

THE CITY OF

Building Inspection Division



Owatonna

540 West Hills Circle
Owatonna, MN 55060-4794
Ph. (507) 444-4370
FAX: (507) 444-4351

May 3rd, 2010

Ref: Clarification regarding water heater permits and inspections.

Dear Plumbing Contractor and Homeowner,

It has been presented to the Building Inspection Division that a large number of water heater replacements are sudden occurrences brought on by existing appliances that have malfunctioned. Therefore, the following procedures will be allowed to accommodate permitting and inspecting these installations. These procedures only apply to water heaters and the rare occurrence of a boiler needing replacement over a weekend, etc.

Every effort must be made to obtain permits prior to starting work on replacement water heaters. However, if the water heater should develop a leak or need replacing during evening or weekend hours, the water heater may be installed by qualified plumbing contractors or homeowners. A plumbing permit shall then be applied for during the next business day city offices are open. Make, model, venting and installation information shall be provided and a final inspection shall be scheduled.

It has also been requested that the city inspectors make an effort to accommodate same day inspections when permits and installations are applied for during normal business hours. If the permit is acquired first thing in the morning city inspection staff will be consulted to see if an additional inspection can be added to their scheduled days inspections. The number of scheduled inspections has been increasing and this does not mean that same day inspections can be accommodated. There will be times the staff have no available openings and inspections will need to be scheduled for the following day. The inspection department will monitor this situation and evaluate it as the summer progresses.

In addition, clarification is requested on who must be present during the final inspection. A representative of the plumbing company must be present for the final inspection to perform the soap test on gas connections and be available to answer questions regarding the installation of the replacement.

Water heater permits and inspections are new to the inspectors and plumbing contractors. It is anticipated that additional items of concern may come up. Through cooperation, procedures can be established to allow for the safe installations and the inspection process.

Thank you for your patience.
Owatonna Building Inspection Division