







How to Print Your Permit

Step 1: Sign in to your portal account

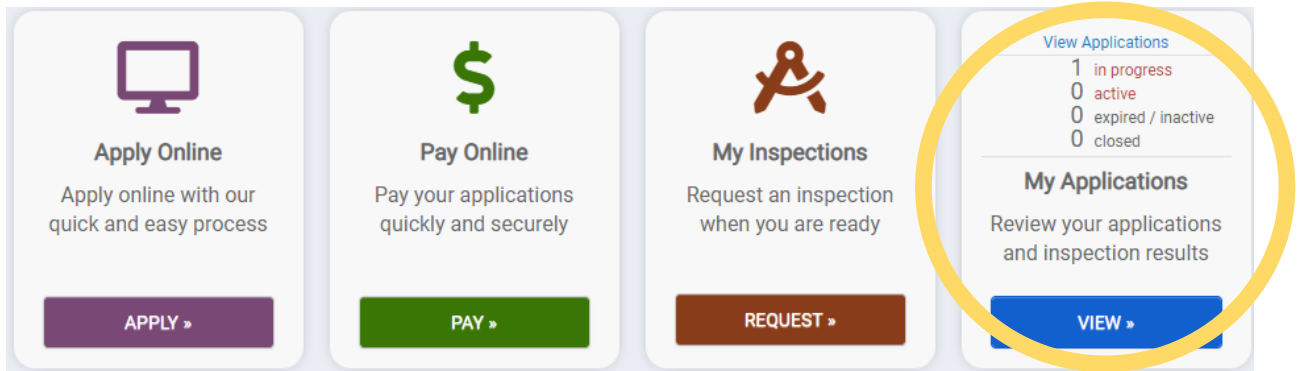
[Forgot your password?](#)

[Don't have an account? Sign Up!](#)

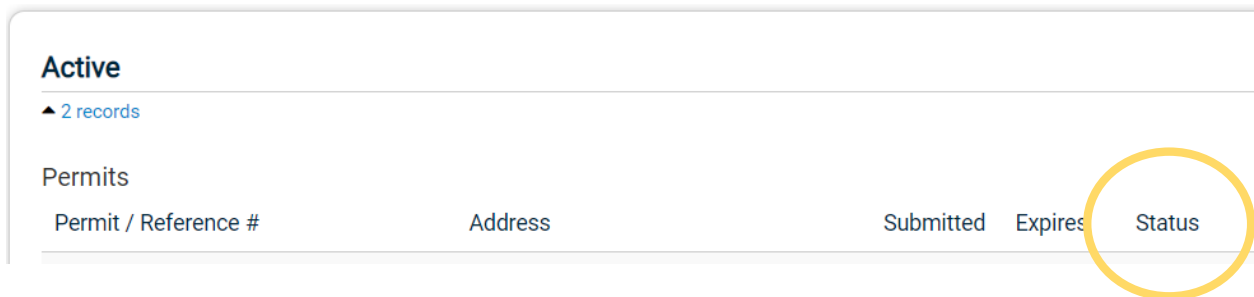
Step 2: Click on My Portal

 My Portal View your applications and inspection results GO »	 Contact Us Request information or report a concern GO »	 Public Notices Find and review public notice announcements GO »	 Parcel Search Find and review parcel information GO »
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Step 3: Click on My Applications. This will take you to your list of Applications.

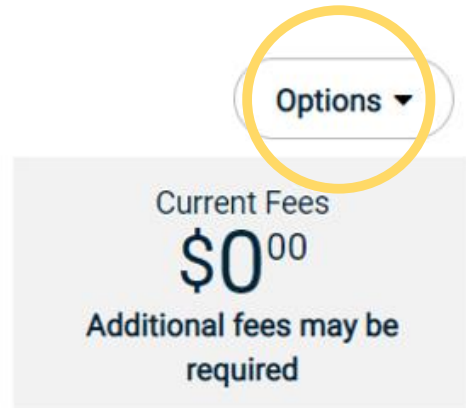


Step 4: Click on the Permit you would like to print. Your permit must be “Issued” in order to print the permit. If the status is anything other than “Issued” there may be additional steps you or the staff assigned to your application may need to take. See “Status”.

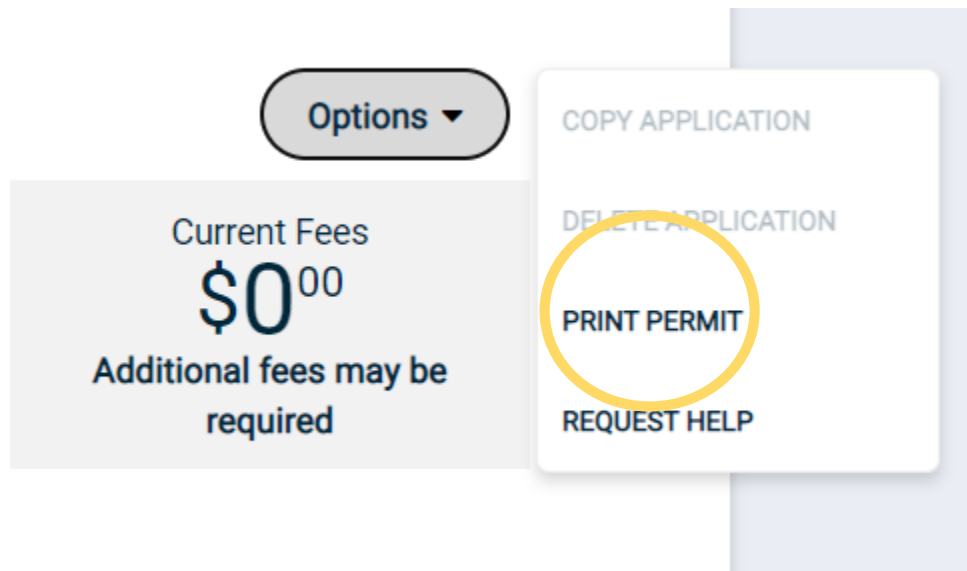


Step 5: In the upper right-hand corner above “Current Fees”, click the “Options” dropdown.

Residential Building Permit (Alteration/Repair/Roof)



Step 6: Select "Print Permit". A pdf will display and you will have the option to print or download.



See next page for a sample permit. Please print and display onsite. If you have any questions, please call 218-759-3579.



City of Bemidji

317 4th Street NW
Bemidji, MN 56601
218-759-3560

<https://www.ci.bemidji.mn.us/>

RBNEW- XXXX

**RESIDENTIAL BUILDING PERMIT
(NEW/ADDITION/REMODEL)**

PROJECT NAME: HOUSE ADDITION

ISSUED: 0/0/0000

SITE ADDRESS: 1234 MY STREET, BEMIDJI MN 56601

EXPIRES: 0/0/0000

PARCEL: 80XXXXXXX
LEGAL DESCRIPTION:

APPLICANT: JOHN DOE
1234 MY STREET
BEMIDJI, MN 56601

OWNER: JOHN DOE
1234 MY STREET
BEMIDJI, MN 56601

VALUATIONS:

Total Project Valuation 25000.00 \$25,000.00

FEES:

	<u>Paid</u>	<u>Due</u>
Building Permit Valuation Fee	\$392.00	\$0.00
JPB Plan Review Fee	\$50.00	\$0.00
State Surcharge (Based on Total Project Valuation)	\$12.50	\$0.00

Total: \$25,000.00

Totals : \$454.50 \$0.00

REQUIRED INSPECTIONS

Footing/Foundation
Electrical: Rough-In
Mechanical: Rough-In
Framing
Insulation
Exterior Weather Barrier

Gas Pipe Pressure Test
Other
Electrical: Final
Mechanical: Final
Final: Home