Places of Public Accommodation – Review Process Flow Chart

Start

Is there a local building official?

Building Official Look-Up Tool

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

Yes

No

Temporary structures over 1500 sf require a permit from the Minnesota Department of Public Safety.

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: Ryan Rehn – Jurisdictional Review

MN Dept of Labor and Industry

443 N. Lafayette Road

St. Paul MN 55155

DLI/CCLD will assume jurisdiction until demonstrated otherwise.

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

No

Is the project under DLI/CCLD jurisdiction?

Yes

No

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.

Is there 700 square feet or more of floor space under the roof? [100 persons x 7 SF/person = 700 SF]

Yes

No

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.

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.
- Places of Public Accommodation do not require fire sprinkler systems until the occupant load is 300 or more persons, as determined by the Architect and verified by the Building Official.