

# CITY OF VIRGINIA

## MECHANICAL INSPECTION PROCESS

Please email all mechanical permit photos to [engineering@virginiamn.us](mailto:engineering@virginiamn.us)

### TWELVE (12) HOUR GAUGE TEST

- Gas piping shall be pressure tested to 30 P.S.I. using a 60 P.S.I. gauge (**Substitutions will fail**)
- Gauge must be on exterior of building at gas meter
- Email picture of gauge set at 30 P.S.I. to [krystinan@virginiamn.us](mailto:krystinan@virginiamn.us) before 4PM
- The next following morning (at least 12 hours later after 1<sup>st</sup> photo) email another picture of what the gauge is currently at
- A response will be sent to you on whether or not you can proceed with the project following the gauge check. **DO NOT proceed until you have received approval.**
- After approval is given the gauge can be removed and piping to gas meter can be completed

### FINAL INSPECTION

For all Mechanical Permits, pictures of the following are required for a Final Inspection. When emailing the photos, please ensure all photos are clear and easily identify the objects.

1. Gas meter and regulator
2. Piping on the exterior of building to gas meter
3. Main shut off in first accessible location after entering building and before any branch line
4. Appliance shut off valve must be upstream of unions and within 6 feet of appliance
5. Gas piping support
6. 3" sediment trap (drip leg) must be installed on gas piping before enter each appliance
7. If C.S.S.T. piping is used (picture of bonding and grounding) - #6 copper bond is required
8. Required C.O. Detectors (on each level as well as within 10 feet of the sleeping areas)
9. Intake and exhaust venting showing that it is supported, completed and terminated

Once final photos have been submitted and approved by staff, we will schedule a time to come unlock the meter. *At no time shall the contractor unlock the meter.*

**For more information about Mechanical Permits or Inspections, please contact the  
City of Virginia Engineering Department  
Email [engineering@virginiamn.us](mailto:engineering@virginiamn.us) Phone 218-748-7500 Fax 218-749-3580**