

Notice of Designation or Vacancy Of Certified Building Official

To the Commissioner of Labor and Industry:

According to M.S. §326B.133, Subd. 1, which states:

Each municipality shall designate a building official to administer the code. A municipality may designate no more than one building official responsible for code administration defined by each certification category established in rule. Two or more municipalities may combine in the designation of a building official for the purpose of administering the provisions of the code within their communities.

and further, according to M.S. §326B.133, Subd. 7, which states in part:

In the event that a designated building official position is vacant within a municipality, that municipality shall designate a certified building official to fill the vacancy as soon as possible. The commissioner must be notified of any vacancy or designation in writing within 15 days.

The administrative authority of the municipality of

Hereby notifies you, pursuant to M.S. §326B.133, that it has made one of the following designations (A or B selected):

A.

Municipality has designated

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NAME (INCLUDE MIDDLE INITIAL)

CERTIFICATION NUMBER

as the municipality's building official, who in the municipality of

will be known as the

	TITLE	, effective		DATE
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MUNICIPALITY CONTACT INFORMATION

MUNICIPALITY STREET ADDRESS (do not provide a PO Box)					
CITY			STATE		ZIP
PHONE		FAX		E-MAIL	

MUNICIPAL BUILDING OFFICIAL CONTACT INFORMATION

BUILDING OFFICIAL STREET ADDRESS (do not provide a PO Box)					
CITY			STATE		ZIP
PHONE		FAX		E-MAIL	

OR B.

Municipality has a vacancy in the building official position. effective

DATE

Statutory definitions from M.S. §326B.103, Subd. 6 *Designate* “the formal designation by a municipality’s administrative authority of a certified building official accepting responsibility for code administration.”

***Administrative authority* “a municipality’s governing body or their assigned administrative authority.”**

Please have person with administrative (appointing) authority sign. Form must be signed.

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