Places of Public Accommodation – Review Process Flow Chart

Unless the facility is a swimming pool, hockey rink, or dedicated place of worship (only)
DLI/CCLD will assume consumption of food and beverages

Start

Is there a local building official? 

Building Official Look-Up Tool

Yes

Refer to the local building department for plan review and permitting.

No

Temporary structures over 1500 sf require a permit from the Minnesota Department of Public Safety. Temporary structures over 3000 sf require a permit from DLI/CCLD. [IBC 3103.1]

Does the project have an overhead roof or covering that is in place more than 180 days? (is it a building or pavilion?)

Yes

The project MAY be under DLI/CCLD Jurisdiction. Email a CODE RECORD certified by an architect licensed in Minnesota to CCLD.PlanReview.DLI@State.MN.US for a jurisdictional determination. The CODE RECORD may also be mailed to: Attn: Greg Metz – Jurisdictional Review MN Dept of Labor and Industry 443 N. Lafayette Road St. Paul MN 55155 DLI/CCLD will assume jurisdiction until demonstrated otherwise.

No

Refer to the local building department for plan review and permitting.

Does the project have an overhead roof or covering that is in place more than 180 days? (is it a building or pavilion?)

Yes

Assembly Structures over 300 sf require design by an architect licensed in Minnesota. MN Rule 1800.5900 This includes a change in use or occupancy (like from a barn to an event center) It also includes pavilions.

No

Prepare an application package for plan review. Follow the Building Plan Review Process

Is there a local building official?

Building Official Look-Up Tool

No

Is the project under DLI/CCLD Jurisdiction?

Yes

DLI/CCLD will assume jurisdiction until demonstrated otherwise.

No

Is the project under DLI/CCLD Jurisdiction?

Yes

The project is not under DLI/CCLD Jurisdiction and does not require a building permit. Note that other permits may still be required such as plumbing, electrical, elevator and boiler permits.

No

Is there 1,400 square feet or more of floor space under the roof? 

Yes

[200 persons x 7 SF/person = 1,400 SF]

No

Helpful Information

• Event centers are NOT agricultural buildings. A change in occupancy from an agricultural building to an event center is deemed an increase in fire/life safety risk and requires compliance with the current building code structural requirements. If the event center is found to be under DLI/CCLD Jurisdiction, then structural calculations must be prepared and submitted for review.

• Event Centers must coordinate with the Minnesota Department of Public Safety/ State Fire Marshal’s Division to determine fire protection requirements.

• Permanent toileting facilities are required to accommodate the entire occupant load.

• Separate plan review and permitting is required for all plumbing work.

• Unconditioned spaces that are altered to provide heating and cooling must comply with the current Minnesota Energy Code and Minnesota Mechanical Code.

• Event centers and all public spaces within them which are over 450 square feet (30 people x 15 SF per person) shall be accessible to persons with disabilities. This includes accessible parking as well as accessible routes to all interior and exterior spaces open to the public.