

Agenda: Municipal Delegation TAG- Meeting #4

Date: 02/19/2026; 1:00 PM to 3:00 PM

Location: In person/ WebEx/Phone

- In person: Minnesota Room, DLI, 443 Lafayette Rd. N., St. Paul, MN 55155
- WebEx:
 - **Attendees:** Registration is not required. If joining from a computing device or WebEx Smartphone app, click the link at the meeting time:
<https://minnesota.webex.com/minnesota/j.php?MTID=m119c1870c550c801fcccc37bd950007b>
 - **TAG members:** Use the link provided to you separately, or join as an attendee and send an email to Amanda.Spuckler@State.MN.US to be converted to a TAG member.
 - **By Phone:** Call 1-855-282-6330 and enter access code: **2494 299 3537#** The webinar password is **1234#**

Call to Order

Announcements/ Roll Call/ Determination of Quorum

- Quorum is eight TAG members

WebEx Instructions and Procedures

- **TAG members and DLI staff**
 - Click on “Participants” at the bottom right of your screen. Panels will open on the right side.
 - Please keep yourself muted unless you want to speak. Unmute yourself to speak freely. Please do participate in the discussion and feel free to interrupt if necessary to comment.
- **Members of the public**
 - You are able to hear everything, but may speak **only** if public input is requested.
 - Click on “Participants” at the bottom right of your screen. Panels will open on the right side.
 - Click the hand icon next to your name to signal you would like to speak. If public input is desired, the host will unmute your microphone. Click your hand icon again to turn it off. If participating by phone, use *3 to raise and lower your hand.
 - For technical assistance, send the host an email message: amanda.spuckler@state.mn.us.

Agenda Items

1. Tiered Approach to Project Types

- 1.1. Discuss other potential options to a tiered approach, if any.
- 1.2. Determine general consensus for a tiered approach to expand access to qualified persons status and Municipal Delegation Agreements.
- 1.3. Discuss and select a methodology to create a general ranking for types of state projects.
- 1.4. Discuss and determine how many tiers make sense.

2. Staffing for Municipal Delegations

- 2.1. Discuss DLI's metrics for Building permits (all we do is state projects) Determine a reasonable quantity of projects for a building inspector and a reasonable valuation per building inspector for scope limits.
- 2.2. Discuss DLI's metrics for Building Plan Review (all we do is state projects) Determine a reasonable quantity of projects for a building plan reviewer and a reasonable valuation per building plan reviewer for scope limits.

3. Qualifying Municipalities

- 3.1. Appropriate Staffing including number and types of Qualified Persons and general staffing work loads.
- 3.2. Adequate resources
- 3.3. Permitting policies/procedures
- 3.4. Plan review comments and approved documents retained per retention schedules
- 3.5. Inspections reports and field change documents retained per retention schedules
- 3.6. Municipal Report filed
- 3.7. State surcharge paid up to date

4. Qualified Persons Plan Review/Inspections Credentialing

- 4.1. Discuss and determine prerequisite experience or credentials for each tier.
- 4.2. Discuss expectations for each type of QP certification (areas of expertise covered)
 - 4.2.1. Building Plan Reviewer
 - 4.2.2. Building Field Inspector
 - 4.2.3. Mechanical
 - 4.2.4. Fire Suppression/Alarm
 - 4.2.5. Other?
- 4.3. Discuss and determine qualifying requirements for QP certification.
 - 4.3.1. Application
 - 4.3.2. Five similar projects within last two code cycles
 - 4.3.3. DLI led in-person delegations course to the tier level.
 - 4.3.4. Written examination
 - 4.3.5. Oral Examination
- 4.4. Discuss and determine open ended lists of "projects of similar nature" for each tier.

5. Continuing Education for Qualified Persons re-credentialing

- 5.1. Discuss and determine a reasonable number of continuing education hours per credentialing cycle for building inspectors, plan reviewers, and specialists.
- 5.2. Discuss if we need to increase granularity below the six general hours.

6. Integrating existing Qualified Persons into the new program

- 6.1. Discuss and determine a reasonable level at which qualified persons will be grandfathered into the new system.
- 6.2. Discuss and determine if we can waive all prerequisite requirements except the application itself for upper tiers credentialing of existing QP's.

7. Adjourn

Next Meeting: Thursday, March 5th, 2026, 1 p.m. to 3 p.m.