



City of Rochester, Minnesota

Public Works Department

March 25, 2020

MEMORANDUM FOR: Licensed Contractors under Section 12-2 & 9-18

SUBJECT: Permit Request and Inspection Information

Dear Sir or Ma'am:

Public Works is writing to communicate our expectations regarding permit requests and inspections under City Ordinance Sections 12-2 and 9-18.

Please send all **permit requests** to PWpermits@rochestermn.gov or call 507-328-2406. Please do not send permit request via fax. Other permit request reminders:

- Permits must be in the system to receive an inspection.
- Please request permits before work is started to afford us time to identify issues that may delay the start of work.
- Commercial sites require an electronic plan submittal for permit review.

Please schedule **permit inspections** through the main Public Works desk at 507-328-2400. Please note the following:

- Inspections will be scheduled starting at 8:00 AM. The last available inspection will be 3:00 PM each day. NOTE: Emergency inspection requests will be reviewed on a case-by-case basis and may be scheduled outside of standard hours of service.
- Feel free to contact our inspectors for general permit information or to discuss past inspections, but ***please do not contact inspectors directly to schedule an inspection***. If you contact inspectors directly for scheduling, they have been instructed to direct you to dispatch at the main Public Works desk at 507-328-2400.
- Permit staff contact info:

Permit Requests Contact information

Kelly Peterson

Permit and Assessments Technician

Public Works Department

Phone 507-328-2406 | Main 507-328-2400

pwpermits@rochestermn.gov

<https://www.rochestermn.gov/departments/public-works/right-of-way-permits>

Public Works Inspectors

Dylan Koch
Engineering Technician
Public Works Department
[Phone 507-328-2523](tel:507-328-2523) | [Cell 507-254-9407](tel:507-254-9407)
dkoch@rochestermn.gov

Kyle Mittlieder
Engineering Technician
Public Works Department
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Tyler Spies
Engineering Technician
Public Works Department
[Phone 507-328-2481](tel:507-328-2481) | [Cell 507-316-9085](tel:507-316-9085)
tspies@rochestermn.gov

City Owner Project contact information

Kevin Kuisle, CST / CPII
Senior Engineering Technician
City Owner Program Coordinator
Public Works Department
[Phone 507-328-2457](tel:507-328-2457) | [Cell 507-254-9406](tel:507-254-9406)
kkuisle@rochestermn.gov

Both City-Owner infrastructure and permitted construction work must be inspected by City staff or their designee and must follow City specifications. Public Works staff members have differing primary assignments; however, they are trained and authorized to represent Public Works for either City-Owner or Permit inspections. As many of you know, City-Owner infrastructure is inspected using a separate process from permitted construction. Please use the following guidelines for routing your requests:

Permit Items

- Sewer and water service from main to the building
- Private sewer and storm sewer mains
- Public street and sidewalk removal/replacement
- **Streetscapes within DMC area may fall under City Owner Contract (case by case)**
- All sidewalk and driveway aprons on the public right of way
- All landscaping on public right of way requires Park Department approval
- Obstruction permits when a roadway/sidewalk will be closed to complete permit work
- Other less common improvements

City-Owner Contract Items

- Public water main – to and including all fire hydrants
- **Hydrant laterals in the right-of-way can be by permit (case by case)**
- Water Lines over 100 feet require MDH approval
- Public sanitary and storm sewer – including all manholes set on existing mains
- Public street construction
- Downtown sidewalk and accessories (**Note DMC areas**)
- Sidewalk along out lots
- Mid-block pedestrian connections
- Public storm water ponds and modifications to public storm water ponds
- Various traffic control features
- Other less common improvements

If you have any questions about these requirements or the permit process, please contact Kelly Peterson.

Respectfully,

Kelly Peterson
Permits and Assessment Technician
507-328-2406
Kpeterson@rochestermn.gov

Cc: Tyler Niemeyer, Public Works Department