



CITY OF SAINT PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS

375 JACKSON STREET, SUITE 220

ST. PAUL, MINNESOTA 55101-1806

Phone: 651-266-8989 Fax: 651-266-9124

Visit our Web Site at www.stpaul.gov/dsi

Plumbing Plan Review Guidelines

SECTION A - Single family dwelling owner/occupant projects or projects for one/two family residential units on a “minor remodel”.

SECTION B – Commercial projects and all projects not covered under **SECTION A**.

SECTION A:

Plumbing Plan Review is not required for single family dwelling owner/occupant or contractor plumbing permits for a “minor remodel”. An owner/occupant of a single family dwelling on premises or that part of the premises owned and actually occupied by the worker as a residence. A "minor remodel" project is considered a plumbing project where the scope of the plumbing work is limited to standard plumbing installations consisting of five or fewer fixture-types in non-licensed facilities and the work does not present any ambiguity of code compliance for an owner/occupant or licensed plumbing contractor, such as a water closet/lavatory installation in existing facilities. The work must comply with the provisions of the minimum standards prescribed by the Plumbing Board. Minnesota Statute 236B.46.

Requirements to obtain an **owner/occupant** plumbing permit:

1. Owner/occupant must apply in person at 375 Jackson Street, Suite 220, Saint Paul, MN 55101-1806
2. Read and sign the Home Owner’s Plumbing Affidavit.
3. Provide proper identification.
4. A plumbing permit application from DSI must be completed by the owner/occupant.
5. Pay the required inspection fee calculated from the plumbing permit application.

Requirements to obtain a **contractor** plumbing permit:

1. A plumbing permit application from DSI must be completed by a properly licensed plumbing contractor.
2. Pay the required inspection fee calculated from the permit application.

An inspection must still be performed by a qualified inspector from the city to verify compliance with the plumbing code.

<http://www.stpaul.gov/index.aspx?nid=658>

Upon confirmation from DSI receiving the required items, the owner/occupant or plumbing contractor may proceed to install without plan review. All installations must meet the Minnesota Plumbing Code and required inspections must be notified and performed in accordance with Minnesota Rules, parts 1300.0215 Subp. 1 & 1300.0215, Subp. 2.

Five-fixture type "minor remodel" plan review exemption shall NOT apply to The Minnesota Department of Health/Minnesota Department of Agriculture (MDH/MDA) licensed facilities or projects that require plans and specifications be sent to The Minnesota Department of Labor and Industry (DLI).

SECTION B:

Commercial projects and all projects not covered under SECTION A.

Two sets of complete plumbing plans and specifications must be submitted directly to the City of Saint Paul Department of Safety and Inspections (DSI) Plumbing Section at 375 Jackson Street, Suite 220 for review along with the proper plumbing permit application and fees. Plumbing inspections will be performed by the City of Saint Paul DSI Plumbing Inspectors. A copy of the plan that was submitted for review and approval shall be on site with the approved set of construction documents to allow the installer to install according to the approved plan and to assist the inspector to verify installation according to the approved plan.

Construction shall not proceed except in accordance with an approved set of construction plans.

Two complete plumbing plan submittals must include the following:

- Utility Site Plan: Show the building, service lines, well and septic system locations on the property. If no new service connections will be installed, include a statement.**
- Floor Plan: Show all fixture locations, all horizontal drainage pipe locations and all pipe sizes for new plumbing.**
- Roof Plan: Show the location of roof drains and the roof area served by each roof drain. If no internally piped roof rain will be installed, include a statement.**
- Water Riser Diagrams: Isometric drawings of the water supply system showing all pipe sizes and all fixtures.**
- Soil, Waste and Vent Riser Diagrams: Isometric drawings of the waste and vent system showing pipe sizes and fixtures.**
- Plumbing Specifications: Include a list of the manufacturer and model numbers of the plumbing fixtures, a list of pipe materials including the quality standard (ANSI, ASTM, etc.), testing and disinfection procedures.**
- Signature: The plans must be designed by either an engineer that is registered in the state of Minnesota, or by the licensed master plumber that will be installing the plumbing. Each sheet must be signed by the designer.**

Upon confirmation from DSI receiving the required items and the contractor receiving an approved set of construction plans, the plumbing contractor may proceed to install. All installations must meet the Minnesota Plumbing Code and required inspections must be notified and performed in accordance with Minnesota Rules, parts 1300.0215 Subp. 1 & 1300.0215, Subp. 2.

The purpose of plan review is to check whether proposed projects will comply with the Minnesota Plumbing Code. If they do not, corrections will be made on the plan rather than to an actual installed plumbing system, saving time and expense. Specific items reviewed are adequate pipe sizing, proper pipe connections, approved pipe material, fixture specifications, and backflow prevention devices.

Be advised that incomplete submittal or inaccurate information will delay the request and/or the permitting application will be declined. In cases where the information provided on the permitting is not accurate or misleading, and does not reflect the scope of "minor remodel" installation, a letter will be issued requesting an additional plan and/or information. Plans shall be submitted by a registered engineer. However, a master plumber may sign and submit plans for projects where they are performing the installation. The amount of time needed to review plans once they reach our office may vary depending on the number of plans submitted for review.

<http://www.stpaul.gov/index.aspx?nid=658>

Existing Buildings: The Department of Safety and Inspections (DSI) receives plans, permits, and the proper fees for all waste, vent, gas, and water distribution. Saint Paul Regional Water Services (SPRWS) receives plans, permits, and the proper fees for the water service and water meter.

New Buildings Constructed: DSI receives plans, permits, and the proper fees for all waste, vent, and gas. SPRWS receives plans, permits, and the proper fees for the water service, water meter, and water distribution.

NOTE: Plans, permits, fees, and documents for projects where the scope of work is the water service, water meter, or the water distribution only on new and existing buildings are received by SPRW.

Contact SPRWS for plans, permits, fees, or information they required.

<http://www.stpaul.gov/index.aspx?NID=241>

In addition, plan submittal may be required by The Minnesota Department of Labor and Industry (DLI) as defined in Minnesota Rules, 1300.0215, subpart 6 for:

1. State-Licensed Health Care Facilities: Hospitals, nursing homes, supervised living facilities, free-standing outpatient surgical centers, boarding care homes, or residential hospice, and similar state-licensed facilities must be submitted to DLI; and
2. State-Owned Buildings: Correctional Facilities, State Colleges and Universities (MNSCU), Minnesota Department of Transportation (MNDOT), Department of Natural Resources (DNR), and all other state-owned buildings must be submitted to DLI.

Contact **DLI** for plans, specifications, or information they require.

DLI: <http://www.dli.mn.gov/CCLD/Plumbing.asp>

In addition, plan submittal may be required by The Minnesota Department of Health (MDH) or Minnesota Department of Agriculture (MDA) for:

The Minnesota Department of Health (MDH) licenses and inspects food and beverage establishments, such as restaurants, schools, cafes, food carts, special event food stands, and seasonal food stands. MDH licenses and inspects lodging establishments. MDH requires its own plan reviews for any new construction or remodeling of any facility it licenses and inspects. The Minnesota Department of Health provides plan review and construction inspection for all public swimming pools within the state.

The Minnesota Department of Agriculture (MDA) licenses and inspects grocery stores, convenience stores, butcher shops, retail bakeries and food manufacturing businesses. They also require plan reviews for any new construction or remodeling at places they license and inspect.

Contact **MDH** or **MDA** for plans, specifications or information they may require.

MDH: <http://www.health.state.mn.us/divs/eh/food/license/planreview.html>

MDA: <http://www.mda.state.mn.us/food/business/plan-review.aspx>



Richard Jacobs

Sr. Plumbing Inspector

Department of Safety and Inspections

375 Jackson Street, Suite 220

Saint Paul, MN 55102

P: 651-266-9051

rick.jacobs@ci.stpaul.mn.us

“DSI’S Mission: To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all”

The Most Livable
City in America

facebook

YouTube

twitter



Making Saint Paul the Most Livable City in America