

Independent unit permit instructions

This guide provides quick, step-by-step instructions to help you complete the independent unit electrical permit application accurately. It follows the screen progression of the permit application.

Before you begin: Create your iMS user account. [View instructions about creating an account.](#)

Start your application

1. Log into your [iMS account](#).
2. On the **Permit** tile, select **Submit Permit Application**.
3. Choose **Electrical Permit**.
4. Select **Transitory** as the permit type.

Set location

1. On the **Set Location** screen, enter the physical address where the inspection will take place.
 - If this is the unit's first event of the season, enter the event location's address.
 - If no specific address exists, enter the street or nearest intersection.
2. Select the correct address from the dropdown list.
3. Edit the address if needed, then select **Next**.

Acknowledgement

1. Read the acknowledgment statement, then select **I Accept**.

Description

1. On the **Description** screen, enter **Name of the Unit** (for example, Mini Donut King).
2. Add **Additional Information** as needed. The field is prefilled with **Annual Inspection**.
 - If the inspection takes place at an event, include the event name.
 - Add any other details that may help the inspector.

Project information

The **Project Information** screen collects the details used to determine permit fees.

1. Enter the assigned **Transitory Asset No.** assigned by DLI; if no number has been assigned, leave the field blank.
2. Choose the **Type of Unit** from the dropdown menu. Only one type is allowed per permit.
 - Concession or Food Truck
 - Generator
 - Other (Power box, disconnects, portable stages, and similar units)

Concession or food truck

1. Enter the **Unit Ampere Capacity**. Enter a one (1) in the field representing the correct ampere rating for this mobile unit (excluding any generator). Enter zero (0) in the field that does not apply.
 - In the field that matches the unit's ampere rating (excluding any generator), enter 1.
 - In the field that does not apply, enter 0.
 - If unsure about ampere capacity, select **Up to 60 amperes**. Additional fees may be due at the time of inspection.
 - Both fields must be completed.
 - This permit applies to **one** unit. You must submit separate permits for additional units.

Generators

1. Choose the total amperes that match the generator and enter the number of generators. Do not enter the total amperes.
 - Generator fees are based on **total ampere rating**, not kilowatts.

Other

1. If the unit being inspected does not fit the other two categories, choose Other and enter a brief description.
 - Examples of possible descriptions: power box, disconnect, portable stage

Contacts

1. Alternate Contact, Equipment Owner, Site Contact are all optional fields.
 - Alternate Contact: The Name, Email and Cell Phone fields are recommended; other fields are optional. Receives all permit-related email notifications.
 - Equipment Owner: Complete if the owner is different from the permit applicant. (For example: manufacturer constructing a new unit for the equipment owner).
 - Site Contact: Enter the onsite contact for the inspection if this person is different from the applicant or alternate contact.

Create summary

1. Review all sections carefully before submitting payment.
 - Use the Edit button in any section to make changes.
 - To review fee details, select **Calculation Details** in **Fees**.

Submit application and payment

1. Select **Add to Cart** to continue.
2. On the **Check Out** screen, select **Pay**. You will be redirected to U.S. Bank.
 - You may create a U.S. Bank account for faster future payments, or you may pay without registering.
 - After your payment is accepted, you will receive a **confirmation number**. Keep that number as your proof of payment.
 - After the payment is processed, your application will be assigned a **permit number** beginning with **ELE**.

Schedule inspection

1. Once the permit is issued, you can schedule your inspection.
 - **Ready for Inspection** button. [Review information for online inspection requests on the DLI website.](#)
 - Contact the inspector using the information in Contacts. Scheduling hours are typically 7 to 8:30 a.m.

Questions?

Contact our support staff:

- Email: ims.support.dli@state.mn.us
- Phone: 651-284-5026