" and the "Street Name" (like 1234 and Sesame) and click the "Search" button. If you are having trouble getting results, here are some search [Examples](#) and an [FAQ](#) to help if you are having issues searching your work location.

Our address system will validate the address and auto-populate the Parcel and Owner information. If there are two or more addresses that meet your search criteria please select the correct address from the returned list.

*Building No:
 *Street Name:
 Street Type:
 Direction:
 Unit No.:
 Unit Type:

*For Internal Use Only:

- After you click Search, the results may populate the Parcel and Owner Information fields if there is only one match. Or, you will see a popup box (shown below) if there are multiple owners or additional suites to choose from. Pick the correct information and the system will populate the rest of the information. (At this time there is a bug in the system, if you choose the 2nd owner that comes back from the search, you will need to manually update the information on the address screen).

Address Search Result List ×

Addresses

Showing 1-1 of 1

Address
<input checked="" type="radio"/> 2122 SE SE CAMPUS DR. A. CRO City of Rochester, ROCHESTER MN 55904, 2122 CAMPUS DR SE ROCHESTER MN 55904

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 069165			CITY LANDS 107-13-31

Associated Owners

Showing 1-2 of 2

Name	Address
<input type="radio"/> ATTN DALE PRESTEGARD	2122 CAMPUS VILLAGE DR SE SUITE 200 ROCHESTER MN 55904
<input type="radio"/> COUNTY OF OLMSTED	151 4 ST SE ROCHESTER MN 55904

- If the permit is for an occupied structure, you'll need to enter a phone number under the Owner section. **Click Continue Application.**

Our address system will validate the address and auto-populate the Parcel and Owner information. If there are two or more addresses that meet your search criteria please select the correct address from the returned list.

* Building No:
 * Street Name:
 Street Type:
 Direction:
 Unit No.:
 Unit Type:

* For Internal Use Only:

[Search](#) [Clear](#)

Parcel

Do not enter, this will automatically populate from address search above.

* Parcel Number:
 Lot:
 Block:

[Search](#) [Clear](#)

Owner

If the property has recently been sold and the Owner is incorrect, please edit to be the correct owner contact information.

Owner Name: Phone (Required for existing buildings):

Address Line 1:

City:
 State:
 Zip:

[Search](#) [Clear](#)

[Continue Application »](#)

10. (Step 2: Contacts) Your public user information will automatically populate into the Applicant field, verify the information is correct. Click **Continue Application**.

Residential Appliance (Furnace or AC)

1 Property Information	2 Contacts	3 Job Detail	4 Review	5 Pay Fees	6
------------------------	-------------------	--------------	----------	------------	---

Step 2: Contacts > Applicant

* indicates a required field.

Applicant

Please review your contact information, choose "Select from Account" to add a contact, or use the "Add" button to include more people on the application. Please note all emails will be sent to the default email address below. If any changes need to be made to your Public User Contact information, please call 507-328-2600 or email any updates needed to buildingsafety@rochestermn.gov.


 4001 West River Parkway NW Rochester MN 55901
 Phone: 
 Email: 

[Edit](#) [Remove](#)

[Continue Application »](#)

11. Verify the Licensed Professional contact information is correct then click **Continue Application**.

Step 2: Contacts > Licensed Professional

* Indicates a required field.

Licensed Professional

Appliance permits can only be submitted by licensed professionals who are registered with the City of Rochester. If you need to make changes to your licensed professional information please contact Community Development at 507-328-2600 or email buildingsafety@rochestermn.gov. If you make changes here they will only be for this application and will not apply to future applications.

TEST BOB'S MECHANICAL
Address: 2122 Campus Dr SE Rochester 55904
Email: [REDACTED]
Phone: 5073282600

[Edit](#) [Remove](#)

[Continue Application »](#)

12. (Step 3: Job Detail) Enter the job description (Furnace replacement, Water Heater Replacement, Electrical for Furnace replacement etc.).
13. Additional Information – Enter the total cost of the materials and labor it will take to complete this project in the text box labeled Job Value(\$)
 - a. **There are minimum valuations set for each permit type that will be reflected in the fees if the amount entered is lower than this set amount.
14. Once the Detailed Description and Job Value(\$) boxes are entered, click **Continue Application**.

Residential Appliance (Furnace or AC)

1 Property Information	2 Contacts	3 Job Detail	4 Review	5 Pay Fees	6
------------------------	------------	--------------	----------	------------	---

Step 3: Job Detail > Job Desc and Value

* Indicates a required field.

Detail Information

* Detailed Description:

Furnace replacement

[spell check](#)

Additional Information

In the box below please enter total valuation/cost of doing the work, including the cost of materials and labor including the trades (if applicable), as it would be if done by a professional.

There are minimum valuations set which will be reflected in the fees if the amount entered is lower than this set number based on the permit details entered.

* Job Value(\$):

5,000

[Continue Application »](#)

15. Custom fields – This section will vary depending on the type of permit application selected.
 - a. For furnace and AC replacements check the box that pertains to the type of install (Heating or Air Conditioning)
 - b. For water heater replacements, chose the type of water heater being installed (electric, atmospheric or power vent)
 - c. If the permit is related to a Building Permit, check yes and enter the Building Permit number.
 - d. Once all fields are complete, click **Continue Application**.

16. Permit Documents (Skip this step if there are no documents to attach and click **Continue Application**) – Attach any necessary review documents by selecting the Add → Add → Search for the document(s) you wish to add → Continue
 - a. Choose the correct Document Type and add a short description
 - b. Click Save
 - c. Then **Continue Application**
17. (Step 4: Review) This is the summary page for what you have entered. Carefully review this information for accuracy.
 - a. If something is not correct, click the blue Edit button to the right of each section to fix the information.
 - b. After you make the edits and click Continue Application you will be brought back to the review screen.

Residential Appliance (Furnace or AC)

1	2 Contacts	3 Job Detail	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: Review

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit Type

Residential Appliance (Furnace or AC)

Address Edit

2122 SE CAMPUS DR
CRO

Parcel Edit

Parcel Number: 069165

Owner Edit

OLMSTED COUNTY
2122 CAMPUS DR SE
ROCHESTER MN 55904

Applicant Edit

██████████
4001 West River Parkway NW
Rochester, MN, 55901
E-mail: ██████████

Licensed Professional Edit

██████████
TEST BOB'S MECHANICAL
2122 Campus Dr SE
Rochester, 55904

Office Phone: 5073282600
MECH. CONTRACTOR - TEST1
██████████

Detail Information Edit

Detailed Description:Furnace replacement

Additional Information Edit

Job Value(\$):5,000.00

Custom Fields

SELECT SYSTEMS THAT APPLY Edit

Heating: Yes
Air Conditioning: No
Is this permit for a new house?: No

ACA RELATED RECORD INFO Edit

Associated w/Building Permit: No
Building Permit Number:

Attachment Edit

Please click on Name to open the attachment.
Only PDF files are allowed for upload. Please COMBINE your plans into ONE Submittal Document file to expedite the plan review process. PLEASE NOTE: For the drawings or building plans to be accepted there can be only one file with the Document Type of "Submitted Drawings" uploaded.

Name	Type	Size	Latest Update	Action
No records found.				

Certification

I hereby apply for a mechanical permit and I certify that the information above is complete and accurate. The work will be in conformance with applicable laws of the State of Minnesota and ordinances of the City of Rochester, including City Sales and Use Tax Ordinance 129.25. I understand this is not a permit but only an application for a permit, and work is not to start without a permit. I certify that the work will be in accordance with all permit conditions and approved plans (in the case of work which requires a review and approval of plans).
I hereby certify that I am properly registered and/or licensed as required by the State of Minnesota and/or the City of Rochester.

By checking this box, I agree to the above certification. Date:

[Continue Application »](#)

18. Read the Certification and check the box to agree for online permit submission. Click **Continue Application**.
19. (Step 5: Pay Fees) – Appliance permits allow you to pay for your permit application immediately using your Trust Account or Credit Card.
 - a. Review the fees and click **Check Out**.
 - i. To pay for multiple permits at one time, click Continue Shopping and refer to step 22 below.
 - ii. To continue with payment of this permit click **Checkout**.

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

2122 SE CAMPUS DR
1 Application(s) | \$77.50

<p>▶ Residential Appliance (Furnace or AC) 21TMP-000575</p>	<p>Total due: \$77.50</p>
---	----------------------------------

Total amount to be paid: \$77.50
Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

20. Payment Options – Choose the radio to pay with Credit Card or Trust Account
- a. For payment with Credit Card, complete the necessary information and click Submit Payment.

Payment Options

Amount to be charged: \$77.50

Pay with Credit Card
 Pay with Trust Account

Credit Card Information:

*Card Type: *Card Number: *Security Code:

*Name on Card: *Exp. Date:

Credit Card Holder Information:

Auto-fill with Andrea Angard*

Country:

*Street Address:

*City: *State: *Zip:

*Phone:

E-mail:

[Submit Payment »](#)

- b. For payment with a Trust Account, click the radio button for Trust Account
 - i. Choose Licenses and then choose the License that is associated with your business (NOTE: Trust account payments cannot be accepted between 11:30pm-12:00am to allow for nightly reporting.)
- c. Click Submit Payment

Step 2: Payment information

Currently the only available payment type is credit/debit card.
*Credit Card/Debit Card

Payment Options

Amount to be charged: \$77.50

Pay with Credit Card
 Pay with Trust Account

*Trust Account(s) Associated With:

Record
 Licenses
 Contacts

*Licenses: *Trust Account Name:

[Submit Payment »](#)

21. Your permit is now issued! You should receive two (2) emails with your attached documents (receipt and permit). You may begin work and schedule inspections as needed.
22. To pay for multiple permits at one time click on **Building Permits**. This will show you a list of all recently submitted permits.
 - a. Click the check boxes next to the permits you wish to pay for and then click Add to cart or click Pay Fees Due to the right of each permit.

Home Building Permits Rental Housing Planning/Development Review more						
Create an Application		Search Applications/Permits				
Building/Trade Permits						
Showing 1-10 of 21 Download results Add to collection Add to cart						
<input type="checkbox"/>	Date	Permit Number	Permit Type	Status	Address	Action
<input checked="" type="checkbox"/>	07/25/2018	R18-0155RE	Residential Electrical	Ready to Issue	2122 SE CAMPUS DR, ROCHESTER MN 55904	Pay Fees Due
<input checked="" type="checkbox"/>	07/24/2018	R18-0058CE	Commercial Electrical	Ready to Issue	2122 SE CAMPUS DR, ROCHESTER MN 55904	Pay Fees Due
<input type="checkbox"/>	07/24/2018	R18-0154RP	Residential Plumbing	Application Submitted	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input checked="" type="checkbox"/>	07/24/2018	R18-0025MFP	Multi-family Plumbing	Ready to Issue	2122 SE CAMPUS DR, ROCHESTER MN 55904	Pay Fees Due
<input checked="" type="checkbox"/>	07/24/2018	R18-0059CP	Commercial Plumbing	Ready to Issue	2122 SE CAMPUS DR, ROCHESTER MN 55904	Pay Fees Due
<input type="checkbox"/>	07/19/2018	R18-0151RP	Residential Plumbing	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	07/11/2018	R18-0148RP	Residential Plumbing	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	07/11/2018	R18-0147RE	Residential Electrical	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	06/19/2018	R18-0135RE	Residential Electrical	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	06/13/2018	R18-0122RE	Residential Electrical	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
< Prev 1 2 3 Next >						

23. After adding the fees to your cart, click on your shopping cart at the top of the page.

24. Review the fees that are in the cart. Click Checkout to continue to payment screen.
 - a. Click Edit Cart to make any updates to the cart
 - b. Or click Continue Shopping to add additional fees

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

2122 SE CAMPUS DR
2 Application(s) | \$323.00

▶ Multi-family Plumbing R18-0025MFP	Total due: \$109.00
▶ Commercial Plumbing R18-0059CP	Total due: \$214.00

Total amount to be paid: \$323.00
Note: This does not include additional inspection fees which may be assessed later.

Checkout >

Edit Cart >

Continue Shopping >

25. Payment Options – Choose to the radio to pay with Credit Card or Trust Account
 - a. For payment with Credit Card, complete the necessary information and click Submit Payment.

Payment Options

Amount to be charged: \$77.50

Pay with Credit Card
 Pay with Trust Account

Credit Card Information:

*Card Type: *Card Number: *Security Code:

--Select--

*Name on Card: *Exp. Date: /

Credit Card Holder Information:

Auto-fill with Andreas Asgard

Country:

*Street Address:

*City: *State: *Zip:

*Phone:

E-mail:

[Submit Payment >](#)

26. For payment with a Trust Account, click the radio button for Trust Account
 - a. Choose Licenses and then choose the License that is associated with your business (NOTE: Trust account payments cannot be accepted between 11:30pm-12:00am to allow for nightly reporting.)
 - b. Click Submit Payment

Step 2: Payment information

Currently the only available payment type is credit/debit card.
•Credit Card/Debit Card

Payment Options

Amount to be charged: \$77.50

Pay with Credit Card
 Pay with Trust Account

•Trust Account(s) Associated With:

Record
 Licenses
 Contacts

•Licenses •Trust Account Name

MECH. CONTRACTOR TEST1 BOBStest

[Submit Payment »](#)

27. Your permit(s) is now issued! You should receive two (2) emails with your attached documents (receipt and permit). You may begin work and schedule inspections as needed.