

# THE CITY OF

## Building Inspection Division



# Owatonna

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

June 11, 2010

**Effective: June 21<sup>st</sup>, 2010**

Ref: Water heater permit applications, billing and inspections procedures.

Dear Plumbing contractor,

The Owatonna Building Inspection Division has been reviewing the permitting and inspection process for water heater installation. The following program and procedures will be implemented to attempt to make the process easier.

Water heater plumbing permit applications and combustion air intake worksheets (see web links at bottom of page) can be faxed to the Owatonna Building Inspection Division at 507-444-4351. The water heater can then be installed/replaced. Applications will be stored in contractor business files and shall be paid for within 10 business days of the application date or before the last day of each month whichever comes first.

The Owatonna Inspection Division will be implementing a program allowing a contractor to sign an installation certificate and submit the certificate to the city at the end of the job. The Inspection Division would then randomly pick certificate submittals for inspection. Contact would be made with the contractor to set up an inspection appointment with the homeowner and inspector for review of that installation. This would result in random inspections and reduce the need for every installation to be inspected. However, all manufactured homes and apartment units will require inspection. The random inspection policy does not apply to these installations.

Please understand that the above faxed application, billing and certificate including random inspection will only be available to those contractors who pay the bill by the end of the 10 business days or last day of the month (whichever comes first) and who have demonstrated code compliant installations. Individual contractors may have these options revoked if compliance with the procedures or installations becomes an issue.

Combustion air must be provided for all water heater installations. Sizing of the combustion air shall be based on the type of all appliances within the mechanical room, BTU ratings and mechanical room area/volume as described in the 2009 Mechanical & Energy Code worksheets. Please submit the worksheet, identification of all appliances and the intended combustion air duct sizing along with your plumbing permit application.

Thank you for your cooperation. Should you have questions or suggestions on how to make this program work better, please contact the Building Inspection Division.

Sincerely,

Building Inspection Staff

<http://ci.owatonna.mn.us/wp-content/uploads/2010/04/Owatonna-2010-Ventilation-and-Combustion-Air-Calculations-Worksheet.pdf>

[http://ci.owatonna.mn.us/wp-content/uploads/2010/01/Combustion\\_Worksheet\\_Examples.pdf](http://ci.owatonna.mn.us/wp-content/uploads/2010/01/Combustion_Worksheet_Examples.pdf)

<http://ci.owatonna.mn.us/wp-content/uploads/2010/05/Owatonna-Plumbing-Permit-application.pdf>