



City of Waconia

Plumber Permit Information

2023

CITY OF WACONIA- PLUMBER'S PERMITS

Plumbers doing work within the City of Waconia are required, by City Ordinance, to first obtain a plumber permit through the Public Services Department. These permits are renewable on an annual basis. The license period is February 1 to January 31.

Plumber permits are required by the City to assure that plumbing installations are performed by licensed personnel and that the installations are in compliance with City and State Codes. This is necessary to safeguard persons and property from unsanitary and unhealthy plumbing conditions.

A plumbing permit is required for the installation, alteration, renewal, replacement, or repair of plumbing.

1. Every person who contracts to do plumbing work within the state-whether a licensed plumber or not-will be required by the state to have a plumbing bond in the amount of \$25,000 meeting the requirements of the new law.
2. Building contractors are not able to pick up water meters for plumbers. Plumbers will be required to pick up all water meters.
3. **The permit fee is \$25.00 and is payable to the City of Waconia**

Please submit the required forms and documentation to:

Waconia Public Services
Attn: Marnie Lucas
310 10th Street East
Waconia, MN 5387

Or fax to:
952-442-4963

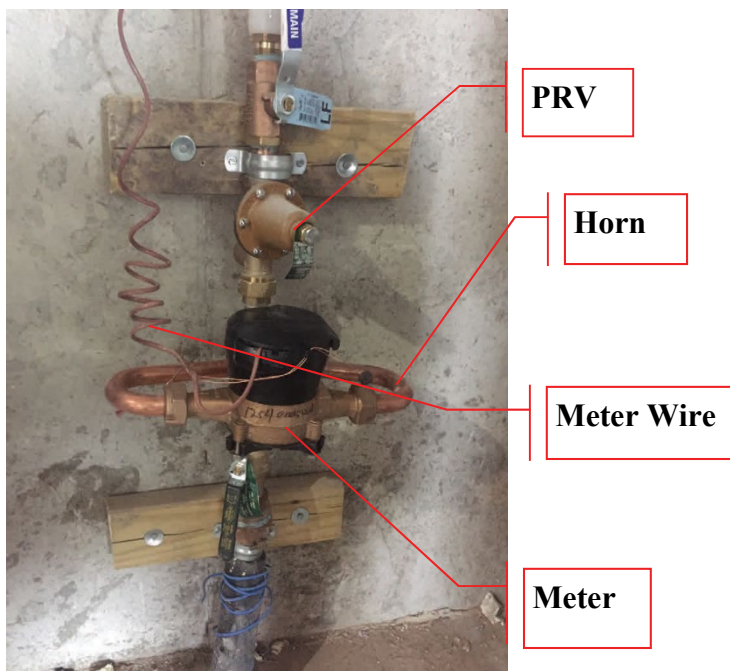
Or email to:
publicservices@waconia.org

If you have any questions regarding your permit application please contact:

Marnie Lucas,
Public Services Office Assistant,
442-2615 between 6:30 am and 3:00 pm, Monday – Friday

Water Meter Installations

- A. Plumbers are responsible for wiring an electrical wire line to the City of Waconia water meter. The wire must be 4 strand **red, yellow, green** and black or 3 strand **red, green, black**. The line should be wired simultaneously with other utilities in the building. (Usually electrical contractor.) Care should be given to routing the wire to the water meter not interfering with the finishing within the building or future finishing. (Example: sheet rock, other wiring, future maintenance.)
- B. The service pipe from the water main to the meter, when the same enters the building, shall be brought through the floor in a vertical position. The stop valve shall be installed 24 to 36 inches above the floor. Please coil extra wire hanging above or near the water meter. Waconia Utilities will then install the remaining equipment.
- C. The meter shall be located so that the bottom is from 24 to 36 inches above the finished floor line. The meter shall be set not more than 24 inches measured horizontally from the inside line of the basement wall unless an alternate method is approved in writing by the Public Utilities Department. The meter shall be set in a horizontal position and shall be readily accessible for maintenance and reading.
- D. All meter installations shall have a stop valve on each side of the meter. In no case shall there be less than 24 inches of pipe exposed between the point of entrance through the basement floor and the stop valve.
- E. All meters shall be set in an appropriate meter setting device approved by the Public Utilities Department.
- F. All meter interface units and all wiring provided for the meter interface unit shall be located within six (6) feet of the other utility meters or utility boxes on the exterior of the home.



NOTE: The meter horn and fittings are a compression style fitting which require **NO pipe dope**. I have instructed my crew when they go out to seal a meter and there is pipe dope on the fittings that connect to the meter horn not to seal it. If there is a need to make a second trip to the location due to pipe dope being used, we will be charging a trip fee of \$45, per City Ordinance 1100.

- G.** Builders/plumbers must contact Public Services **a minimum of 24 hours in advance of the desired time for inspection and meter sealing.** Wiring to the meter is required prior to sealing of the meter. The contractor shall be charged a re-inspection fee as established in Chapter 1100, which may be amended from time to time by the Council, for each return visit, payable at the time of the visit, if wiring is incomplete, the meter is not properly prepared for sealing, or any other reason which may require a return visit. The meter must be sealed prior to the final plumbing inspection.
- H.** The City requires that a wire be run from the meter to allow for meter reading equipment and technology. The water meter shall be wired to the outside of the structure in the area of all other utility meters at a minimum of five (6) feet above finished grade on the exterior of the building. All wires to the outside of the structure from the water meter inside shall be secured by the use of wire ties or clips. There shall be two (6) feet of extra-coiled wire outside of the structure. The wire shall be marked water meter wire. The wire will be three-conductor type with colors of red, green and black as specified by the City. Under no circumstance will the wire be on the front of the building.



MIU, Installed by City of Waconia

Notice: Wire must be run and siding on home

Pressure Reducing Valve Installations

The City of Waconia will be enforcing the state of Minnesota plumbing code for installation of pressure reducing valves. Water system pressure within the City of Waconia is beginning to change due to construction that is and will be taking place that will affect system pressure now and in the future.

The State Plumbing Code States: When street main pressure exceeds 80 psi, an approved pressure reducing valve shall be installed in the water service pipe near its entrance to the building to reduce water pressure to 80 psi or lower. Where street water main pressures fluctuate significantly, the building water distribution system shall be so designed for the minimum pressure available.

Whenever water pressure from the street main or other source of supply is insufficient to provide flow pressure at fixture outlets as required under part [4715.1770](#), a booster pump and pressure tank or other approved means shall be installed on the building water supply system. See part [4715.1810](#), subpart 3 for installation.

STAT AUTH: MS s [326.37](#) to [326.45](#)

NOTE: If you are installing a second meter for future irrigation and your company has ordered a second radio reading device (MIU) you must run a second set of wires to the outside of the house to hook up the additional reading device. If two wire sets are used, please make sure to label them one for the main meter and one for irrigation.

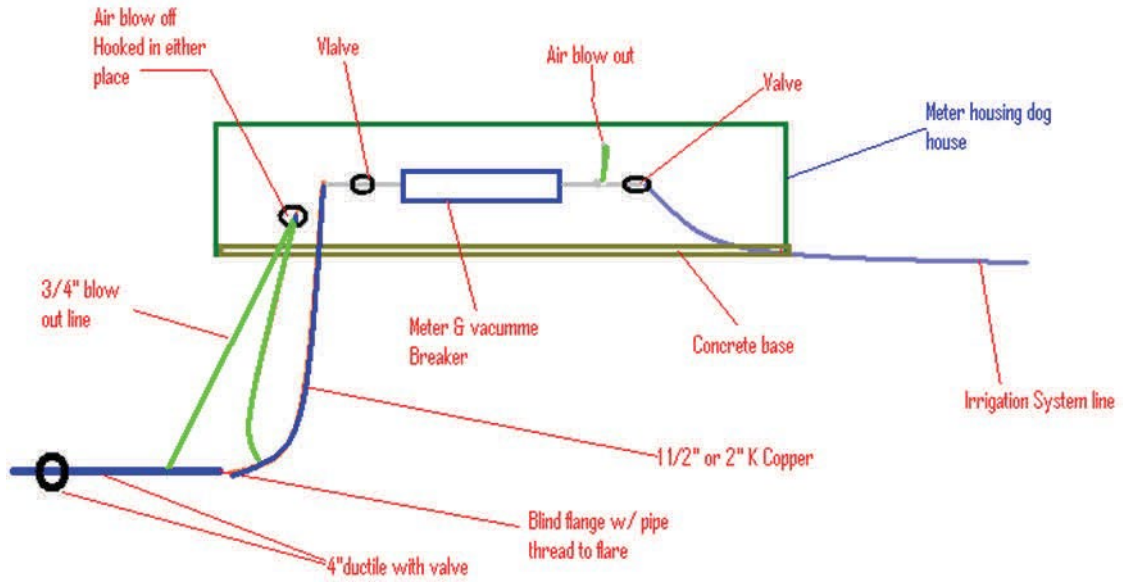
Outside Irrigation Meter Policy

Irrigation systems users will need to comply with the following requirements:

1. A permit application must be accompanied by a drawing and plans for the installation. The applicant will be responsible to restore the disturbed areas to a condition acceptable to the City.
2. All irrigation lines shall be of the following materials:
 3. 1" K copper pipe
 4. 3" or 4" ductile iron pipe
3. Other types of piping may be warranted in certain circumstances and must be approved by the City of Waconia prior to installation. 1-1/2 inch or 2-inch copper will not be permitted under any circumstance.
4. The City of Waconia shall **not** be responsible for irrigation lines. The City will not maintain the lines, repair any leaks, nor be responsible for maintenance or any costs associated with irrigation lines.
5. Meter and meter reading equipment shall be maintained by the City. Costs associated with the meter and reading equipment shall be the responsibility of the owner or association. In the event of any damage to the meter or reading equipment, it is the responsibility of the owner or association to pay costs related to repairs/replacement and restoration.
6. Prior to installation of the irrigation meter, annual proof of RPZ or backflow prevention testing, and compliance must be provided to the City of Waconia and the City Inspection Office.

Coordination of system shut down and start up will need to be done between the City of Waconia Utilities Department and your irrigation maintenance company each year.
7. The City's Utility Department will remove all irrigation meters between October 1 and October 14 each fall and will re-install all meters between May 1 and May 14 in the spring. These dates are dependent upon weather conditions and may shift slightly if conditions warrant. In the event that your maintenance company would like to perform shut down or start up outside of these dates, please have them contact Waconia Public Services
8. Notify your vendor/irrigation company of this policy.
9. The annual \$50 fee be applied to the utility billing account. The water utility bill will be mailed monthly.

Irrigation Set-up



Application for Municipal Plumber Permit

State of Minnesota Carver County City of Waconia



Waconia Public Services
310 10th Street East
Waconia, MN 55387
Phone: 952-442-2615
Fax: 952-442-4963

Email: publicservices@waconia.org
www.waconia.org

To the City Council of the City of Waconia in said county and State:

The undersigned hereby applies for a permit to carry on the business of plumbing at various places in the City of Waconia, in said county and state to January 31, 2024 subject to the laws of Minnesota and the ordinances of said City; herewith tenders \$25.00 as the permit fee.

Date:	
Company Name:	
Licensed Plumber Name:	
Company Address:	
Company City, State, Zip	
Company Phone:	
Alt. Phone:	
Company Fax:	
Contact Email:	
Signature of Applicant:	

****Please return this form along with other requested documentation. ****

For Office Use Only

- Permit Fee Paid
- Copy of Plumber's License Current
- Liability Insurance
- Worker's Compensation Certificate
 - Not Applicable
- State of Minn Applicant Information
- Copy of Plumber's Contractor License

Permit Issued By:

Date Issued:

Receipt Number:

State of Minnesota License Applicant Information

Under Minnesota law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **DO NOT RETURN THIS FORM TO THE DEPARTMENT OF REVENUE.**

Please print or type

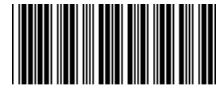
Name of license being applied for and license number (if renewal):	License Number #:	
Licensing Authority (name of city, county, or state agency issuing license):		
City of Waconia		
License Renewal Date: (not applicable for new licenses)		
	to	

PERSONAL INFORMATION:					
Applicant's personal last name	Applicant's first name and middle initial	Social Security Number			
Applicant's address	City	State	Zip Code		

BUSINESS INFORMATION:					
Business name - Applicant Name (not DBA)					
Business address	City	State	Zip Code		
Minnesota tax identification number			Federal tax identification number		
If a Minnesota tax identification is not required, please explain on the reverse side of this form.					

Applicant Signature:

Signature	Title	Date



CC0515

Mailing Address:
PO Box 64217
St. Paul, MN 55164-0217

Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED AND SIGNED
BY ALL BUSINESS TYPES**

E-mail: dli.license@state.mn.us
Web Site: www.dli.mn.gov/ccld.asp
Directions: <http://www.dli.mn.gov/Direct.asp>
Phone: (651) 284-5034

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

CONTRACTOR'S LICENSE or REGISTRATION NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
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BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)

DBA NAME (Doing business as name / assumed name – if applicable)

BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE	ZIP
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COUNTY	E-MAIL ADDRESS
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**YOUR LICENSE OR REGISTRATION WILL NOT BE ISSUED WITHOUT THE FOLLOWING
INFORMATION. You must complete number 1 or 2 below.**

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)	NAIC Number	
POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032:

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee)
- I am self-insured for workers' compensation (include a copy of authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees) Explain why your employees are not covered:
- _____
- Other: _____

I certify that the information provided on this form is accurate and complete.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.