In accordance with the Minnesota State Mechanical Code (MSMC), permits are required for any installation, maintenance, alteration, and inspection of mechanical systems that are permanently installed and utilized to provide control of environmental conditions and related processes within buildings, fuel gas piping systems, fuel gas equipment and appliances, and related accessories. This code also regulates process piping installed within, or in conjunction with, buildings or structures. The term “process piping” includes piping or tubing which conveys gas, liquid, or solids and which is used directly in research, laboratory, or production processes. Common permitted mechanical work includes but is not limited to the following:

- Heating, ventilation, air conditioning (HVAC)
- Boiler
- Ductwork
- Low pressure steam (15# and under)
- Pressure vessels (15# and under)
- Hot and chilled water systems
- Hydronics
- Refrigeration / cooling
- Kitchen ventilation
- Fume hoods
- Exhaust systems
- Gas piping
- Process piping
- Temporary heating
- Radon mitigation systems
- Fuel fired equipment

Mechanical permit applications and submittal documents are reviewed prior to issuance to ensure that the design complies with the MSMC (Minnesota Rules Chapter 1346). The Minnesota Mechanical Code requires plans and specifications to be submitted to the authority having jurisdiction and approved prior to construction of any new mechanical system or prior to any change to an existing mechanical system. Permit applications may not be approved without adequate information to verify compliance with the provisions of the Minnesota Mechanical Code.

Mechanical permit applicants (contractors) are not required to be licensed by the State of Minnesota but are required to file a $25,000 mechanical contractor bond with the Minnesota Department of Labor and Industry (DLI) in order to contract to perform gas, heating, ventilation, cooling, air conditioning, fuel burning or refrigeration work in Minnesota. The bond must be approved by DLI and written by a surety company licensed to do business in Minnesota.

Contact Information:
Jared Ellingson, Mechanical Inspector
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Mechanical Permit Submittal Checklist

A mechanical permit must be obtained by a bonded mechanical contractor for any installation, addition, extension, alteration or replacement made to a mechanical or piping system. The following documents are required at time of permit submittal so that Building Code Division (BCD) staff can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. If you have questions or concerns at this stage of your project, we will be happy to meet with your design team to answer questions and assist you in completing the application process.

Two complete sets of plans, specifications and submittal documents for the work being performed are **required at time of permit application**:

- Completed on-line permit application
- Description of work
- Material specifications
- Floor plans
- Gas riser isometric including BTU’s
- Pneumatic controls
- Process piping

The following documents may be **deferred submittals** and are required prior to issuance of a permit:

- Request for alternate materials or methods
- International Code Council (ICC) Evaluation Service (ES) reports (if applicable)
- Copy of State plan review letter on State licensed facilities (if applicable)

**Separate Permit** applications, plans and approvals are required for the following work:

<table>
<thead>
<tr>
<th>Demolition</th>
<th>Temporary Event</th>
<th>Connections to Public Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm Controls</td>
<td>Phased Construction</td>
<td>Electric Controls</td>
</tr>
<tr>
<td>Underground Utilities</td>
<td>High Pressure Steam</td>
<td>Temporary Heat</td>
</tr>
</tbody>
</table>

- The Building Official may authorize projects to be constructed using phased design and permitting. Consideration will be given to size, complexity, construction schedule and other related factors to determine if this approach is acceptable. Authorization must be obtained prior to submitting any initial building permit applications/documents. Extremely large and/or complex projects may require a preliminary meeting prior to building permit submittal.
- Requests for use of alternate materials or methods of construction must be submitted through the Architect of record office for BCD code approvals.
- Construction change orders must be reviewed for code compliance prior to construction implementation.
- Where required, plans, documents and specifications must be prepared in accordance with the MN State Board of Architecture Rules. [www.mn.gov/aelslag](http://www.mn.gov/aelslag)
- State licensing or bonding may be required for specific trade permits (eg. Plumbing, HVAC, Electrical) [www.dli.mn.gov/CCLD/Forms.asp](http://www.dli.mn.gov/CCLD/Forms.asp)