

## Attachment to Municipal Application for State Plan Review

There are two types of review DLI will perform as a fee-for-service:

- One is a State Building Code (SBC) plan review. If a SBC review is requested, DLI will perform a plan review using State Building Code chapters of Minnesota Rules including 1305, International Building Code; 1306, Special Fire Protection Systems; 1341, Accessibility Code; 1346, Mechanical Code and the State Energy Code.
- The other is a NFPA 13 fire sprinkler review. If this review is requested, staff will perform a plan review using NFPA 13 and/or other relevant referenced standards. Staff can also provide plan review of other systems.

Contact Supervisor Jerry Norman at [gerald.norman@state.mn.us](mailto:gerald.norman@state.mn.us) or (651) 284-5872 for more information.

*By completing and signing the Municipal Application for State Plan Review, the applicant and DLI agree to the following:*

1. The applicant will provide a complete set of applicable contract documents for review. This may include plans, specifications, sample structural calculations, hydraulic calculations, soil report, exterior envelope energy code calculations, all associated addenda and plan review fees calculated in accordance with DLI's **fee schedule**.
2. The application materials will be reviewed and evaluated by division staff in accordance with the current Minnesota State Building Code as referred to above in either the SBC or NFPA 13 review.
3. Interpretations and applications of the State Building Code will be made by division plan review staff.
4. A plan review report will be prepared by the division and submitted to the building official identifying whether the materials appear to comply with the applicable provisions of the SBC or if revisions to the contract documents are required. Deficiencies will be listed in the report and explained with reference to the applicable code sections.
5. Any proposed "alternate materials or methods" or "modifications" submitted with the contract documents will be evaluated and commented on in the plan review report. However, final approval rests with the building official.
6. The report will be mailed and e-mailed to the building official.
7. The division's plan review service is considered complete with the issuance of the plan review report. It is the building official's responsibility to perform any follow-up review of revised contract documents to determine final compliance with the State Building Code and ultimate issuance of the building permit. The division will, however, consult with the building official on any issues pertaining to the division's plan review or any follow-up responses submitted by the designer.
8. Although the division strives to complete plan reviews in a timely manner, the division makes no claim as to how long the process will take to complete on any given project. The division will provide as accurate an estimate as possible to the building official before and during the process.
9. The division's fee for plan review is 65 percent of the building permit fee calculated in accordance with the fee schedule contained in **Chapter 1302 of the State Building Code**.
10. Other Conditions (optional)