

Minnesota Department of Labor and Industry  
 Construction Codes and Licensing Division  
 Attention: Doug Nord  
 443 Lafayette Road North, St. Paul, MN 55155  
 Phone: 651-284-5838 Fax: 651-284-5749  
 Web: [www.dli.mn.gov](http://www.dli.mn.gov)



**Municipal Delegation Agreement Application**  
**RESERVED PROJECTS**  
**Building Code Administration on Public Buildings and State Licensed Facilities**

Please complete and return this application.

Municipality Name	Type: <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> County (include list of municipalities)		
Building Official Name	Work Phone Cell Phone Email		
Mailing Address	City	State	Zip Code
Signature Building Official	Certification No.	Date	
Signature Municipal Manager/Administrator			Date

**CONDITIONS OF AGREEMENT:**

- A. Municipality will attend to all required inspections, including:
- conduct plan review to familiarize inspector with the project (main plan review done by CCLD);
  - issue permits and maintain records. **However, permits are not to be issued until written approval is received from CCLD;**
  - oversee Special Inspections;
  - adhere to all applicable written division Plan Review Policies. See <http://www.dli.mn.gov/CCLD/Opinion.asp>
  - perform all required inspections for compliance with state approved plans and the State Building Code;
  - review change orders and addendums for code compliance;
  - will issue certificate of occupancy where applicable and/or final inspection of project.
- B. Reserved Projects include:
- roof covering replacement that does not add roof load;
  - towers requiring special inspections;
  - single-level storage buildings not exceeding 5,000 square feet;
  - exterior maintenance work, including replacement of siding, windows, and doors;
  - HVAC unit replacement that does not add roof load or ventilation capacity;
  - accessibility upgrades not involving building additions or structural alterations;
  - remodeling that does not change the building's occupancy, structural system, exit access or discharge pattern, or mechanical load;
  - other projects determined to be reserved by the commissioner.
- C. You may charge up to 25% of your normal plan review fee to perform your cursory plan review. You may charge your normal fee for permits.

Please e-mail this application to Doug Nord at: [doug.nord@state.mn.us](mailto:doug.nord@state.mn.us)