

# CITY OF VIRGINIA

## MECHANICAL PERMIT APPLICATION

### SUBMITTAL PROCESS

As of 03/24/20

1. Fill out City of Virginia Mechanical Permit Application. Please include:
  - a. Heat Loss Calculations
  - b. Scope of Work
  
2. Submit your completed application using ONE of the following methods:
  - By Email [engineering@virginiamn.us](mailto:engineering@virginiamn.us)
  - By Fax 218-749-3580
  - Drop Box Located Outside City Hall  
(near accessible entrance on 4<sup>th</sup> Avenue)
  
  - By Mail City Hall, ATTN Mechanical Permits  
327 1<sup>st</sup> Street South, Virginia MN 55792
  
3. After we have reviewed the mechanical permit application and paperwork, the applicant will be contacted via email or phone with the Permit Fee amount and/or to request additional information.
  
4. Permit Fees may be paid by:
  - Credit Card Call 218-748-7500 to use this option
  - By Mail City Hall, ATTN Mechanical Permits  
327 1st Street South, Virginia MN 55792
  - Drop Box Located outside City Hall on 4th Avenue
    - Place payment in envelope with project address clearly noted on front of envelope.
    - Cash accepted, but please use exact change only, no change given
    - Check or Money Order made to City of Virginia
    - Deposit in the Dropbox at City Hall, near the accessible entrance on 4<sup>th</sup> Avenue

Once application has been approved and payment is received, the permit will be issued and work can begin. **Thank you for your cooperation during this difficult time.**

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

# 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**

# CITY OF VIRGINIA

327 FIRST STREET SOUTH • VIRGINIA, MINNESOTA 55792-2623

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## **City of Virginia Mechanical Permit Application for Natural Gas Heat and Water Heater conversion**

1. The owner of a home may perform their own work if it is occupied by the owner at the time and they are competent to do the work according to Code.
  2. Non-Owner occupied structures require Licensed, Bonded Contractors to include Mechanical, Plumbing, Electrical. Copy of Mechanical bond filed with State of Minnesota. Copy of Plumbing License. **Restricted Plumbers cannot work in Virginia.** Copy of Electrical License.
  3. Copy of Contracts with Contractors.
  4. Equipment load calculations based on Manual J, Thermal evaluation or other Nationally recognized standard.
  5. ~~Equipment Make, Model and Size.~~
  6. Types of equipment, Direct vent, Atmospheric vent, Power Vent.
  7. **Vent-Free equipment is not allowed.**
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## **City of Virginia Mechanical Inspection Check List**

1. Service Riser must be installed and locked.
2. Gas meter and regulator must be installed.
3. Rigid metallic piping is required on the exterior. Piping must be painted.
4. Main shut off valve must be installed in the first accessible location after entering the building and before any branch line.
5. Appliance shutoff valve must be upstream of unions and within six feet of the appliance.
6. Gas piping must be supported at intervals required for the size of piping.
7. 3" sediment trap (drip leg) must be installed on gas piping before entering each appliance.
8. 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 the gas meter. **This is a 12 hour test.**
9. Electrical circuit and connections must be made by a Licensed Electrician.
10. Plumbing to the domestic water system must be made by a Licensed Plumber and an approved backflow preventer installed. Restricted plumbing licenses are not allowed to work in the City.
11. Equipment must be installed as required by manufacture and ready to be connected to service piping.
12. C.S.S.T. Piping requires a #6 Copper bond to be used.
13. Required C.O. Detectors must be in place.

## Carbon Monoxide Alarms – Minnesota Statute §299F.50

Approved carbon monoxide (CO) alarms are required in all single family homes and multifamily apartment units with effective dates as follows:

- All new construction single family homes and multi-family dwellings where building permits were issued on or after January 1, 2007.
- All existing single family homes effective August 1, 2008.
- All existing multi-family or apartment dwelling units effective August 1, 2009

### Listing Required

All carbon monoxide alarms must be certified by a nationally recognized testing laboratory that conform to the latest Underwriters Laboratories (U/L) Standards known as UL-2034.

It is important to recognize the differences between a smoke alarm and carbon monoxide (CO) alarm. CO alarms activate based on the concentration of CO over a period of time; this allows for a brief period to ensure that everyone is alright and for the occupant(s) to investigate possible sources of CO accumulation within the home.



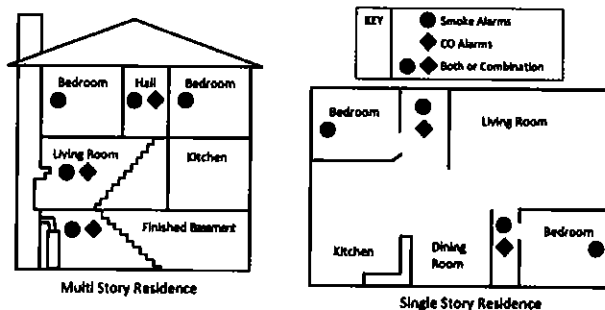
When a smoke alarm sounds, all occupants should immediately vacate the premise and call 911. Alternatively, if a CO alarm sounds in the residence a person should verify that the occupants are not showing signs of CO poisoning (headache, nausea, vomiting, disorientation, etc.). If anyone in the home has symptoms of CO poisoning, call 911 immediately. If no one has symptoms of CO poisoning, open windows or doors to allow fresh air to enter and contact the utility company or appliance repair company as soon as possible.

There is a difference between smoke alarms and carbon monoxide alarms and they shall not be used interchangeably, however combination smoke alarm/carbon monoxide alarms are acceptable.

### Location

Every single family dwelling and every multifamily dwelling unit shall be provided with a minimum of one approved and fully operational carbon monoxide alarm installed within ten (10) feet of each room lawfully used for sleeping purposes.

If bedrooms are located on separate floors additional carbon monoxide alarms would be necessary within ten feet of these areas. If bedrooms are located in



separate areas (on the same level), additional carbon monoxide alarms would be necessary within ten (10) feet of these areas. In lieu of installing multiple CO alarms in the hallway, a separate CO could be installed inside each sleeping room.

It is important that these devices be installed in accordance with the manufacturer's installations instructions and not be placed in 'dead' air pockets such as corners of rooms, at the junction of walls and ceilings or within thirty-six (36) inches of ventilation ducts.

## **Multifamily dwellings**

In multifamily dwellings it is the owner's responsibility to:

1. provide and install one approved and operational carbon monoxide alarm within ten feet of each room lawfully used for sleeping and,
  2. replace any required carbon monoxide alarm that has been stolen, removed, found missing, or rendered inoperable during a prior occupancy of the dwelling unit and which has not been replaced by the occupant prior to the commencement of a new occupancy of a dwelling unit.
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## **Battery removal and tampering prohibited**

No person shall remove batteries from, or in any way render inoperable, a required carbon monoxide alarm.



## **Questions?**

Contact the Minnesota State Fire Marshal Division (651) 201-7200, [www.fire.state.mn.us](http://www.fire.state.mn.us) or [firecode@state.mn.us](mailto:firecode@state.mn.us).

# City of Virginia MECHANICAL Permit Application

Engineering Department

327 First Street South, Virginia, MN 55792

Phone (218) 748-7500

Fax (218) 749-3580

Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

<b>SITE</b>	Site Location			Lot	Block	Addition	
	Legal Description					Parcel Code	
	LOT SIZE	WIDTH	DEPTH	FRONT SETBACK	SIDE SETBACK	SIDE SETBACK	REAR SETBACK
<b>OWNER</b>	Owner					Contact Person	
	Owner Address					Phone	
	City, State, Zip					Fax No.	
<b>CONTR.</b>	Contractor			State of MN. Bond No. .		Contact Person	
	Contractor Address					Phone No.	
	City, State, Zip					Fax No.	
<b>DESIGN FIRM</b>	Designer			Registration No.		Contact Person	
	Firm Address					Phone No.	
	City, State, Zip					Fax No.	
<b>APPLICANT</b>	<b>Permit Applicant is</b> <input type="checkbox"/> Owner <input type="checkbox"/> Designer <input type="checkbox"/> Contractor <input type="checkbox"/> Other; Specify _____						
	Applicant Name					Applicant Phone No.	
	Applicant Address					Applicant Fax No.	
<b>PROJECT</b>	Permit is for: <input type="checkbox"/> Steam Conversion <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Other; explain _____						
	Type of System: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Steam <input type="checkbox"/> Other; explain _____						
	<b>HEAT LOSS CALCULATIONS:</b> required for residential permits (MN Energy Code 1322)						
	ESTIMATED \$ VALUE OF THE PROJECT:						

Details or comments \_\_\_\_\_

*I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Type of Const.	Occupancy Group	Max. Occupancy Load	State Surcharge (minimum 50 cents)	\$
Size of Bldg. (Total Sq. Feet)	Use Zone	Fire Sprinklers Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Fee	\$
Total Impervious Surfaces			Plan Inspection Fee	\$
<b>SPECIAL APPROVALS</b>	<b>REQUIRED</b>	<b>RECEIVED</b>	<b>NOT REQUIRED</b>	
Building Official				
Alternate Design Method/Material				
Dept. of Public Utilities				
			<b>TOTAL</b>	<b>\$</b>