

Carnival and circus permit instructions

This guide provides quick, step-by-step instructions to help you complete the carnival and circus electrical permit application accurately. It follows the screen progression of the permit application. Forms and additional information can be found on the [portable and temporary power webpage](#).

Before you begin:

- Create your iMS user account. [View Instructions about creating an account](#).
- Submit a **Transitory Event Operator (TEO) Account** form found on the website.
- Wait for confirmation that the TEO account has been created.

Start your application

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

Initial Inspection Location

1. On the **Initial Inspection Location** screen, enter the physical address where the inspection will take place.
2. Select the correct address from the dropdown list.
3. Edit the address if needed, then select **Next**.

Description

1. On the **Description** screen, enter the **Initial Inspection Site**. (for example, county fairgrounds or Central Park).
2. Enter the **Event Name & Additional Notes** (for example, Riverfront Days or Wright County Fair)
 - If the inspection is not tied to a specific event, enter Initial Inspection.
 - Include any information the inspector should know before arriving, if applicable.

Project information

The **Project Information** screen collects the details used to calculate the fees for the initial inspection and for all scheduled events that follow.

Project information tile

1. Select **Yes** for each item that applies to the initial inspection.

Event information tile

1. Enter inspection-related details:
 - **Equipment ready for inspection on** – Enter the date all units will be set up and ready.
 - **Inspection time requested** – Enter the time for inspection (for example, 10 a.m. or 1:30 p.m.). All units must be set up and ready by this time.
 - **Event opening date** – Enter the date the initial event opens to the public.
 - **Event opening time** – Enter the time the initial event opens to the public (for example, noon or 10 a.m.).
 - **Number of events** – Enter the total number of subsequent events that fall under state jurisdiction as shown on the Transitory Operation Event Schedule.
 - **Do not** include the initial inspection.
 - Enter **zero** if this initial inspection is for a single event.

Generators tile

1. Enter the **average number of generators** of each type used at each event, including the initial inspection.
 - Generator fees are based on **total ampere rating**, not kilowatts.
 - Permit fees include charges for generators at the initial inspection and each subsequent event. Table A and Table B on page 3 detail how these fees are calculated.

Individually inspected units tile

1. Enter the total number of individual units to be inspected at the initial event, including rides, concessions, games.
 - Break the total down by each unit's ampere capacity.

Add contacts

1. On the **Contacts** screen, review and update the applicant's phone number and email if needed. Email notifications go to the email address listed.
2. Add an **Alternate Contact**, if applicable. This is optional.
 - Receives all permit-related email notifications.
 - The Name, Email and Cell Phone fields are recommended; other fields are optional

Upload required documents

1. On the **File Requests** screen, upload the two required documents:
 - **List of Transitory Assets** – List all rides that will be inspected. This list will be used to add the inspections to the permit prior to the inspection
 - **Transitory Operation Event Schedule** – List all events scheduled after the initial inspection. Event permits will be issued from the information on this schedule.

The following documents are optional to upload during the permit application, but they are **required** under Minnesota Statutes chapter 184B and must be submitted by statutory deadlines:

- **Certificate of Liability Insurance** (Minn. Stat. § 184B.02)
- **Affidavits of Amusement Ride Inspection** (Minn. Stat. § 184B.03)

Review application

1. On the **Create Summary** screen, review every section before submitting payment.
 - Use the Edit button in each section to make changes
 - To review fees charged, select **Calculation Details** in Fees. See **Table A** and **Table B** below for examples of how the electrical permit fee and sub-event fee are calculated.
 - Additional charges may apply on the day of the inspection.

Table A – Electrical permit fees (initial inspection fees)

Category	Quantity	Per-unit fee	Total
Power distribution	1	\$80	\$8
Generator 401–800 Amps	1	\$60	\$6
Generator >800 Amps	1	\$100	\$10
Individual inspected units — Up to 60 amperes	5	\$3	\$17
Individual inspected units — Above 60 amperes	5	\$4	\$20
Total			\$615

Example calculation of initial inspection fees. Each entry is calculated by multiplying the quantity by the per-unit fee. Adding all totals results in the grand total of \$615.

Table B – Sub-event fees

Item	Amount (USD)
Number of events	5
Power distribution (per event)	\$80
Generator 401–800 amps (per event)	\$6
Generator >800 amps (per event)	\$10
Total fees per event	\$24
Total sub-event fees	\$1,200

Example calculation of sub-event fees. The per-event charges of \$80, \$60, and \$100 add up to \$240. With 5 events, the total sub-event fees equal \$1,200.

Submit application and payment

1. After reviewing the application, select **Add to Cart**.
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.
 - Once 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**.

Review by intake staff

Once the permit application has been submitted, DLI intake staff will:

- Review the forms received.
- Update inspection information for individual units.
- Create permits for events listed on the Transitory Operation Event Schedule.
- Assign inspectors.
- Issue the initial inspection and subsequent event permits.

Questions?

Contact our support staff:

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