

# 2020 Minnesota Building Code Administration [MR 1300] for Accessibility Specialists

Wendy Rannenber | Construction Code Representative | Building Plan Review

# Objective and Outcomes

## **Objective**

To present relevant excerpts from Minnesota Rule Chapters 1300 including the purpose of the building code and duties and powers of a building official.

## **Outcome**

Participants will be familiar with the rules for administering the building code in Minnesota as an Accessibility Specialist.

# MR 1300 – Administration

## 1300.0010

### 1300.0010 Administration.

This chapter provides administrative provisions for all Minnesota State Building Code rule chapters identified in MR 1300.0050. It is printed at the beginning of all Minnesota Building Code books.



# MR 1300 - Administration

## Chapter 1300

explains your authority and your responsibility.

It explains and how some functions of code administration must be carried out.

### 1300.0020 Title.

The chapters listed in MR 1300.0050, including the standards they adopt by reference, are the **Minnesota State Building Code** and may be cited as or referred to as the "code."

The **2020 Minnesota Accessibility Code (MR 1341.0010)** references **ICC/ANSI A117.1 – 2009 edition**.



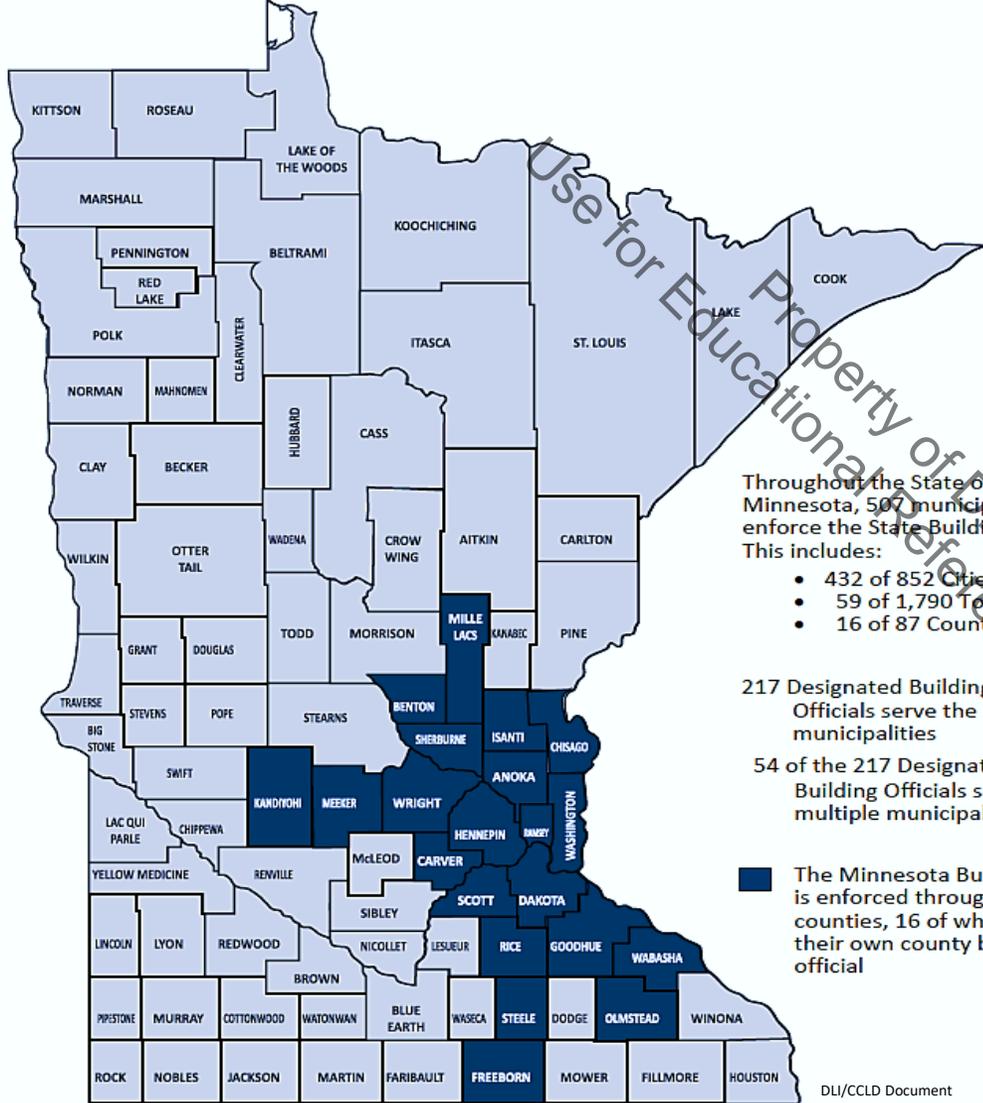
### 1300.0030 Purpose and Application (cont.).

The State Building Code is the standard that applies statewide for the construction, reconstruction, alteration, and repair of buildings and other structures of the type governed by the code, except as provided in Minnesota Statutes, Section **326B.121**.



# MR 1300 – Administration

## 1300.0030



Throughout the State of Minnesota, 507 municipalities enforce the State Building Code. This includes:

- 432 of 852 Cities
- 59 of 1,790 Townships
- 16 of 87 Counties

217 Designated Building Officials serve the 507 municipalities

54 of the 217 Designated Building Officials serve multiple municipalities.

■ The Minnesota Building Code is enforced throughout 21 counties, 16 of which have their own county building official

## Minnesota State Building Code Enforcement

432 of 852 Cities

59 of 1790 Townships

16 of 87 Counties

(this data may need to be updated)

To check whether a specific city or township enforces the State Building Code visit:

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

# MR 1300 – Administration

## 1300.0030

Even in areas where there is no code enforcement, the State Building Code is the standard that applies to buildings and other structures like those governed by the code.

The Accessibility Code, MR 1341, is required to be enforced statewide.

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# MR 1300 – Administration

## 1300.0040

### **1300.0040 Scope.** Subp. 1 Applicability

The code applies to

- construction,
- addition,
- alteration,
- moving,
- demolition,
- repair,
- equipment
- installation
- use and occupancy
- location
- maintenance
- inspection

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### **1300.0040 Scope. Subp. 1 Applicability (cont)**

**To generalize, the Accessibility Code applies where the public interfaces with the building environment that is not part of the public way. Chapter 1341, the Accessibility Code, includes specific scoping provisions, which you will discuss later in another session.**

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### **1311.0305 Accessibility for Existing Buildings**

Scoping for accessibility in existing buildings is addressed in the Minnesota Conservation Code for Existing Buildings, MR Chapter 1311.

This chapter is printed in the Minnesota Accessibility Code book on Page 39.

When work is proposed that requires a permit as described in the earlier slide, per MR 1300.0040, look to 1311 Section 305 to determine what (if any) accessibility components will be required.

### **1300.0110 Duties and Powers of the building official. Subp. 1 General**

- Building officials shall enforce the code.
- They may render interpretations of the code and adopted policies and procedures to clarify the application of the code.
- Interpretations, policies and procedures shall conform with the intent and purpose of the code.
- Policies and procedures shall not waive requirements specifically provided for in the code.

**The building official shall enforce all code provisions and does not have the authority to waive code requirements.**

**The Accessibility Code, MR 1341, addresses specific provisions and defines “technical infeasibility” very narrowly. This will be discussed in a later session.**

### **1300.0110 Duties and Powers of building official. Subp. 2 Deputies**

- The designated building official may designate a deputy building official and related technical officers, inspectors, plan examiners, and other employees.
- Employees have the powers delegated by the building official.

**Inspectors, plan reviewers, permit techs, administrative staff, etc. can be assigned specific responsibility delegated by the building official.**

### **1300.0110 Duties and Powers of building official**

#### Subp. 3 Applications and Permits

The building official shall

- Receive applications
- Review construction documents
- Issue permits for the erection, alteration, demolition, moving and repair of buildings, structures, equipment and systems regulated by the code
- Inspect the premises where permits have been issued for compliance with the code
- When requested, meet with applicants to discuss proposed plans

# MR 1300 – Administration

## 1300.0110

### 1300.0110 Duties and powers of the building official. Subp. 4 Notices and orders

The building official shall

Issue all necessary notices or orders to ensure compliance.

- Notices and orders shall be in writing and served on the applicant, contractor, owner or owner's agent
- Notices and orders will be based on the code edition in effect at the time the permit was issued

MINNESOTA DEPARTMENT OF  
LABOR & INDUSTRY  
Construction Codes and Licensing Division – Regional Services

### Inspection Report

Project title: \_\_\_\_\_ Project number: \_\_\_\_\_  
Project location/address: \_\_\_\_\_ County: \_\_\_\_\_  
Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Scheduled for ... Day of week: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Region: \_\_\_\_\_

<input type="checkbox"/> Footing/foundation	<input type="checkbox"/> Fire sprinklers rough-in	<input type="checkbox"/> Site utility
<input type="checkbox"/> Framing	<input type="checkbox"/> Fire sprinklers final	<input type="checkbox"/> Utility pressure test
<input type="checkbox"/> Wall board	<input type="checkbox"/> Plumbing rough-in	<input type="checkbox"/> Reinspection/follow-up
<input type="checkbox"/> Insulation	<input type="checkbox"/> Plumbing final	<input type="checkbox"/> Complaint
<input type="checkbox"/> Fire/smoke damper	<input type="checkbox"/> Mechanical rough-in	<input type="checkbox"/> Progress
<input type="checkbox"/> Firestopping	<input type="checkbox"/> Mechanical final	<input type="checkbox"/> Other:
<input type="checkbox"/> Fire alarm system	<input type="checkbox"/> Fire code inspection	<input type="checkbox"/> Final

Approved.  
 Work is satisfactory. OK to proceed.  
 Correct work and then OK to proceed.  
 Correct work. Call for reinspection before covering.  
 Stop work immediately! Call inspector.  
 Inspection required. Call and arrange for access.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Use attached for further comments or information.)*

1) Travel time: \_\_\_\_\_ 2) Onsite paper and plan work time: \_\_\_\_\_ 3) Inspection time: \_\_\_\_\_  
Total time (travel, paperwork and inspection): \_\_\_\_\_ Time arrived: \_\_\_\_\_ Time departed: \_\_\_\_\_  
Inspected by: \_\_\_\_\_ Date inspected: \_\_\_\_\_ Phone: \_\_\_\_\_

White copy – to be left on-site  
Green copy – to inspector  
Pink copy – to CCLD regional services

Log no. 12612

DLI/CCLD Document

### **1300.0110 Duties and powers of building official.** Subp. 5 Inspections

The building official shall

- Make all the required inspections or accept reports of inspections by approved agencies or individuals
- Document inspections on job site inspection card and in official record of the municipality
- Record will include the type of inspection, date of inspection, the individual making inspection, and approval and comments regarding disapproval of inspection

### 1300.0110 Duties and powers of building official. Subp. 6 Identification

The building official and deputies

- Shall carry proper identification when inspecting structures or premises in the performance of duties under this code.



### **1300.0110 Duties and powers of building official. Subp. 7 Right of entry**

If it is necessary to make an inspection to enforce the code or if the building official has reasonable cause to believe that there exists in a structure or upon a premises a condition contrary to or in violation of the code that makes the structure or premises unsafe, dangerous, or hazardous, the building official or designee may enter the structure or premises at reasonable times to inspect or to perform the duties imposed by the code, provided that if the structure or premises is occupied, credentials must be presented to the occupant and entry requested. If the structure or premises is unoccupied, the building official shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. **If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.**

### **1300.0110 Duties and powers of building official.** Subp. 8 Department records

The building official shall keep official records.

- Applications received
- Plot plans
- Reports of inspections
- Surveys
- Certificates issued
- Specifications
- Permits
- Plans
- Plan reviews
- Notices & orders issued

Records shall be retained as official record for the period required for the retention of public records under Minn. Stat. §138.17.

**Also known as, the “retention schedule” for the jurisdiction.**

### **1300.0110 Duties and powers of building official.** Subp. 12 Modifications

When the building official finds that special individual reasons makes the strict letter of the code impractical, the building official **may** grant modifications if

- The modification is in compliance with the intent and purpose of the code, and
- The modification does not lessen health, life safety or structural requirements.

When considering modification for an accessibility requirement, the Accessibility Code, Chapter 11 of the IBC and the technical requirements in ICC/ANSI 117.1, must be considered.

### **1300.0110 Duties and powers of building official.** Subp. 12 Modifications (cont)

When approving a modification, the building official must

1. Determine what the impracticality is;
2. Not waive code requirements;
3. Ensure prescriptive requirements are met to the greatest extent possible;
4. Satisfy the intent of code provisions;
5. Ensure that health, fire safety, life safety, and structural requirements are met;
6. Document the details of the modification in official records.

### **1300.0120 Permits. Subp. 1 Required**

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or; to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit.

**A permit is required unless specifically exempted.**

# MR 1300 – Administration

## 1300.0120

### 1300.0120 Permits. Subp. 7 Application for permit

To obtain a permit, the applicant shall file an application in writing on a form furnished by the Department of Building Safety for that purpose.

Permit applications can also be submitted online in many jurisdictions.

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Doc 333-vA052021-0221


**Residential (One and Two Family and Townhome) Plan Review & Building Permit Application**

*Complete All Items and the Checklist*

Project Name		Application Date	
Site Address		Room or Unit Number	Floor
Parcel ID Number(s) (match site plan and survey)			
Legal Description: Subdivision, Lot & Block or other description (must match site plan and survey)			
Applicant Name		Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Owner's Agent	
		Contractor license #:	
Applicant Address		City	State Zip
Applicant Email (REQUIRED)		Applicant Phone (REQUIRED)	
Owner Name			
Owner Address		City	State Zip
Owner Email (REQUIRED)		Owner Phone (REQUIRED)	
<input type="checkbox"/> By checking this box I affirm that I am the owner of the property referenced above and that the applicant for this permit is authorized to do the work described in the permit application and accompanying documents.			
Description of proposed work: <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family (Duplex) <input type="checkbox"/> Townhome			
Check Applicable: <input type="checkbox"/> Interior Remodel w/ Change of Use <input type="checkbox"/> Interior Remodel No Change of Use <input type="checkbox"/> Demolition			
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Sitework/Foundation Only <input type="checkbox"/> Other			
Project Valuation. Include materials and labor for all work:			
Permit Fee:	Plan Review Fee:	State Surcharge:	Total Enclosed:
Design Professional (Architect or Engineer) or Plan Preparer Name			
Design Professional or Plan Preparer Address		City	State Zip
Design Professional or Plan Preparer Email (REQUIRED)		Phone (REQUIRED)	
Sprinklered? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the project site or any area to be disturbed by construction contain wetlands? <input type="checkbox"/> No <input type="checkbox"/> Yes			
I do hereby make application for a building permit. The application and accompanying documents are complete and accurate. Work shall be consistent with the plans and information provided with the permit application and shall comply with applicable codes, ordinances and laws and conditions of approval. Work shall not begin until a building permit has been issued.		Applicant's Signature (REQUIRED)	
Office Use	Zone District:	Stormwater Zone:	Special Approvals:
LUTech:			
duluthmn.gov/csi   218-730-5240   permittingservices@duluthmn.gov			 <b>Construction Services &amp; Inspections</b> <small>City of Duluth</small>

I:\DEVELOPMENT\ConstSvc\FORMS and INFO OUT\Current Handouts\EDITABLE VERSIONS\Form - Residential Plan Review & Building Permit Application 333

# MR 1300 – Administration

## 1300.0120

### 1300.0120 Permits. Subp. 7 Application for permit (cont)

The application shall:

- Identify and describe the work to be covered by the permit.
- Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work.
- Indicate the use and occupancy for the proposed work.
- Indicate the type of construction.
- Be accompanied by construction documents and other information as required by the code.

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Permit Application	
BUILDING SITE ADDRESS _____	
ESTIMATED VALUE OF ALL WORK (Contract Price) TOTAL \$ _____	
DESCRIBE WORK APPLIED FOR _____	
FOR SIDING REPLACEMENT: NUMBER OF SQUARES _____ ELECT CONTRACTOR SIDING _____	
FOR ROOF REPLACEMENT: NUMBER OF SQUARES _____ ELECT CONT PHONE _____	
ESTIMATED COMPLETION DATE: _____ (All exterior work must be completed within six months of permit issue date.)	
APPLICANT or BUSINESS NAME _____	PHONE _____
CHECK ONE: <input type="checkbox"/> CONTRACTOR (Complete licensing information below.) <input type="checkbox"/> HOMEOWNER	
PREFERRED METHOD OF CONTACT: <input type="checkbox"/> TELEPHONE <input type="checkbox"/> EMAIL	
ADDRESS _____	
CITY _____	STATE _____ ZIP _____
EMAIL ADDRESS (Optional) _____	
STATE CONTRACTOR LICENSE NUMBER _____	
TYPE OF LICENSE _____	EXPIRATION DATE _____
**LEAD CERTIFICATION NUMBER _____	
PROPERTY OWNER _____	PHONE _____
ADDRESS (IF DIFFERENT THAN ABOVE) _____	
CITY _____	STATE _____ ZIP _____
IF OCCUPANT IS DIFFERENT FROM OWNER, PLEASE LIST:	
OCCUPANT _____	PHONE _____
APPLICANT SIGNATURE _____	DATE _____
<small>** IF MN licensed residential contractor, remodeler or roofer and not lead certified and the dwelling was built before 1978, complete the lead supplement.</small>	
<small>ESCROW FUNDS WILL BE RETURNED TO THE CONTRACTOR / APPLICANT.</small>	
<small>The applicant hereby agrees to do all work in compliance with the state building code, city ordinances and applicable law. Issuance of a permit, approval of plans and inspections conducted do not give permission to violate any provision of law nor constitute a guarantee or warranty from the city.</small>	

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# MR 1300 – Administration

## 1300.0120

### 1300.0120 Permits. Subp. 7 Application for permit (cont)

The application shall

- State the valuation of the proposed work.
- Be signed by the applicant or applicant's authorized agent.
- Include other data and information required by the building official

Permit Application

BUILDING SITE ADDRESS \_\_\_\_\_

ESTIMATED VALUE OF ALL WORK (Contract Price) TOTAL \$ \_\_\_\_\_

DESCRIBE WORK APPLIED FOR \_\_\_\_\_

FOR SIDING REPLACEMENT: NUMBER OF SQUARES \_\_\_\_\_ ELECT CONTRACTOR SIDING \_\_\_\_\_

FOR ROOF REPLACEMENT: NUMBER OF SQUARES \_\_\_\_\_ ELECT CONT PHONE: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_ (All exterior work must be completed within six months of permit issue date.)

APPLICANT or BUSINESS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

CHECK ONE:  CONTRACTOR (Complete licensing information below.)  HOMEOWNER

PREFERRED METHOD OF CONTACT:  TELEPHONE  EMAIL

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS (Optional) \_\_\_\_\_

STATE CONTRACTOR LICENSE NUMBER \_\_\_\_\_

TYPE OF LICENSE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

\*\*LEAD CERTIFICATION NUMBER \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS OF DIFFERENT THAN ABOVE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

IF OCCUPANT IS DIFFERENT FROM OWNER, PLEASE LIST:

OCCUPANT \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\* IF MN licensed residential contractor, remodeler or roofer and not lead certified and the dwelling was built before 1978, complete the lead supplement.

ESCROW FUNDS WILL BE RETURNED TO THE CONTRACTOR / APPLICANT.

The applicant hereby agrees to do all work in compliance with the state building code, city ordinances and applicable law. Issuance of a permit, approval of plans and inspections conducted do not give permission to violate any provision of law nor constitute a guarantee or warranty from the city.

DLI/CCLD Illustration

### 1300.0120 Permits. Subp. 8 Action on application

The building official shall

- Examine applications for permits within a reasonable time;
- Notify the applicant if the submittal documents are not in compliance with pertinent laws.
- Document the reasons for rejecting an application.
- Issue permits once the planned project is in compliance.

**NOT a recommended approach** →



DLI/CCLD archive illustration

### 1300.0120 Permits. Subp. 10 Validity of permit

- Issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data.
- Issuance of a permit or approval of plans, specifications, and computations, shall not be construed to be a permit for any violation of the code or of any ordinance of the jurisdiction.
- Permits presuming to give authority to violate the code or other ordinances are not valid.



**This is an important point for everyone involved to understand. A missed issue in plan review or inspection does not mean that the non-compliance need not be corrected.**

### **1300.0120 Permits.** Subp. 11 Suspension or revocation.

The building official may suspend or revoke a permit issued under the code if the permit is issued in error on the following basis:

- Incorrect information
- Inaccurate information
- Incomplete information
- Violation of any ordinance or regulation or the code

# MR 1300 – Administration

## 1300.0120

### 1300.0120 Permits. Subp. 13 Information and placement of permit

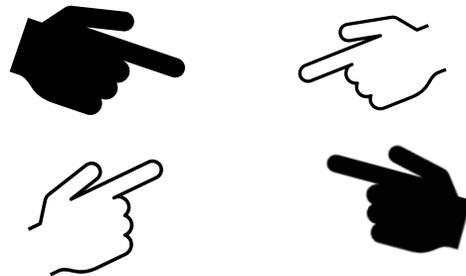
- The building permit or copy shall be kept on the site of the work until the completion of the project, posted in a conspicuous and accessible place.
- Permit shall include the name and address of the owner and the name of the contractor, if applicable.

 DEPARTMENT OF LABOR AND INDUSTRY		443 Lafayette Road N., St. Paul, MN 55155 (651) 284-5857 www.dli.mn.gov	
<b>BUILDING PERMIT</b>			
<b>BL-P2303-0011</b>			
<b>Permit Date: 03/31/2023</b>			
<b>Project Name</b> Paynesville Health Care Center - Phase 1 - Footings & Foundation			
<b>Site Address</b> 405 Hwy 55, Paynesville, Stearns County			
<b>Applicant Name</b> Matt Faber		<b>Address</b> 220 5th st. N	
<b>Address</b> 220 5th st. N		<b>Phone</b> (320) 980-4299	
<b>Phone</b> (320) 980-4299		<b>Owner Name</b> Tom Opatz	
<b>Owner Name</b> Tom Opatz		<b>Project Contact</b> Premier Healthcare Management of Paynesville	
<b>Project Contact</b> Premier Healthcare Management of Paynesville		<b>Address</b> 410 luella st.	
<b>Address</b> 410 luella st.		<b>Phone</b> (651) 343-5239	
<b>Phone</b> (651) 343-5239		<b>Contractor Name</b> Gen-X Design Build	
<b>Contractor Name</b> Gen-X Design Build		<b>Phone</b> (320) 980-4299	
<b>Phone</b> (320) 980-4299		<b>Inspector</b> Jake Depuydt	
<b>Inspector</b> Jake Depuydt		<b>Plan Reviewer</b> Lee Gladitsch	
<b>Phone</b> (651) 280-0114		<b>Phone</b>	
<b>Description of Work</b> New Nursing Home Footing and Foundation Permit. Exterior perimeter footings and foundation walls only. (no interior footings or slab)			
<b>Fees</b>			
<b>Total Fees</b> \$4,136.65		<b>Total Fees Paid</b> \$4,136.65	
<b>Total Fees Paid</b> \$4,136.65		<b>Total Fees Due</b> \$0.00	
<b>Total Fees Due</b> \$0.00			
<b>NOTICE</b>			
This permit is valid only for the work described and does not grant permission for additional or related work. A separate permit may be required for work not included in the scope of this permit.			
Permits become null and void if the work is not started within 180 days from the issue date and will expire if the work is suspended or abandoned for a period of 180 days any time after the work has commenced (see Minnesota Rule 1300.0120).			

### **1300.0120 Permits.** Subp. 14 Responsibility

Every person who performs the work or the installation or repair of building, structure, electrical, gas, mechanical, or plumbing systems, for which the code is applicable, shall comply with the code.

The person, firm or organization securing the permit is responsible for code compliance for the work being performed.



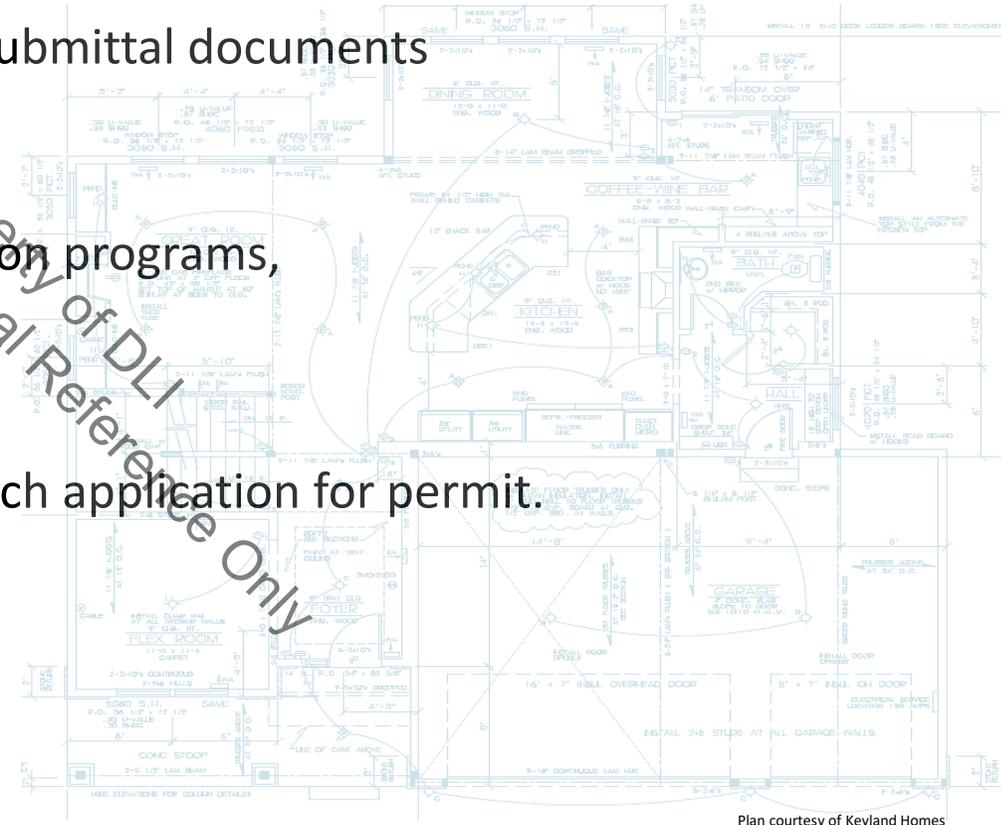
# MR 1300 – Administration

## 1300.0130

### 1300.0130 Construction documents. Subp. 1 Submittal documents

- Construction documents,
- Special inspections and structural observation programs,
- And other data

shall be submitted in one or more sets with each application for permit.



Plan courtesy of Keyland Homes

### 1300.0130 Construction documents. Subp. 1 Submittal documents (cont)

The building official may require that the plans or other data be prepared according to the Board of AELSLAGID (Architecture, Engineering, Land Surveying, Geoscientists and Interior Design) Chapter 1800 and MS 326.02 to 326.15, and other state laws relating to plans and specifications.

The screenshot shows the website for the Minnesota Board of AELSLAGID. The header includes the board's name and a navigation menu with links for 'About', 'Get Licensed', 'Manage License', 'Enforcement', and 'Contact'. The main content area features a banner with the text 'Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design' and three buttons: 'MANAGE LICENSE', 'GET LICENSED', and 'FILE COMPLAINT'. Below the banner is a section titled 'Statutes & Rules' with a green underline. The text in this section states: 'While the Board also conforms to statutes, rules, and laws affecting all state institutions, there are statutes and rules that specifically direct Board operations and licensee/certificate holder oversight. The text of these statutes and rules are maintained by and available through the Office of the Revisor website. The text on that site can be searched and also downloaded as a PDF. Board statutes and rules may also be purchased as a bound booklet. See information on the Minnesota Department of Administration's website.'

### 1300.0130 Construction documents. Subp. 1 Submittal documents (cont)

These rules require design and construction document preparation by Minnesota licensed design professionals for buildings and projects that are not exempted in the rules.

Classifications	Elements that must be met to be exempt*
Assembly (as defined by the MSBC under occupancy group A2: Dining and drinking less than 50 persons)	Not greater than one story with no basement; and Seating for not more than 20 persons; and Not greater than 1,000 gross square footage (GSF)
Business (as defined by the MSBC under occupancy group B)	Not greater than two story with a basement; and Not greater than 2,250 GSF
Factory (as defined by the MSBC under occupancy group F2)	Not greater than one story with no basement; and Not greater than 3,000 GSF
Mercantile (as defined by the MSBC under occupancy group M)	Not greater than two story with a basement; and Not greater than 1,500 GSF
Residential (as defined by the MSBC under occupancy group R)	Apartment houses/condominiums (three units or less), dwellings, lodging houses, attached single-family dwellings/townhomes, and congregate residences (each accommodating ten persons or less)
Storage (as defined by the MSBC under occupancy group S1: Aircraft hangars and helistops)	Not greater than one story with no basement; and Not greater than 3,000 GSF
Storage (as defined by the MSBC under occupancy group S2 except for parking garages, open or enclosed)	Not greater than one story with no basement; and Not greater than 5,000 GSF
Utility (as defined by the MSBC under occupancy group U except fences higher than 8', tanks and towers, and retaining walls with over 4' of vertical exposed face)	Not greater than one story with no basement; and Not greater than 1,000 GSF

### **1300.0130 Construction documents.** Subp. 1 Submittal documents (cont)

If special conditions exist, the building official may require additional construction documents be prepared by a licensed design professional.

**Even when an architect or engineer is not required by the AELSLAGID licensing regulations, the same information, presented with clarity to show code compliance, must be submitted for plan review.**

Use for Educational Reference Only

# MR 1300 – Administration

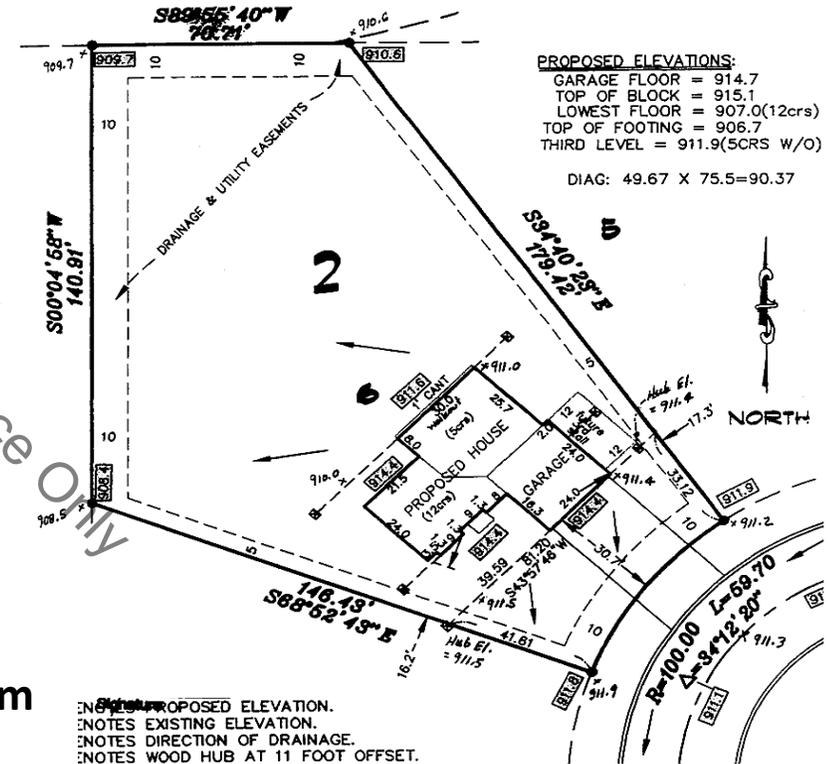
## 1300.0130

### 1300.0130 Construction documents. Subp. 4 Site plan

Construction documents submitted for permit application shall include a site plan drawn to scale showing

- Size/location of new construction
- Existing structures on site
- Distances from lot lines
- The established street grades
- Proposed finished grades
- Drawn to an accurate boundary line survey

**For the Accessibility Specialist, a survey may be needed to confirm that proposed accessible exterior routes have compliant slopes.**

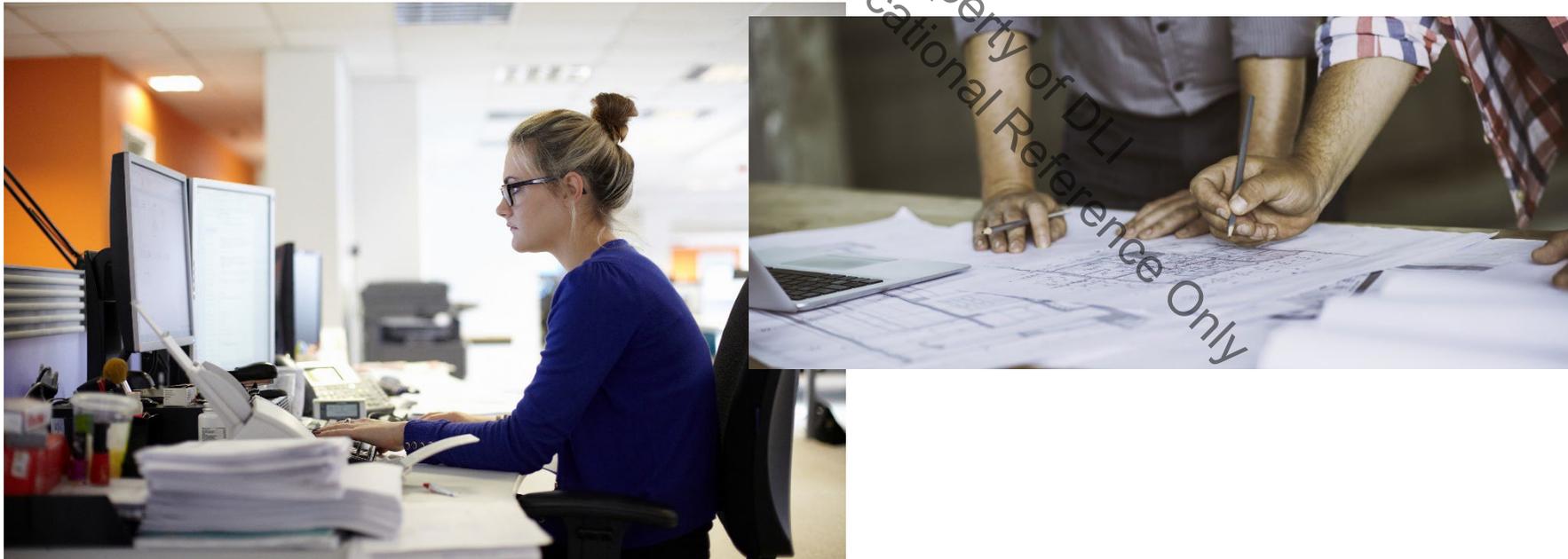


# MR 1300 – Administration

## 1300.0130

### 1300.0130 Construction documents. Subp. 5 Examination of documents

The building official shall examine the construction documents to determine whether the work described complies with the code and other regulations.

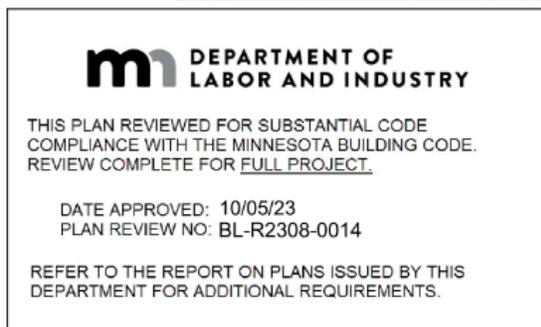


# MR 1300 – Administration

## 1300.0130

### 1300.0130 Construction documents. Subp. 6A Approval of construction documents

If the building official issues a permit, the construction documents shall be approved in writing or by stamp, as “Reviewed for Code Compliance”.



One set shall be retained by the building official. The other set shall be returned to the applicant, kept at the jobsite and open to inspection by the building official or authorized representative.

### **1300.0130 Construction documents.** Subp. 6B Approval of construction documents

...The issuance of a permit based on construction documents and other data does not prevent the building official from requiring the correction of errors in the construction documents and other data...

...Work regulated by the code must be installed according to the reviewed construction documents. Work that does not comply with approved construction documents must not proceed until the applicant submits changes that are approved by the building official.

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### **1300.0140 Violations.**

It is unlawful for any person, firm, or corporation to erect, construct, alter, extend, repair, move, remove, demolish, or occupy any building, structure, or equipment regulated by the code, or cause any of those actions, in conflict with or in violation of the code.

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### **1300.0140 Violations.**

(cont)

- The building official may serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition, or occupancy of a building or structure in violation of the code, or in violation of a permit or certificate issued under the code.
- The order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

# MR 1300 – Administration

## 1300.0160

### 1300.0160 Fees. Subp. 1 Schedule of permit fees

- The applicant for a permit for a building, structure, or electrical, gas, mechanical, or plumbing system, or alterations requiring a permit shall pay the fee established by the municipality.
- When submittal documents are required to be submitted by this chapter, a plan review fee shall be required. The plan review fee shall be established by the fee schedule adopted by the municipality.



### Exception

The fee schedule adopted by the municipality may exempt minor work from plan review fees.

### **1300.0160 Fees.** Subp. 2 Fees commensurate with service

Fees established by the municipality must be

- by ordinance and must be
- fair,
- reasonable, and
- proportionate to the actual cost of the service for which the fee is imposed.

## **1300.0160 Fees.** Subp. 3 Building permit valuations

- The applicant for a permit shall provide an estimated permit value at time of application.
- Permit valuations shall include total value of all construction work, including materials and labor, for which the permit is being issued.

## **1300.0160 Fees.** Subp. 4 Building permit fees

Building permit fees shall be based on valuation.

# MR 1300 - Administration

## 1300.0160 Fees. Subp. 7 Payment of fees

A permit shall not be issued until the fees prescribed by the municipality have been paid.



### **1300.0160 Fees.** Subp. 8 Work commencing before permit issuance

If work requiring a permit is has been commenced without a permit,

- A special investigation shall be made before a permit may be issued for the work,
- An investigation fee shall be collected in addition to the regular permit fees but may not exceed the permit fee,
- The investigation fee must comply with requirements for fees in Subpart 2 Fees commensurate with service.

### 1300.0160 Fees. Subp. 10 State surcharge fees

All municipal permits issued for work under the code are subject to a surcharge fee. The fees are established by Minnesota Statutes, section 326B.148.

Surcharge fees imposed by the state are in addition to municipal permit fees.

**EXAMPLE:**

Permit, Plan Check, and State Surcharge fees for typical plan

**Building Valuation:** \$350,000.00

**Permit fee:** \$2,777.00

(\$1,027.00 -1<sup>st</sup> \$100,000.00 and \$7.00 per additional \$1,000.00)

$(\$350,000 - 100,000 = 250,000 / 1,000 = 250 \times 7.00 = \$1,750 + \$1,027 = \$2,777.00)$

**Plan check fee:** \$1,805.05 (65% of permit fee)

$(\$2,777.00 \times 0.65 = \$1,805.05)$

**State Surcharge:** \$175.00 ( $\$350,000.00 \times 0.0005$ )

(**MS 326B.148:** (1) if the valuation of the structure, addition, or alteration is \$1,000,000 or less, the surcharge is equivalent to one-half mill (.0005) of the valuation of the structure, addition, or alteration)

### 1300.0170 Stop work orders.

If the building official finds any work regulated by the code being performed in a manner contrary to the provisions of the code or in a dangerous or unsafe manner, the building official may issue a stop work order.

The stop work order shall be in writing and issued to the owner of the property, owner's agent, or person doing the work.

Upon issuance of a stop work order, the cited work shall immediately cease.

The stop work order shall state the reason for the order and the conditions under which the cited work will be permitted to resume.

**STOP WORK ORDER**

The following work HAS NOT BEEN APPROVED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This tag is legal notice to stop all work until  
The proper corrections have been made.

Call \_\_\_\_\_

at 651-xxx-xxxx 7:30 – 9:00 for further  
information.

Address \_\_\_\_\_

Date \_\_\_\_\_

DLI/CCLD Illustration

### Inspections- Accessibility Specialist - Two Main Inspection Points for Accessibility

#### **Framing/Rough-in Inspection**

- Changes in Elevation
- Blocking for Handrails/Grab Bars
- Plumbing Fixture Clearances
- Door & Landing Clearances
- Switches & Outlet Locations

#### **Final Inspection**

- Parking/Accessible Routes & Entrances
- Interior Accessible Routes
- Plumbing Fixture Clearances
- Grab Bar Locations & Positions
- Kitchen Clearances
- Changing and Locker Rooms
- Accessible Means of Egress (IBC 1009)
- Accessible Alarm Systems (IBC 907.5.2.3.1)

### **1300.0210 Inspections.** Subp. 2 Preliminary inspection

Before issuing a permit, the building official may examine, or cause to be examined, buildings, structures, and sites for which an application has been filed.

#### **Some reasons it might be beneficial to visit a project site before a permit is issued...**

- Confirm the plans represent the project accurately
- Observe issues not obvious on plans
- Provide helpful information to permit applicants and owners about the permitting and inspection process

# MR 1300 – Administration

## 1300.0210

### 1300.0210 Inspections. Subp. 3 Inspection record card

- The building official shall identify which inspections are required for the work requiring a permit.
- Work requiring a permit shall not be commenced until the permit holder has posted or otherwise made available an inspection record card that allows the building official to make all required entries regarding inspection of the work.
- The inspection card shall be maintained and made available by the permit holder until final approval has been granted by the building official.

DLI/CCLD Photos



### **1300.0210 Inspections.** Subp. 4 Inspections requests

- The building official shall provide the applicant with policies, procedures, and a timeline for requesting inspections.
- The person doing the work authorized by a permit shall notify the building official that the work is ready for inspection.
- The person requesting an inspection required by the code shall provide access to and means for inspection of the work.

# MR 1300 – Administration

## 1300.0210

### 1300.0210 Inspections. Subp. 5 Approval required

- Work shall not proceed beyond the point indicated in each successive inspection without first obtaining the approval of the building official.
- The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or an agent of the permit holder of any failures to comply with the code.
- Any portion that does not comply shall be corrected and the portion shall not be covered or concealed until authorized by the building official.

**CORRECTION NOTICE**

ADDRESS \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

A routine inspection indicates that the following violations of \_\_\_\_\_ Ordinances exist at the above address and should be corrected. Please call for re-inspection when correction of work is completed. If you have any questions pertaining to this matter, or need additional explanation, please contact the Building Inspector as indicated below.

INSPECTION TYPE: FINAL

1) VERIFY ENV. HEALTH FINISH  
2) PROVIDE ANTI-CORROSION FINISH  
3) PROVIDE LIGHT BURNER TO TEST LIGHT  
4) COMPLETE OPEN BURN OUT 3' FROM WALL

J.P. CHILC

Date \_\_\_\_\_ Inspector \_\_\_\_\_  
REV 7/10 Phone # \_\_\_\_\_  
FOR RE-INSPECTION CALL: \_\_\_\_\_ DLI/CCLD Photo

Correction Required

OK to Cover

### **1300.0220 Certificate of occupancy.** Subp. 1 Use and occupancy

- No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building, shall be made until the building official has issued a certificate of occupancy for the building.
- A certificate of occupancy is not approval of a violation of the code or other ordinances of the municipality.
- Certificates presuming to give authority to violate or cancel the code or other ordinances of the municipality are not valid.

**In jurisdictions where the building code is not adopted, a Certificate of Occupancy – Accessibility will be issued.**

### **1300.0220 Certificate of occupancy. Subp. 5 Certificate issued**

After the building official inspects a building or structure and finds no violations of the code or other laws that are enforced by the Department of Building Safety, the building official shall issue a certificate of occupancy containing the following:

- A. The building permit number;
- B. The address of the structure;
- C. The name and address of the owner;
- D. A statement that the described portion of the structure has been inspected for compliance with the requirements of the code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified;
- E. The name of the building official (or Accessibility Specialist);
- F. The edition of the code under which the permit was issued;
- G. Any special stipulations and conditions of the building permit.

# Thank you!

Wendy Rannenbergs | Construction Code Representative | Building Plan Review

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651-284-5415