



Division of Building Codes and Standards - Plan Review Section

PLAN REVIEW POLICIES

Background:

Minnesota Statute 16B.61 Subd. 1a states, [the Division] *“...shall administer and enforce the state building code as a municipality with respect to public buildings and state licensed facilities in the state.”* The Division is, therefore, charged with administering the state building code on these types of buildings. The authority to publish these Plan Review Policies comes from State Building Code section 1300.0110 Subp. 1 where it permits the building official to *“...render interpretations of the code and adopt policies and procedures in order to clarify its application.”*

Purpose:

These Plan Review Policies serve two important purposes. One is to provide clarity and direction regarding specific applications of certain code provisions that cannot be clearly interpreted from the text of the code alone. These will usually be issues that surface frequently and are of a significant nature. The second is to provide a consistent response to those frequently occurring issues where designers repeatedly choose to use the same “alternate” design. In those instances the policy is restating the terms of an “alternate” originally developed, submitted, and approved for a specific instance.

Applicability:

These policies are applicable to those Public Building and State Licensed Facility projects either reviewed directly by the Division or delegated to another municipality for building code administration. The subject matter of the policies will normally be limited to the issues relating to the building types represented by Public Buildings and State Licensed Facilities.

Format:

The policy number and date including latest revision dates, will be stated in the box across the top with the initials of the plan review supervisor. A section called *background*, that containing the reason and rationale, will be included next. The actual policy will be stated last with attachments if necessary.

Use:

This coversheet shall be attached to every policy or group of policies that are mailed, faxed, E-mailed or otherwise distributed from the Division.