

# *Etrakit 3*

## *Login and Procedures*

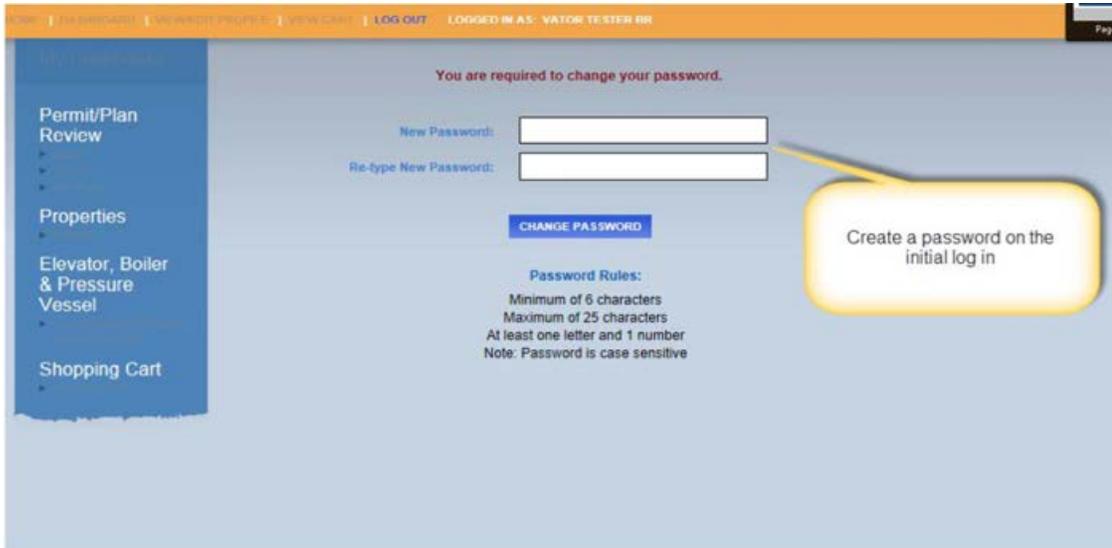
1. You **must be a bonded mechanical contractor** to apply for a permit online.

**First-time users:** Request a personal identification number (PIN) to set up your account. Send an e-mail with your company name, company license number and contact name and phone number to [dli.etrakit@state.mn.us](mailto:dli.etrakit@state.mn.us) to request a PIN.

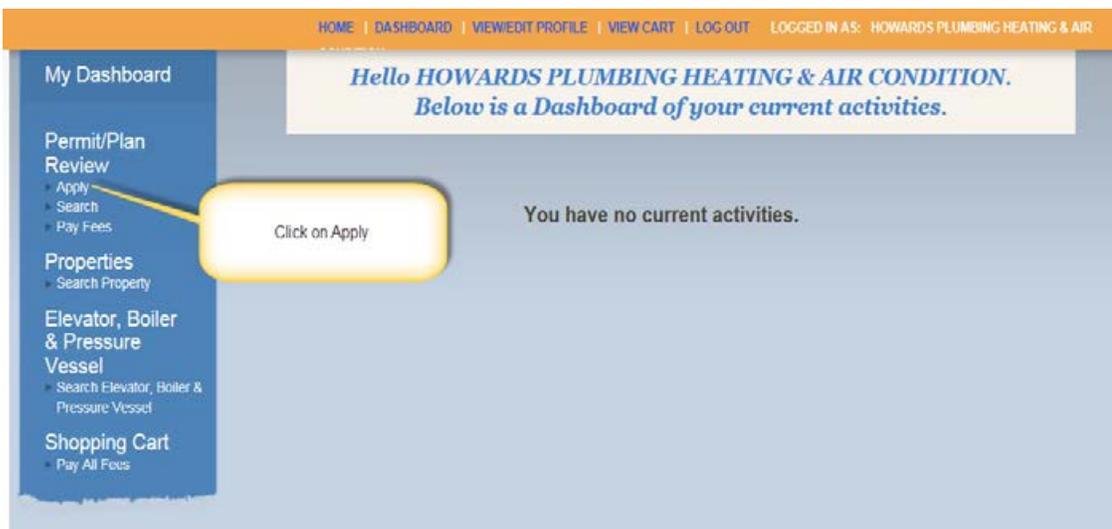
2. Once you receive your PIN you will need to set up your account. Click on the link in the email to start. This will bring you to the page below.



3. Next you will need to change your password. This will be the password you will use to log in from now on. You will no longer use the PIN.



4. Click on "Apply."



5. The “Type of Application” should default to “Boiler Installation Permit”.  
If not, select “Boiler Installation Permit” from the drop down menu.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: HOWARD'S PLUMBING HEATING & AIR

My Dashboard

Permit/Plan Review

- Apply
- Search
- Pay Fees

Properties

- Search Property

Elevator, Boiler & Pressure Vessel

- Search Elevator, Boiler & Pressure Vessel

Shopping Cart

- Pay All Fees

STEP 1 PRE-APPLICATION | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6

## Minnesota Department of Labor and Industry

### Construction Codes and Licensing Division

#### Permit and Plan Review Pre-Application

This site provides access to portions of the Construction Codes and Licensing Division, and allows citizens to search for information and complete many commonly required tasks over the Internet.

1. Type of Application  BOILER INSTALLATION PERMIT description.

2. Additional Information

**6. Next enter the National Board Number or the Jurisdiction Number (Serial Number) of the boiler being installed. Then click “Next Step”**

Welcome to the Pre-Application. This system is designed to save your time by confirming that you can actually do that you are trying to do here on this site. Here is a link for jurisdiction checking if you want to jump out to thaw now.  
<http://www.crw.com>

**1. Type of Application**  BOILER INSTALLATION PERMIT description.

**2. Additional Information**

**Existing Elevator Required**

The installation of individual boilers or boilers connected to a common circulation manifold shall be regulated by the Department of Labor and Industry if the individual or combined BTU input exceeds:

- A. 100,000 BTUs for steam boilers;
- B. 500,000 BTUs for hot water supply boilers; or
- C. 750,000 BTUs for hot water heating boilers.

If you are installing a boiler that exceeds the btu inputs listed above you will need to apply for a 'Boiler Installation Permit'.

Note: A fee is not charged for the permit application. The installer will be invoiced directly after the inspection.

National Board Number  Or Jurisdiction Number

7. Enter all the information about the location of the new boiler installation. Then click on “Validate”.

STEP 1 PRE-APPLICATIONSTEP 2STEP 3STEP 4STEP 5STEP 6

## Minnesota Department of Labor and Industry

### Construction Codes and Licensing Division

**Permit and Plan Review Pre-Application**

[Location of Boiler installation information](#)

Welcome to the Pre-Application. This system is desinged to save your time by confirming that you can actually do that you are trying to do here on this site. Here is a link for jurisdiction checking if you want to jump out to thaw now.  
<http://www.crw.com>

Type of Application    BOILER INSTALLATION PERMIT

**Address Entry Tips :**

If you are entering an address like 695 S 500 W  
Enter 695 as the House Number, S as the Directional, and 500 W as the Street Name.

If you are entering an address like:419 Old Hwy 213  
Enter 419 as the House Number, and Old Hwy 213 as the Street Name.

Number	*	<input type="text" value="443"/>
Street Name	*	<input type="text" value="lafayette"/>
Street Type		<input type="text" value="RD"/> ▼
Suffix Direction		<input type="text" value="N"/> ▼
Unit Number		<input type="text"/>
City		<input type="text" value="St Paul"/> ▼
Township		<input type="text"/> ▼
County	*	<input type="text" value="Ramsey"/>
State		<input type="text" value="MN"/> ▼
Zip	*	<input type="text" value="55155"/>

CANCELVALIDATE

8. A screen notification, like the one below, may ask to you validate the address you entered. Click on the “Select” on the left column of the address for the new boiler installation.

Permit and Plan Review Pre-Application

Multiple Records Found.

	Number	Street Name	City	Township	County	Zip
Select	443	Lafayette	ST PAUL		RAMSEY	55155
Select	443	Lafayette Rd N	ST PAUL		RAMSEY	55155
Select	443	Lafayette Rd	St Paul		Ramsey	55155
Select	443	Lafayette	ELBOW LAKE		Grant	55155
Select	443	LAFAYETTE	ST PAUL		RAMSEY	55155

Use Entered Values    Close

Hwy 213 as the Street Name.    Township    County \* Ramsey    State MN

9. Next, enter all boiler information. Then click on "Next Step".

*Permit Application*

STEP 1    **STEP 2 PERMIT INFORMATION**    STEP 3    ST

*Permit Type Information*

PERMIT Type    BPV BOILER INSTALL

\*PROJECT NAME:    New Boiler at Department of Labor

Description:    New Boiler

*Additional Information*

\*OBJECT LOCATION:    Boiler Room

\*BUSINESS SUB TYPE:    CONDENSING ▾

\*MAX BTU INPUT:    2,000,000

\*HEATING SURFACE:    25

\*BOILER USE:    HOT WATER HEATING ▾

NATIONAL BOARD NO:    new

JURISDICTION/SERIAL NO:   

\*FUEL TYPE:    GAS ▾

\*MANUFACTURER:    Lochinvar

\*YEAR BUILT:    2,014

\*MAX ALLOW WORK PRESSURE:    60

\*BUSINESS NAME:    DOLI    x

**Type of Boiler**  
Firetube  
Watertube  
Cast Iron  
Electric  
Condensing

10. Enter the owner address and contact Information. You will also see an overview of previously entered information. Then click on "Next Step".

**Permit Application**

STEP 1    STEP 2    **STEP 3 CONTACT INFORMATION**    STEP 4    STEP 5    STEP 6

**Application for a BPV BOILER INSTALL Permit**

*Applicant Information*

*Name	Etrakit 3 Mechanical	Phone	( ) _-__
*Address	443 Lafayette Rd	Email Address	colleen.scroggins-wesley@state.mn.u
*City	St Paul		
State	MN	*Zip	55155 -

*Owner Information*

*Name	MN Doli	Phone	(651) 284-5137
*Address	443 Lafayette Rd N	Email Address	joel.amato@state.mn.us
*City	St Paul		
State	MN	*Zip	55155 -

The following field(s) are required or invalid:  
\*Address  
\*City  
\*Zip

*Contractor Information*

Cannot be modified. Cancel application and update profile to change.

Name	Etrakit 3 Mechanical	Phone	( ) _-__
Address	443 Lafayette Rd	Email Address	colleen.scroggins-wesley@state.mn.u

11. Now you should see a page with a review of previously entered information. Please review this information for accuracy. If it is not correct, click on "EDIT" and input the correct information. Then click on "Next Step".

*Application for a BPV BOILER INSTALL Permit*

*Permit Information* [EDIT](#)

Type	BPV BOILER INSTALL
Subtype	
Description	New Boiler

*Location*

Address	446 Lafayette RD N
City	St Paul
Township	
County	Ramsey
State	MN
Zip	55155

*Contacts* [EDIT](#)

**Applicant Information**

Etrakit 3  
Mechanical

443 Lafayette Rd      colleen.scroggins-  
   wesley@state.mn.us

St Paul, MN 55155

**Owner Information**

MN Doli                              (651) 284-5137

443 Lafayette Rd N      joel.amato@state.mn.us

St Paul, MN 55155

**Contractor Information**

Etrakit 3  
Mechanical

443 Lafayette Rd      colleen.scroggins-  
   wesley@state.mn.us

St Paul, MN 55155

**Installer Information**

**Lic Engineer Information**

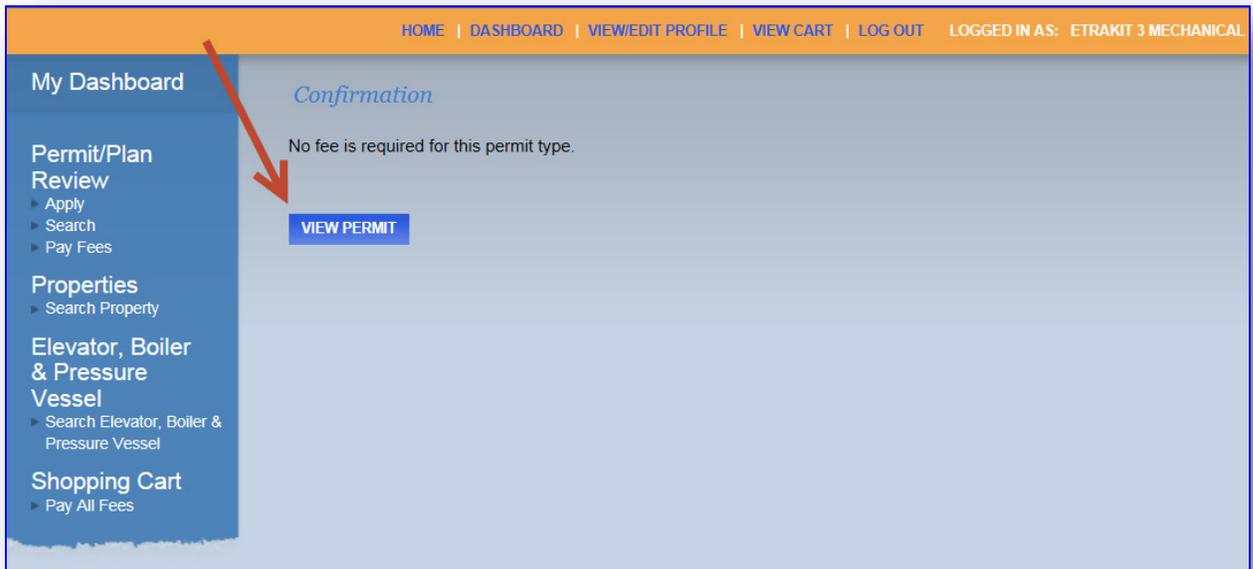
*Fee Information*

<b>Total Fees</b>	\$0.00
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*Attachments*

To upload additional attachments click [Here](#)

## 12. Now you can click on "View Permit".



13. You will now see a screen with the permit information. Your application for your boiler permit is complete. You will receive an email with the contact information of the state boiler inspector assigned to the territory where the boiler is being installed.

**Note:** You need to contact the state boiler inspector to set up an inspection date and time.

The screenshot shows a web application interface for permit management. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT, and a user status: LOGGED IN AS: ETRAKIT 3 MECHANICAL. Below this is a 'Permit Search' section with a search form. The search criteria are set to 'Permit Number' and 'Contains'. A red arrow points from the search criteria to the permit number 'Permit #BPV1412-00016' which is highlighted in yellow. Below the search results, there is a 'Permit' section with a printer icon and a tabbed interface. The 'Permit Info' tab is active, showing the following details:

- Type: BPV BOILER INSTALL
- Subtype:
- PROJECT NAME: New Boiler
- Status: ISSUED
- Applied Date: 12/31/2014
- Issued Date: 12/31/2014
- Approved Date: 12/31/2014
- Final Date:
- Expiration Date: