

February 20, 2025

MEMORANDUM

TO: Licensed Contractors under Sections 12-2 & 9-18

SUBJECT: Permit Request and Inspection Information

To Whom It May Concern:

The Public Works Department is issuing the following guidelines regarding permit requests and inspections under City Ordinance Sections 12-2 and 9-18.

Permit Requests:

All permit requests should be submitted via email to **PWpermits@rochestermn.gov** or by calling **507-328-2406**. Please **do not** submit requests via fax. A few important reminders:

- Permits must be entered into the system before an inspection can be scheduled.
- We recommend submitting permit requests **before** work begins to allow adequate time to address any potential issues that might cause delays.
- For commercial & multi-family sites, an electronic plan submittal is required for permit review.

Scheduling Inspections:

Inspections must be scheduled through the main Public Works desk by calling **507-328-2400**. Please keep the following in mind:

- Inspections are available starting at **8:00 AM**, with the last available inspection scheduled for **3:00 PM**. **Emergency inspections** will be considered on a case-by-case basis and may be scheduled outside regular hours.
- For general permit information or to discuss past inspections, please contact our inspectors. **Do not contact them directly** to schedule inspections. They have been instructed to direct you to the main Public Works desk at **507-328-2400** for scheduling.

Important Inspection Details:

- **Tracer Wire Box:** If poly water services are in use, the tracer wire box must be installed in accordance with City requirements. Community Development will **not** approve Certificates of Occupancy until the box is installed and inspected. Please contact **507-328-2406** once the box is ready for inspection. Note: Wrapping the tracer wire around a lath is **not** an acceptable installation method.

- **Sewer/Water/Storm Connection Utility Inspections:** Prior to backfilling any excavations, Applicant shall schedule an inspection for all public or private sanitary sewer lines, water lines, storm sewer connections, and sub-drains to ensure compliance with City specifications. Failure to call for an inspection may result in having to expose the utility lines at Applicant's cost until fully inspected. Inspections may be scheduled by calling 507-328-2400.
- **Concrete/Bituminous Inspections:** Prior to placing concrete or bituminous materials for any roadway, sidewalk, or path, the applicant shall schedule an inspection of the aggregate base, forms, tie-in points, and other relevant components for any work done in the ROW to ensure compliance with City specifications. Failure to call for an inspection may result in the removal of the concrete or bituminous material at Applicant's cost until fully inspected. Inspections may be scheduled by calling 507-328-2400.
- **Small Diameter Utility Inspections:** Prior to placing concrete or bituminous materials for any roadway, sidewalk, or path, the applicant shall schedule an inspection of the aggregate base, forms, tie-in points, and other relevant components for any work done in the ROW to ensure compliance with City specifications. Failure to call for an inspection may result in the removal of the concrete or bituminous material at Applicant's cost until fully inspected. Inspections may be scheduled by calling 507-328-2400.
- The applicant must also email pwpermits@rochestermn.gov or call 507-328-2400 once the utility work is finished and turf is fully restored, to schedule a final inspection.

Permit Staff Contacts:

For permit-related inquiries, please reach out to:

- **Kelly Peterson**, Permit & Assessments Technician
Phone: **507-328-2406** | Main: **507-328-2400**
Email: pwpermits@rochestermn.gov
[Public Works Permits](#)
- **Justin Thirstrup**, Permit & Assessments Technician
Phone: **507-328-2406** | Main: **507-328-2400**
Email: pwpermits@rochestermn.gov
[Public Works Permits](#)

Public Works Inspectors Contacts:

- **Dave Kemper**, Engineering Technician
Phone: **507-328-2483** | Cell: **507-421-8166**
Email: dkemper@rochestermn.gov
- **Rachel McPhee**, Engineering Technician
Phone: **507-328-2426** | Cell: **507-254-9407**
Email: rmcphee@rochestermn.gov

City-Owner Project Contact:



- **Kyle Mittlieder**, Engineering Technician & City Owner Program Coordinator
Phone: **507-328-2425** | Cell: **507-254-9409**
Email: **kmittlieder@rochestermn.gov**

Guidelines for Permit and City-Owner Infrastructure Work:

Please note the distinction between City-Owner infrastructure and permitted construction work, both of which must be inspected by City staff or their designee. Follow the outlined guidelines for routing requests:

Permit Work Includes:

- Sewer and water service from the main to the building
- Private sanitary sewer and storm sewer mains
- Public water mains under 100 feet, hydrants, and hydrant laterals (case by case)
- Public street, sidewalk, and path removal/replacement
- Streetscapes within the DMC area (case by case)
- Sidewalk and driveway aprons within public right-of-way
- Landscaping within the public right-of-way (requires Park Department approval)
- Private utility work within the right-of-way
- Obstruction permits for roadway/sidewalk closures
- Other less common improvements

City-Owner Work Includes:

- Public water mains over 100 feet (Requires MDH approval), hydrants, and hydrant laterals
- Public sanitary sewer and storm sewer systems
- Significant public street construction/reconstruction
- Downtown sidewalks and related features (including DMC areas)
- Public stormwater ponds and modifications
- Various traffic control features
- Significant private utility work within the right-of-way
- Other less common improvements

If you have any questions about these guidelines or the permit process, feel free to contact Public Works Permits.

Sincerely,

Kelly Peterson

Permits & Assessment Technician

Phone: **507-328-2406**

