

CCLD REVIEW

CONSTRUCTION CODES AND LICENSING DIVISION
MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY

SUMMER 2012

New law requires registration for some contractors

A law enacted in 2012 creates a two-year pilot project for the [registration of construction contractors](#).

This new registration is free and is **required of any contractor that is not already licensed, registered or certified by the Department of Labor and Industry (DLI)**.

The law will enable state agencies to more effectively investigate employee misclassification in the building construction industry, help ensure that workers are being appropriately classified as employees or independent contractors and to level the playing field for legitimate construction businesses.

To determine the effectiveness of the pilot project, the agency will analyze registration information, worker misclassification complaints, investigations and enforcement actions.



Contractor Registration

New state law requires registration for some construction contractors



**Learn
more
and
register**

For more information about the contractor registration project and to register visit www.dli.mn.gov/register.

Questions?

Contact DLI by phone at (651) 284-5074 or by email at dli.register@state.mn.us.

Contractor registration project overview:

- Building construction contractors, including independent contractors and business entities, are required to be registered with DLI by Sept. 15, 2012.
- The registration requirement does not apply to workers and businesses that are already licensed, registered or certified by DLI, nor does it apply to employees.
- No fee will be charged for initial registration.
- [Registration will be done online](#) and requires information about the business and its owners and officers. Registration requires similar information currently required for licensed residential building contractors, electrical contractors and plumbing contractors.
- General contractors will be able to verify that subcontractors are registered on the searchable DLI License Lookup at www.dli.mn.gov.
- The law provides for penalties for contractors who hire unregistered subcontractors, fail to register, misclassify employees or coerce others to form a business entity. The penalty for failing to register will be forgiven if registration is achieved within 30 days after notice from DLI.
- The pilot project replaces the Independent Contractor Exemption Certificate program (ICEC), although those with current ICECs do not need to register until the ICEC expires.

DLI ReNew



Apply for a new or
renew an existing
construction license,
certificate or registration

Online license applications, renewals speed processing

**Most individual licenses can be renewed
immediately without submission of any documents**

New license applications and license renewals for all CCLD license types can now be [submitted online](#), greatly reducing the time it takes to get applications processed and licenses issued.

Business license applicants will still be required to complete paper application forms but these forms can then be uploaded through [DLI's website](#) and the license fee paid electronically. Similarly, individual license exam applicants will have to upload work experience verification forms but can pay exam and license fees electronically. Once a license exam has been passed, the license application and fees can be submitted online resulting in the immediate issuance of a license.

Individual licenses can now be [renewed immediately online](#) without the submission of documents as long as the licensee has completed their required continuing education prior to submitting the renewal online. Continuing education information is now being submitted directly to CCLD by the continuing education providers, eliminating the need for licensees to submit course completion certificates with their license renewals.

Learn more and get help with questions

CCLD's online license application and renewal page is located at <https://secure.doli.state.mn.us/license/intro.aspx>.

- Questions about business licenses: (651) 284-5034
- Questions about personal licenses: (651) 284-5031
- Questions can also be emailed to DLI.license@state.mn.us

CCLD Review is a quarterly publication of the Minnesota Department of Labor and Industry.

Receive email notification when an issue is available by [subscribing online](#).

Contact information

CCLD main contact info

Phone: (651) 284-5012
Toll-free: 1-800-657-3944
Fax: (651) 284-5749
TTY: (651) 297-4198

Visit the [Contact Us](#) page

Licensing information

DLI.License@state.mn.us

Business/Contractor Licenses

and Bonds: (651) 284-5034

(Including: Electrical, HPP, Plumbing, Residential, Manufactured Structures, Mechanical Bonds, Technology System, Water Conditioning)

Personal Licenses and

Certificates: (651) 284-5031

(Including: Boiler Engineers, Electricians, Plumbers, Power Limited Technicians, Pipefitters, Unlicensed Individuals, Building Officials)

Electrical information

Phone: (651) 284-5026

Fax: (651) 284-5749

DLI.Electricity@state.mn.us

Boiler, High-Pressure Piping, Boats-for-Hire inspection

Phone: (651) 284-5544

Fax: (651) 284-5737

DLI.Code@state.mn.us

Plumbing information

Phone: (651) 284-5063

Fax: (651) 284-5748

DLI.Plumbing@state.mn.us

License enforcement details

Phone: (651) 284-5069

Fax: (651) 284-5746

DLI.Contractor@state.mn.us

Contractor registration program

Phone: (651) 284-5074

DLI.register@state.mn.us

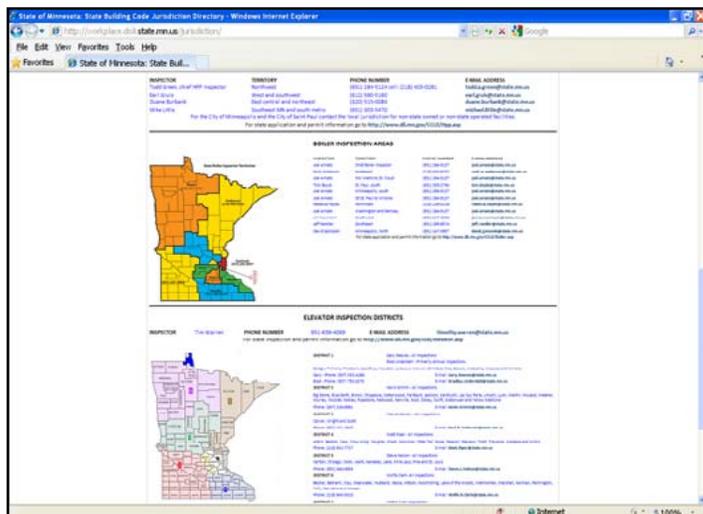
Find code requirements, code inspectors online

DLI has built a one-stop “Local Code Lookup” – online at <http://workplace.doli.state.mn.us/jurisdiction> – to help contractors and homeowners find local code requirements and code inspectors in one place.

The online search tool helps users find which code authority has local jurisdiction for permits, plan review and inspection in the areas of boilers, building codes, electrical, elevators, high-pressure piping, plumbing or other Minnesota construction codes and licensing disciplines.

By using the [Local Code Lookup](#), the user can determine if the local jurisdiction has adopted the state building code, if it uses local electrical fees, which inspectors to contact and their phone numbers, etc.

Users can choose jurisdiction directory information for a specific city, township or county.



DLI’s Local Code Lookup helps homeowners and contractors find local code requirements and inspectors in one place.

➤ Try it yourself. Visit <http://workplace.doli.state.mn.us/jurisdiction>

Save time, check DLI’s online electrical inspector directory

Before filing a permit, electrical installers should check the [electrical inspector directory](#) or the [Local Code Lookup](#) to identify whether a jurisdiction is state-inspected or locally inspected.

Erroneously filed permits create extra work, expense and can cause inspections to be delayed resulting in construction delays.

Electrical inspector directory:
www.dli.mn.gov/CCLD/ElectricalInspect.asp

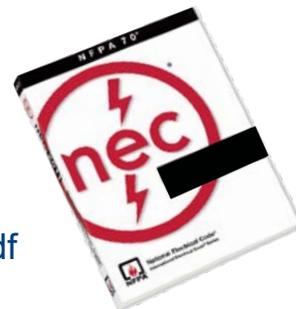
Local Code Lookup:
<http://workplace.doli.state.mn.us/jurisdiction/>

Draft NEC

Draft of 2014 National Electrical Code available online

The National Fire Protection Association has published a draft copy of the 2014 National Electrical Code online. [This draft \(6.1 MB\)](#) incorporates the committee actions on the public and committee proposals that make up the A2013 NEC Report on Proposals.

➤ Download a copy at:
www.nfpa.org/Assets/files/AboutTheCodes/70/70-A2013-ROPDraft.pdf



Changes to registered employer requirements

Contractor licenses are required for entities that perform electrical or plumbing work for others.

Becoming licensed as a contractor involves providing evidence of insurance, business registration with the Secretary of State, federal and state tax ID numbers, a \$25,000 surety bond, workers' compensation and unemployment insurances and the employment of a responsible licensed individual.

Employer registration, a long-time practice in the electrical industry, is new to the plumbing trade and could be filed with DLI beginning Jan. 1, 2012.

All employer registrations for electrical construction and maintenance work were required to be re-filed after Jan. 1, 2012, with verification of employer's workers' compensation coverage.

Important details about registration for electrical and plumbing contractor licensing

What is a registered employer? Registration is an exemption from electrical and plumbing contractor licensing for companies that have employees who perform plumbing, electrical work, technology system work or electrical maintenance work on buildings and equipment owned by the company and located on property owned or leased by the company.

How does it work? The employer hires a master electrician, master plumber or power-limited technician who provides the necessary supervision for the work of the registered unlicensed individuals.

Is there a registration term? Yes. Employer registration is valid for two years from the date of registration. Registered employers receive a license card and registration number. The registered employer number allows them to file for inspection when required, using DLI's eTRAKiT online permitting system at www.dli.mn.gov/CCLD/etrakit_electrical.asp

What are the advantages of employer registration? Registration is the perfect solution for school districts, manufacturing facilities and other businesses that look to

perform this work in-house. Once an employer registers with DLI, their licensed and properly supervised registered unlicensed employees are permitted to perform plumbing or electrical work that would be performed by a licensed plumbing or electrical contractor.

What kinds of electrical and plumbing work are permitted? If the company employs a licensed master plumber, master electrician or power-limited technician, both construction and maintenance work may be performed by licensed or registered unlicensed individuals employed by the same registered employer.

What about maintenance work? For electrical and technology system maintenance work, a licensed maintenance electrician or electrical engineer employed by the same employer can provide the general supervision. In addition, the master electrician of an electrical contractor can provide general supervision to the registered unlicensed employees performing electrical or technology system maintenance for their employer.

EMPLOYER REQUIREMENTS continues on Page 5

Stay in touch

• Follow DLI on Twitter at www.twitter.com/mndli

• Subscribe to [DLI's RSS feed](#) to be instantly notified of news and updates.

• View DLI's YouTube channel at www.youtube.com/user/mndli1

• Sign up for other DLI newsletters focusing on workers' compensation, OSHA and more at www.dli.mn.gov/publications.asp



Online electrical permits open to homeowners

Minnesota's homeowners can now expedite their permit application process by creating and paying for electrical permits online. Homeowners can apply for electrical permits for a one-family dwelling.

DLI has opened its eTRAKiT permit system to homeowners, which enables the creation of an online account to apply for permits, track current and historical permits, review inspection results and pay fees.

DLI receives more than 100,000 requests for electrical permits each year. Approximately 10 percent of these are homeowner electrical permits.

Visit DLI's website at www.dli.mn.gov/CCLD/etrakit_homeowner.asp to set

up an eTRAKiT account and file an electrical permit. The homeowner will receive a permit number, which will help the homeowner schedule an electrical inspection and will allow the inspector to access the permit information in eTRAKiT.

eTRAKiT first launched in October 2011 and was initially open to just licensed electrical contractors. Since its launch, 60 percent of all electrical permits have been purchased online.

Praise for eTRAKiT

DLI's eTRAKiT system has proven to be popular among electrical contractors. Results of a survey sent to eTRAKiT users show 78 percent of respondents liked to use the program to create and pay for services versus filling out and

mailing paper forms and 90 percent found the system easy to use.

Start using eTRAKiT



Visit DLI's website for how-to videos and instructions detailing how homeowners can use eTRAKiT to obtain electrical permits.

Homeowners visit:
www.dli.mn.gov/CCLD/etrakit_homeowner.asp

EMPLOYER REQUIREMENTS continued from Page 4

Does the licensed-to-unlicensed ratio apply to registered employers? Yes. For all electrical, plumbing and technology system installations and alterations, the statutory licensed-to-unlicensed ratios apply. However, for electrical or technology system maintenance there is no restriction on the number of registered unlicensed employees that may be supervised.

Is the work subject to mandatory inspection? The installation of new wiring, apparatus or equipment or additions, alterations or extensions to existing electrical wiring is subject to inspection, according to Minn. Stat. 326B.36. Electrical maintenance work, defined as the repair or replacement of worn or defective parts of existing electrical equipment or the replacement of defective receptacles and manual switches for lighting control, is exempt from inspection.

Does plumbing work require inspection? Yes. All commercial/industrial plumbing installations and alterations require inspection.

What about power-limited wiring, such as data, audio-video and communications cabling? Generally,

these systems are exempt from mandatory inspection. See the technology system licensing and inspection chart at www.dli.mn.gov/CCLD/PDF/LicAndInspChart.pdf for more specific information.

Does that include fire alarm wiring? No. All fire alarm system installations, alterations and extensions require electrical inspection in all but one-and two-family dwellings.

How does an employer register? A representative of the employer and the licensed individual must submit a notarized certificate of employment or supervision, with verification of worker's compensation and a fee of \$110. All new employer registration forms are online at:
For electrical:
www.dli.mn.gov/CCLD/PDF/ele_reg_employer.pdf
For plumbing:
www.dli.mn.gov/CCLD/PDF/pe_employer.pdf

How to tell if an employer is registered? Those employers with current registrations can be found in DLI's "License Lookup" at <https://secure.doli.state.mn.us/lookup/licensing.aspx>.

Minnesota Plumbing Code sees changes, updates

Amendments to the Minnesota Plumbing Code, Chapter 4715, were recently adopted and will go into effect Oct. 31, 2012.

The Notice of Adoption was published in the June 4, 2012, State Register, and can be accessed at www.comm.media.

state.mn.us/bookstore/stateregister/36_46.pdf.

The adopted amendments to the Minnesota Plumbing Code, Chapter 4715, are available at www.dli.mn.gov/PDF/docket/4715Draft.pdf.

Some highlights of the adopted amendments include:

Material and fixtures. Plastic water service pipe material, AWWA C900, has been added to 4715.0420. A number of updates and changes were made to address safety and sanitation concerns of various types of fixtures and appliances that are commonly used in Minnesota. Some notable fixtures are whirlpool pedicure tubs, whirlpool bathtubs with doors and showers and new scald protection requirements of hot water temperature control valves for tubs and showers. In addition, trough urinals are no longer allowed once the adopted rules go in effect.

Hangers and supports. The adopted language allows CPVC and polypropylene pipe for water distribution pipe 1-1/4 inch and larger in size to have hanger spacing of 4-foot intervals in horizontal installation.

Indirect waste. The amendment requires ice cream dippers, ice storage bins and similar receptors to discharge to the drainage system through an air gap.

Backflow preventers. The amendments list all national recognized standards for each type of backflow preventer. Also, the amendment allows deck-mounted and equipment-mounted vacuum breakers complying with ASSE 1001 that may be used for backflow prevention for the proper condition. The table in part 4715.2110 has been updated

so all backflow devices are consistent with the hazard applications and according to the proper rating and listing to the ASSE standards.

Drainage system. The amendments will allow for grinder pumps and smaller pipe discharge of these pumps along with specific sizing criteria for the design and installation of grinder pumps and sumps when gravity flow is not possible. Another type of system for installation when gravity flow is not possible is a macerating toilet system. This system is only permitted for installation in a one- and two-family dwelling and only for collection of waste from a single water closet, lavatory and a tub or shower.

Roof drainage system. The amendments add a new part in the code for an engineered roof drainage system-siphonic roof drainage system. This system may only be used when allowed and approved by the administrative authority. Siphonic roof drainage system must be designed by a professional engineer that is registered in Minnesota and must comply with all the established requirements.

➤ [View all the amendments at www.dli.mn.gov/PDF/docket/4715Draft.pdf](http://www.dli.mn.gov/PDF/docket/4715Draft.pdf)

Administrative provisions of the Plumbing Code relocated

Effective April 30, 2012, rulemaking relocated and renumbered rules about plumbing code administration from the Minnesota Plumbing Code, Chapter 4715, to Minnesota Rules, Chapter 1300.

Six rule parts were renumbered and moved to DLI's Building Code Rules for administration and enforcement. This change does not impact or change the administration or enforcement of the plumbing code

4715.2800 renumbered to 1300.0215, Subp. 1
4715.2810 renumbered to 1300.0215, Subp. 2
4715.2830 renumbered to 1300.0215, Subp. 3
4715.2880 renumbered to 1300.0215, Subp. 4
4715.2890 renumbered to 1300.0215, Subp. 5
4715.3130 renumbered to 1300.0215, Subp. 6

Minnesota Plumbing Code applies statewide

In 2010, legislation was passed regulating the application of the Plumbing Code for work performed anywhere in Minnesota.

The statute authorized the [Minnesota Plumbing Board](#) to adopt rules to reflect this requirement. The scope of plumbing as provided in Minnesota Statutes, 326B.43 and 326B.53, now applies to all plumbing installations performed anywhere in

the state. This law governs the plumbing installations of all buildings including one-and two-family dwellings on private wells and sewage treatment systems.

Prior to this legislation, the Minnesota Plumbing Code did not apply to single family dwellings that are on private septic systems and wells.

Questions about plumbing plan review? Find help and contact information at www.dli.mn.gov/CCLD/PlanPlumbing.asp.

Building Code Board of Appeals makes mezzanine decision

The State Building Code Board of Appeals convened June 18, 2012, to hear an appeal concerning the interpretation/application of a mezzanine level for residential use in a Type I-A parking garage that is below five stories of Type III-B residential construction.

The board heard arguments from the city's building department staff and the appellant and, after careful

Visit www.dli.mn.gov/CCLD/Appeals.asp to view this and other actions of the Board of Appeals.

deliberation, determined by a four-to-one vote that the mezzanine level complies with the Minnesota State Building Code.

Continuing education course directory available

The Minnesota Department of Labor and Industry has available on its website a directory of approved continuing education course offerings at <https://secure.doli.state.mn.us/ccldcecourses/>.

The directory is sortable by discipline and more information about each listing is available by selecting "Details" next to the course date and name.

Additionally, information about continuing education requirements for licensees, course approval forms and more are available at www.dli.mn.gov/CCLD/CE.asp.

For help with questions about continuing education requirements for licenses and registrations contact DLI's licensing unit at dli.license@state.mn.us.



Enforcement actions

Contractor faces \$68,533 civil penalty for misconduct

Some recent [CCLD enforcement actions](#) include:

- A residential building contractor's license was revoked and a civil penalty of \$68,533 was imposed May 30, 2012, based on allegations that the company failed to complete homeowner projects and failed to pay subcontractors and suppliers.
- A St. Louis Park landscaping company was fined \$3,000 and ordered to cease and desist from unlicensed technology system contractor work May 10, 2012.
- A plumbing contractor from Duluth was censured and fined \$25,000 with \$15,000 stayed Aug. 6, 2012, for sending a letter to Duluth and Two Harbors residents falsely claiming that the cities of Duluth and Two Harbors had given them exclusive rights to install water meters in each city. The contractor was also required to submit letters of apology to the cities.



Enforcement actions

View enforcement and license actions taken against licensees.

Summaries of all final CCLD enforcement actions are available at www.dli.mn.gov/CCLD/Enforcement.asp. Questions about enforcement actions should be directed to (651) 284-5069 or DLI.contractor@state.mn.us.

Bleachers

Bleacher certification required in Minnesota

In accordance with Minnesota Statutes 326B.112, bleachers in Minnesota more than 55 inches above grade must meet certification requirements.

This is a self-certification process that requires everyone with those bleachers meeting the minimum height requirements to inspect bleacher footboards and guardrails every five years and a structural inspection every 10 years.

- If it is existing bleacher the owner is responsible for getting them certified (inspected).
- If adding new bleachers or remodeling them, then it is the responsibility of local building jurisdiction or county.
- If it is a county fair, the fair board is responsible. They could hire a certified building official or a state licensed design professional.

According to state law, after the bleachers are inspected (certified), the municipalities, schools, organizations, or owners must provide a certification of compliance to DLI.



Bleachers more than 55 inches in height are required to undergo inspection and certification.

Read more, view the statutes and download forms about bleacher safety at www.dli.mn.gov/CCLD/Bleacher.asp.