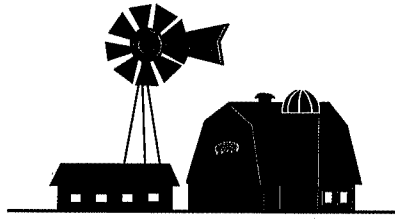


# **TOWNSHIP COOPERATIVE PLANNING ASSOCIATION**

**4111 11<sup>th</sup> Avenue SW Room 10  
Rochester, MN 55902**

**Phone: (507) 529-0774  
Fax: (507) 281-6821**



**Roger Ihrke, Administrator  
David H. Meir, Administrator  
Barbara Literski, Adm. Asst.  
roger@tcpamn.org  
david@tcpamn.org**

**TCPA**

## **FLAT FEE PERMIT PROCESS**

Certain items of improvement or construction on a property within the townships administered by TCPA require only a flat fee permit.

Fill out the attached application form, mail or bring the form to the TCPA office with the fee, and the permit can be issued immediately. You will still need to call CMS for inspections.

The flat fee permit charges – as of March 01, 2015 - are as follows;

Roofing	- \$93.00
Replace window(s)	- \$93.00
Residing	- \$93.00
Replace furnace	- \$93.00
Replace A/C	- \$93.00
Install gas line	- \$93.00
Replace water heater	- \$93.00

Some items – for instance the replacement of the furnace and the A/C at the same time - only require one permit fee.

## TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11TH Avenue SW—Room 10 | Rochester, MN 55902 | PH: (507) 529-0774 | FX: (507) 281-6821

**JOB SITE LOCATION:**

 Township: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROPERTY OWNER:**

 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Home PH#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Work PH#: \_\_\_\_\_

**PROPERTY LEGAL DESCRIPTION:**

Township Section #: \_\_\_\_\_

**PROPOSED USE:**

<input type="checkbox"/> Dwelling	<input type="checkbox"/> Deck	<input type="checkbox"/> Furnace	<input type="checkbox"/> Dwelling Addition/Year Built: _____
<input type="checkbox"/> Pole Building	<input type="checkbox"/> 3-Season Porch	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Finish Basement
<input type="checkbox"/> Private Garage	<input type="checkbox"/> Siding	<input type="checkbox"/> Gas Line	<input type="checkbox"/> Dwelling Remodel/Year Built: _____
<input type="checkbox"/> Business Commercial	<input type="checkbox"/> Re-Roofing	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Other: _____

**Description of Project:**

 Building Dimensions: \_\_\_\_\_ Use & Occupancy: \_\_\_\_\_  
 Lot Size/Dimensions: \_\_\_\_\_ Construction Type: \_\_\_\_\_

**Estimated Value:** \_\_\_\_\_

<p><b>* General Contractor</b></p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p><b>* License #</b> _____</p> <p><b>Phone #</b> _____</p> <p><b>Septic Installer</b> _____</p>	<p><b>* Plumbing Contractor</b></p> <p><b>* Plumber License #</b> _____</p> <p><b>Mechanical Contractor</b> _____</p> <p><b>Phone #</b> _____</p> <p><b>Electrician</b> _____</p> <p><b>Well Driller</b> _____</p>
<p>* Denotes Required Information for all permits</p> <p style="text-align: center;">Floodplain Management District: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: right;">Shoreland Management District: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	

You must attach two (2) copies of building plans and a free-hand sketch showing land dimensions, building locations and distances in relation to other buildings, lot lines, roads, road right-of-ways, septic & well locations plus neighboring septic & wells if located in a subdivision or on a small acreage in a developed area. Set-backs apply. Designate North. Variance & Conditional Use permits may also be needed. If this activity is located in a shoreland management district, you must also show distance to the ordinary high water level and certify your existing septic system. Wells must meet required distance from septic systems. A building permit will not be issued for any construction until approval is received from TCPA. A penalty may, and will be assessed up to the amount of the building permit fee, if activity is started prior to obtaining a building permit. Additions to the application or re-inspections may be billed separately when they become applicable and must be paid prior to the inspection(s).

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Refund and Cancellation Policy: upon request of cancellation of building permits, charges or refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.

IF YOU HAVE QUESTIONS PLEASE CALL TCPA AT (507) 529-0774

IF THIS APPLICATION IS INCOMPLETE IT WILL BE RETURNED TO THE APPLICANT

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT MAY BE BILLED FOR INSPECTIONS PREMATURELY REQUESTED (work not ready for inspection)

----- TO BE COMPLETED BY TCPA -----

Received by:		Date Received:		<b>Finished Value (not cost)</b>
Building Permit:	\$ _____	Plan Review:	\$ _____	
Plumbing Permit:	\$ _____	Plan Review:	\$ _____	
Mechanical Permit:	\$ _____	Plan Review:	\$ _____	
Other:	\$ _____			
			<b>TOTAL DUE:</b>	\$ _____

 Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Building Official)



1700 North Broadway • Suite 128  
Rochester, MN 55906  
507-282-8206 • FAX 281-0391

**THE FOLLOWING ITEMS ARE CONDITIONS FOR PERMIT ISSUANCE**  
**STRICT COMPLIANCE IS MANDATORY:**

**INSTALL GAS FIREPLACE:**

1. Gas lines shall be properly tested and witnessed by the building inspector.
  - Equipment that is not to be included in the test shall be either disconnected from the piping or isolated by blanks, blind flanges, or caps. Flanged joints at which blinds are inserted to blank off other equipment during the test shall not be required to be tested. IFGC 406.3.2
  - Where the piping system is connected to equipment or components designed for operating pressures of less than the test pressure, such equipment or equipment components shall be isolated from the piping system by disconnecting them and capping the outlet(s). IFGC 406.3.3
  - The test pressure to be used shall be no less than one and one-half times the proposed maximum working pressure, but not less than 25 psig (172 kPa gauge), irrespective of design pressure. IFGC 406.4.1
  - Test duration shall be not less than one-half hour. IFGC 406.4.2
2. All fuel lines shall be of an approved material, properly sized for appliances that are to be served and installed according to the International Mechanical Code or manufacturer's installation specifications. IFGC403 MN1346.5403
3. All mechanical equipment shall be installed per manufacturer's listed specifications. Installation manual must be on site for inspection. IMC304.1
4. When interior alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings. Exception: Work on the exterior which does not require entry into the interior for inspection. R314.3.1
5. Single and multiple station smoke alarms shall be installed:
  - a. In each sleeping room
  - b. Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
  - c. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level. R314.3

### INSTALL FURNACE OR UNIT HEATER OR WOOD/CORN BURNER:

1. Installation of new gas lines shall be properly tested and witnessed by the building inspector to 25 psi for 1/2 hr. minimum. IFGC406 MN1346.5406
2. Distance to combustibles to be followed on manufacturer's specifications. R304.9
3. All fuel lines shall be an approved material, properly sized for appliances that are to be served and installed according to the International Mechanical Code or manufacturer's installation specifications. IFGC403 MN1346.5403
4. All mechanical equipment shall be installed per manufacturer's listed specifications. Installation manual must be on site for inspection. IMC304.1
5. Provide make-up combustion air if furnace is not a sealed combustion furnace. MN1346.501.4.1

### INSTALL GAS PIPELINE:

1. Gas lines shall be properly tested and witnessed by the building inspector.
  - Equipment that is not to be included in the test shall be either disconnected from the piping or isolated by blanks, blind flanges, or caps. Flanged joints at which blinds are inserted to blank off other equipment during the test shall not be required to be tested. IFGC 406.3.2
  - Where the piping system is connected to equipment or components designed for operating pressures of less than the test pressure, such equipment or equipment components shall be isolated from the piping system by disconnecting them and capping the outlet(s). IFGC 406.3.3
  - The test pressure to be used shall be no less than one and one-half times the proposed maximum working pressure, but not less than 25 psig (172 kPa gauge), irrespective of design pressure. IFGC 406.4.1
  - Test duration shall be not less than one-half hour. IFGC 406.4.2
2. All fuel lines shall be of an approved material, properly sized for appliances that are to be served and installed according to the International Mechanical Code or manufacturer's installation specifications. IFGC403 MN1346.5403

### INSTALL WATER HEATER:

1. Installation of new gas lines shall be properly tested and witnessed by the building inspector to 25 psi for 1/2 hr. minimum. IFGC406 MN1346.5406
2. All fuel lines shall be of an approved material, properly sized for appliances that are to be served and installed according to the International Mechanical Code or manufacturer's installation specifications. IFGC403 MN1346.5403
3. All mechanical equipment shall be installed per manufacturer's listed specifications. Installation manual must be on site for inspection. IMC304.1 If installing an on demand tankless or hybrid water heater, a copy of manufacturer's flow rate data and calculations to determine peak demand for installation shall be supplied at permit application and at site at final inspection.
4. Provide make-up combustion air if water heater is not a sealed combustion unit. IFGC304.1 MN1346.5304
5. Equipment used for heating water shall be protected by approved relief valve safety device. A discharge pipe shall be full size and run to within 18" of the floor or a safe place of disposal. IMC1006.1-1006.6 MN1346

**INSTALL AIR-CONDITIONER:**

1. All mechanical equipment shall be installed per manufacturer's listed specifications. Installation manual must be on site for inspection. IMC304.1

**THE FOLLOWING CONDITIONS PERTAIN TO ALL OF THE ABOVE INSTALLATIONS:**

1. Every permit issued shall become invalid unless the work authorized by the permit is commenced 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 time the work is commenced. MN Rules 1300.0120
2. This structure must comply with all portions of the Minnesota State Building Code whether noted on this plan or omitted. Failure to note any detail(s) on the plan does not remove the builder from the responsibility of complying with the Building Code. Plan review was done in accordance with the current Minnesota Building Code. Plan review does not waive any additional code compliance issues found on site. MN1300

Jay Kruger  
Building Official

**CALL CMS FOR ALL INSPECTIONS**

**507-282-8206**