

CITY OF INVER GROVE HEIGHTS SEWAGE TREATMENT SYSTEM PERMIT APPLICATION

PROPERTY INFORMATION

Site address: _____ Parcel No: _____
 Owner name(s): _____ Owner's phone No: _____
 Owner's mailing address (if different): _____

PERMIT APPLICANT (INSTALLER)

Installation business name: _____ License No: _____
 Certified installer's name: _____ Certification No: _____
 Installer's business address: _____
 Installer's phone No: _____ Email (optional): _____
 Plumber or pipelayer (if installing sewer): _____ License No: _____

SYSTEM DESIGNER

Design business name: _____ License No: _____
 Certified designer's name: _____ Certification No: _____
 Designer's business address: _____
 Designer's phone No: _____ Email (optional): _____
 Site evaluation by (if different designer): _____ Certification No: _____
 Management plan by (if different designer): _____ Certification No: _____

CLASS OF WORK

New Replacement Alteration/Extension Repair Demolition/Abandonment

SCOPE OF WORK

Sewage system and building sewer Sewage system only Dispersal system only
 Tanks only Other (describe): _____

SYSTEM DESCRIPTION

Type (check one): Type I Type II Type III Type IV Type V MSTs
 Facility served: Single family dwelling Other (describe): _____
 Design flow in gallons per day: _____ Design vertical separation distance in inches: _____
 Description of system components: _____

EXHIBITS

(Check the boxes below to indicate exhibits attached — submit two copies of each)

Site evaluation report Infield verification Groundwater report (if a MSTs)
 Design report Management plan Other (describe): _____

ATTEST

The undersigned acknowledges that he/she has read this application and that the above is correct and agrees to comply with all the ordinances and laws of the City of Inver Grove Heights regulating sewage treatment systems.

Applicant name (please print): _____ Title: _____
 Applicant (installer) signature: _____ Date: _____

Notice: This is an application only. Permit will be issued after city approval and payment of fees. Plan examinations and inspections made by the city are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the design or condition of the sewage system inspected.

OFFICE USE ONLY

Accepted as complete by: _____	FEE TYPE	AMOUNT	CODE
Date accepted as complete: _____	City fee	_____	AST
60 day deadline: _____	County fee	_____	BX
Inspector approval to issue: _____	Surcharge	_____	BR
Inspector certification No: _____	TOTAL FEE	_____	
Date approved: _____	Receipt No:	_____	
Date issued: _____	Receipt date:	_____	
SPECIAL CONDITIONS: _____			

PERMIT No

SITE ADDRESS



Instructions

A permit is required to install a new or replacement subsurface sewage treatment system and for any repair or replacement of components that will alter the original design, concepts, specifications, area, dimensions, function, treatment capacity, layout, or location of a system. The application fee must accompany the application. Incomplete applications or applications missing required exhibits will not be accepted.

Exceptions. A permit is not required for minor repairs or replacements of system components that do not alter the original design, concepts, specifications, area, dimensions, function, treatment capacity, layout, or location of the system. A “minor repair” means the repair or replacement of an existing damaged or faulty component or part that will return the sewage system to its operable condition.

Changes. If the applicant changes the proposed work to be conducted under an approved permit application, an amended application must be filed with the department detailing the changed conditions prior to initiating or continuing construction, modification or operation. Write “AMENDED” at the top of the application form. The changes must be approved by the department before proceeding.

Permit Applicant. The permit applicant must hold a valid license issued by the Minnesota Pollution Control Agency (MPCA) in order to install, construct, alter, extend, or repair a sewage treatment system. Property owners are not exempt from this requirement. If the only work being done is the demolition and abandonment of a sewage system, the permit applicant may hold either a MPCA license or a city contractor’s license. If the latter is the case, then write “CITY” in front of “LICENSE” and enter the city license number in the space provided.

Class of work. Check only one box. “New” means the installation or construction of a new system. “Alteration/extension” means additions or changes to the capacity of a system that has been issued an initial certificate of compliance. “Replacement” means the removal or discontinued use of any major portion of a system and the reinstallation of that same portion, such as the reinstallation of a new tank, dosing chamber, or soil dispersal system. Do not check the “Demolition/Abandonment” box unless that is the only class of sewage system work being done. It is not necessary to apply for a separate permit to abandon a sewage system if it will be abandoned as part of a larger demolition project for which another city permit has been issued.

Scope of work. Indicate the scope of work by checking the appropriate box. This application may be used to apply for a combination permit to install both the sewage system and the building sewer. For example, if the work includes installing a holding tank and the building sewer, then check the “other” box and write in “holding tank and building sewer” to describe the work. However, the permit holder must have in their employ either a certified pipelayer or licensed plumber to install the sewer. A combination permit will not be issued if the employee’s name and state license number are not provided. Do not use this application if only the building sewer is being installed or if the sewer is being installed by a separate utility or plumbing contractor; in these cases a plumbing permit application must be used.

System description. Provide a complete but brief description of the system components. An example is the following: 1250 gallon two compartment septic tank, Brand X model #00 effluent screen, 500-gallon pump tank, pump, floats and controls, and 250 lineal feet of shallow trenches using pressure distribution. Attach a sheet if more space is needed for the description.

Exhibits. Exhibits for site evaluation, design, and construction information must include a signed certified statement from the certified person who conducted or oversaw the work. If the scope of work involves the installation of a soil dispersal system, then the infield soils verification conducted by a qualified department employee must be obtained prior to filing the application. Check the “Other” box and describe any attached exhibits not otherwise listed such as the EPA’s “Class V Injection Well Inventory” form.

PERMIT AND INSPECTIONS

Work must not start before the permit has been issued and the permit is posted in a visible location at the site. Permits are valid for a period of up to one year from the date of issue. The permit holder may request an extension of six months maximum if the work was started prior to the original expiration date of the permit. Permits are not transferable.

Inspections. The work must remain accessible and exposed until inspected and approved by the department. Call 651-450-2550 to schedule an inspection. Notify the inspections department at least one working day prior to any required inspection:

1. After ground surface preparation for a mound system, but prior to placing sand fill.
2. After all tanks, distribution media, piping, equipment and devices are in place, but prior to backfill.
3. For building sewer inspection and testing in accordance with Minnesota Rules, parts 4715.2800 and 4715.2820.
4. Final inspection after all work is complete including final grading and erosion protection.
5. As otherwise required by the department to ascertain compliance with city code and other laws enforced by the department.

Submittals. The permit holder must provide as-built record drawings to the department within 30 days of a system installation. Use of the University of Minnesota’s *OSTP As-Built Form* is acceptable. A completed MPCA’s *SSTS Abandonment Reporting Form* must be submitted to the department within 30 days of a system abandonment. The form’s certification statement must be signed and dated.

Certificate of compliance. No new or replacement sewage treatment system shall be placed into operation until a certificate of compliance has been issued by the department.