

Portable road construction plant permit instructions

This guide provides quick, step-by-step instructions to help you complete the Portable Road Construction Plant 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 **Portable Road Construction Plants** as the Transitory Type.

Enter the inspection location

1. On the **Address of Plant** screen, enter the physical address where the inspection will take place.
 - If no specific address exists, enter the road or nearest intersection.
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 **Plant Type & Identification** (for example, Asphalt – Plant 6).
2. Add **Additional Information**.
 - Note if it is an **initial** inspection or a **relocation** after the initial inspection was completed
 - Include the name of the gravel pit, if applicable.
 - Include GPS coordinates if the plant location does not have a specific address

Complete the project information screen

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

Generators tile

1. Enter the **number of generators** of each type used at each event, including the initial inspection.
 - Generator fees are based on **total ampere rating**, not kilowatts.

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.

File request

1. On the **File Requests** screen, an optional **Site Map** can be uploaded.

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** for examples of how the Electrical Permit Fee is calculated.

Table A – Electrical permit fees (initial inspection fees)

Category	Quantity	Per-unit fee	Total
Power distribution, etc. minimum 1 hour charge	1	\$80.00	\$80.00
Generator 401–800 amps	1	\$60.00	\$60.00
Generator >800 amps	1	\$100.00	\$100.00
Total			\$240.00

Example calculation of fees: Fees are based on the number of generators used onsite and include a one-hour minimum charge for inspecting the equipment. Additional charges may apply on the day of the inspection.

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**.

Review by intake staff

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

- Review the application.
- Assign the inspector and add inspections.
- Issue the permit.

Questions?

Contact our support staff:

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