



APPLICATION INSTRUCTIONS Plumbing or Mechanical Equipment Permit

This instruction sheet explains application requirements for plumbing and mechanical equipment. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available on the township website or from the town clerk. If you are unsure whether a project requires a permit, contact the Eureka Town Clerk at 952-469-3736 or eurekatn@frontiernet.net.

To simplify the process for obtaining permits for plumbing projects or mechanical equipment, the township has adopted the following policy:

1. The town clerk will review applications as soon as they are received. Incomplete applications will be returned within 15 days, and must be resubmitted.
2. If the clerk **determines the permit application is complete and does not require planning commission or town board review**, the clerk may approve the permit, and applicants need not appear before the planning commission or town board. The clerk will forward the application to the township building inspector, who will issue a permit per his usual procedure. Once a permit has been issued, applicants can obtain their permit from the town clerk after paying the appropriate permit fees. No work shall begin on the project until the applicant has paid for and obtained the proper permits.
3. If the clerk **determine the permit application does require planning commission and town board review**, then the application will be forwarded to the planning commission per the township's standard procedures for reviewing permits; in such cases, the applicant must appear before the planning commission and town board. No work shall begin on the project until the proper permits have been obtained.

General Requirements

Permits for plumbing and mechanical work are required by the Minnesota State Building Code, a copy of which is available from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

Under Minnesota State Building Code, "An owner or authorized agent who intends to . . . erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit" (Minnesota State Building Code 2003, §1300.0120, Subp. 1). This includes furnaces and gas and wood-burning fireplaces and stoves. If equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted to the building official within the next working business day.

Permits shall not be required for the following:

1. Gas:
 - a. portable heating, cooking, or clothes drying appliances; and
 - b. replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.



2. Mechanical:
 - a. portable heating appliances;
 - b. portable ventilation appliances and equipment;
 - c. portable cooling units;
 - d. steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code;
 - e. replacement of any part that does not alter approval of equipment or make the equipment unsafe;
 - f. portable evaporative coolers; and
 - g. self-contained refrigeration systems containing ten pounds (4.5 kg) or less of refrigerant or that are actuated by motors of one horsepower (0.75 kW) or less.
3. Plumbing: the clearing of stoppages, provided the work does not involve or require the replacement or rearrangement of valves, pipes, or fixtures.
4. Electrical: an electrical permit is not required if work is inspected by the State Board of Electricity or is exempt from inspection under Minnesota Statutes, section 326.244. Obtaining a permit from the Board of Electricity does not exempt the work from other Minnesota State Building Code requirements relating to electrical equipment, its location, or its performance.
5. Repairs. Application or notice to the building official is not required for ordinary repairs to structures. The repairs shall not include the cutting away of any wall, partition, or portion of a wall or partition, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement, or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring, or mechanical or other work affecting public health or general safety.

Documents Required for a Complete Application

To be considered complete, an application for plumbing or mechanical equipment requires all of the following, unless waived by the Zoning Administrator:

1. Completed "Plumbing or Mechanical Equipment Permit Application" form
2. Application fee as set forth in Eureka Township Ordinance 7.