

## RESIDENTIAL GEOTHERMAL HEATING/COOLING (Mechanical Permit)

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- Materials and installation must comply with the current Minnesota State Building Code, Mechanical Code, and the manufacturers' installation specifications for each product.
- Residential geothermal heating/cooling permits are issued over the counter at the municipality office.
- An electrical permit may also be required; check with your local electrical inspector.

### PERMIT CARD (throughout the project) shall be:

**POSTED** prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector.

### INSPECTION REQUIREMENTS:

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **Office Hours:** Monday - Friday • 8:00 a.m. - 4:30 p.m.
- **Phone:** (952) 442-7520 or (888) 446-1801

#### **Inspections: Contractor must be present.**

- **Rough-In:** Prior to backfilling header trenches. A ground loop pressure test must be provided at the rough-in:
  - ✓ Ground loop must be pressure tested with water at 100 psi.
  - ✓ Test duration shall be not less than 30 minutes with no observed leaks.
- **Final:** After the installation process is complete. A flow and pressure loss test must be performed for the final:
  - ✓ Test results shall be compared to the calculated design values of the system. The flow rate and pressure drop values and the design values cannot differ by more than 10 percent.

**NOTICE:** Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved.** It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a **reinspection fee may apply.**

**Note:** The State of Minnesota requires all residential building contractors, remodelers, roofers, plumbers, and electricians to obtain a state license, unless they qualify for a specific exemption. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit will be issued.

**Note:** To determine contractor requirements, or to check the licensing status of a contractor, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

**Note:** For specific code requirements, contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: [info@mnspect.com](mailto:info@mnspect.com).