**Municipal Delegation Agreement Application**

**RESERVED PROJECTS**

Building Code Administration on Public Buildings and State Licensed Facilities

Please complete and return this application.

<table>
<thead>
<tr>
<th>Municipality Name</th>
<th>Type: □ City  □ Township  □ County (include list of municipalities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Official Name</td>
<td>Work Phone  Cell Phone</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>City  State  Zip Code</td>
</tr>
<tr>
<td>Signature Building Official</td>
<td>Certification No.  Date</td>
</tr>
<tr>
<td>Signature Municipal Manager/Administrator</td>
<td>Date</td>
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</tbody>
</table>

**CONDITIONS OF AGREEMENT:**

A. Municipality will attend to all required inspections, including:
   • conduct cursory plan review to familiarize inspector with the project (main plan review done by CCLD);
   • interpret, apply, and enforce all applicable code provisions;
   • issue permits and maintain records. **However, permits are not to be issued until written approval is received from CCLD;**
   • oversee Special Inspections;
   • interpret, apply, and enforce all applicable code provisions
   • 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 Scott Wheeler at: [scott.wheeler@state.mn.us](mailto:scott.wheeler@state.mn.us)