



PROJECT INSTRUCTIONS

For Mechanical Installers

This handout is intended to be an **overview** of general mechanical requirements as outlined in Minnetonka City Code. This handout is not all inclusive and may not be helpful to a homeowner who is unfamiliar with mechanical terminology. Additional information and knowledge is needed to properly design, installation, maintain and alter mechanical systems that are permanently installed and utilized to provide control of environmental conditions and related processes within buildings.

All reference numbers below are to provisions of Minnetonka City Code.

515.005. Definitions.

1. The term "mechanical contractor" means a person engaged in the business of installing, altering, repairing, or extending a heating, ventilating or exhaust system, refrigeration unit, air conditioning unit, manufactured gas or wood fireplaces and stoves, manufactured chimney and venting systems, hot water, low pressure steam equipment or other mechanical equipment or systems discussed in the international mechanical code and international fuel gas code adopted as part of the state building code.
2. The term "gas piping contractor" means a person engaged in the business of installing, altering, repairing, testing or extending gas lines, oil burners, gas or oil piping or gas appliance items or connections.

515.010. License Required.

1. A person, firm or corporation must not engage in the business of a mechanical contractor or gas piping contractor within the city without first obtaining a license from the city.
2. An applicant for a license must submit a copy or other evidence of the applicant's bond posted with the state of Minnesota. No city bond is required.
3. A license applicant must also submit a certificate of insurance certifying that the business is currently insured by an insurance company licensed to do business in the state of Minnesota. The certificate must be in the form prescribed by the city. The minimum limits of coverage for the insurance must be:
 - a. each claim, at least \$100,000;
 - b. each occurrence, at least \$300,000;
 - c. property damage, at least \$50,000; and
 - d. workers' compensation, statutory amounts.

The insurance must be kept in force during the term of the license and must provide for notification to the city ten days before termination or cancellation. A license is automatically revoked upon notice of termination or cancellation of this insurance and will remain revoked until other insurance is provided as required.

4. The building official may require the license applicant to undergo an examination before a license is issued. The examination will be for the purpose of determining the applicant's ability to adequately undertake the work being licensed. The applicant must perform to the satisfaction of the building official before a license will be granted. The building official may waive the examination for applicants who provide proof that they passed the examination in the Minnesota cities of Bloomington, Minneapolis, St. Cloud, St. Paul, St. Louis Park, or Rochester.

5. A person, firm or corporation that has obtained a license must not allow another person, firm or corporation to use the license for doing work covered by the provisions of this ordinance.

6. A license is renewable annually on or before January 31 of every year and may be revoked, suspended or refused renewal for cause. Adequate cause includes work done in violation of this chapter or a licensee's refusal to correct defective work performed by the licensee, its agents or employees. A license revocation, suspension or refusal of renewal will be done under the provisions in section 700.035 of this code.

7. Application for a license must be made annually on a form furnished by this city. The annual license fee is specified in chapter 710.

515.015. Categories of Licenses.

1. There are three categories of the mechanical contractor's license, as specified below. In addition, the holder of a Minnesota builders contractor license may do the limited mechanical work specified below.

a. The holder of warm air license may install, alter, repair, clean or extend any heating, ventilation or exhaust system, manufactured fireplaces, fireplace stoves, stoves or other manufactured wood burning devices, incinerators, chimneys or vents. The holder of this license is the only person allowed to install furnaces.

b. The holder of a refrigeration license may alter, install, repair, clean or extend any cooling or refrigeration system.

c. The holder of a steam/hot water license may install, alter, repair, clean or extend any hot water low-pressure steam system.

d. The holder of a Minnesota builders contractor license certificate may install, alter or repair manufactured fireplaces, fireplace stoves, stoves, or other manufactured wood burning devices and accessory items such as humidifiers, electronic air cleaners, air filter devices, residential exhaust fans and window air conditioners and other self-contained refrigeration units. The holder of this license cannot do any gas-piping work

2. There is one category of the gas piping license. The holder of a gas piping license may install, alter, repair, extend any gas piping system from the house side of the meter to appliances and may install manufactured gas and wood fireplaces.

515.020. Permit Required.

1. A person must not do, or cause to be done, the work listed in the definitions in section 515.005 without first obtaining a permit from the city and paying the fee specified in chapter 710.

2. A permit application must be accompanied by a complete set of plans and specifications for the work to be done. The building official may waive this requirement if the building official believes that the nature of the work is such that construction documents are not necessary to obtain compliance with this code. If plans are submitted and a permit is issued, the work must be completed in accordance with the approved plans.

3. A permit must be obtained before the work begins. A person, firm or corporation that begins work specified in paragraph 1 without obtaining the necessary permit is required to pay double the permit fee specified in chapter 710 and is subject to the penalty provisions of this code. The building official may waive this provision if the building official believes that the work was required by an emergency.

4. Permits for work in new structures will only be issued to contractors licensed by the city. Permits for work in existing structures will only be issued to contractors licensed by the city or to resident owners who homestead the property where the work is to be done.

5. Every permit issued will become invalid unless the work authorized by the permit is started within 180 days after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of 180 days after the work is started. The building official is authorized to grant one or more written time extensions for periods not more than 180 days each. An extension must be requested in writing and justifiable cause demonstrated. Renewal of an invalid permit will require payment of the full permit fee.

515.025. Inspection.

A person, firm or corporation who does or causes to be done any work that requires a permit under section 515.020(1) must immediately notify the city upon completion of the work that it is ready for inspection and testing. A permittee must also notify the city before any portion of the work is connected within a building, and give the city reasonable time and opportunity to inspect the work before construction progresses to a point where the work can no longer be examined and inspected. A permittee must not cover work until it has been inspected and accepted by the city. A person must not occupy new premises until the city has had an opportunity to make a final inspection of the premises, has approved the installation, and has issued a certificate of occupancy.