



Dear Plumbing Contractor,

Recently, a couple new processes have been implemented involving plumbing inspections on new construction homes for Elk River Municipal Utilities (ERMU) and the City of Elk River Building Safety Division. **It is imperative that you carefully read through these new steps and ensure that all staff at your company is aware of and following these new procedures.** These procedures will be effective immediately.

First, ERMU is changing the water meter delivery and seal process. Going forward, the plumber or builder will need to call the ERMU office at 763-441-2020 to schedule an appointment and **be on site during the delivery.** The plumber will need to install the meter while ERMU staff are on site so the meter can be sealed **immediately** following installation. ERMU will not deliver the meter if the plumber is not present and able to complete the installation. Additionally, ERMU is now requiring the pressure to be written on the top cover of the meter for easy accessibility.

Also, backflow prevention test results must be submitted through HydroCorp for ERMU. Paper copies will not be accepted. For more information about registration and procedures, please view the document “PVB Test Information”. For any questions regarding HydroCorp, please contact them at 1.844.493.7641.

Additionally, for **NEW** backflow preventer devices only, it is crucial that you notify the City of Elk River Building Safety Division that the test results have been submitted. You can either email [Building@ElkRiverMN.gov](mailto:Building@ElkRiverMN.gov) immediately following the test report submittal, noting the service address where the test was performed, or you can still email in the test results, but **ONLY** if the test results have been submitted electronically to HydroCorp.

Both these items need to be completed prior to the Plumbing Final Inspection. If not, the inspection will fail and you will need to schedule a Plumbing Final Re-inspection.

We greatly appreciate your cooperation in these matters. If you have any questions, please feel free to reach out to us at [Building@ElkRiverMN.gov](mailto:Building@ElkRiverMN.gov) (763.635.1060) and/or [customerservice@ermumn.com](mailto:customerservice@ermumn.com) (763.441.2020).

Thank you!

Building Safety Division

13065 Orono Parkway  
Elk River, MN 55330 Phone:  
763.635.1000



ElkRiverMN.gov