

## License

# License period will extend to two years

Recently, the Minnesota Legislature made changes to the length of time before a license expires. The goal was to improve customer service for the thousands of individuals and businesses licensed by the Department of Labor and Industry.

By **June 30, 2011**, the license period for all boiler licenses, plumbing licenses and residential contractor licenses will be extended from one year to two years.

Details for each license are slightly different, but the two-year license terms are viewed as an important benefit to licensees. The change will also reduce the department's monthly license renewal workload and reduce processing time on license exam applications and renewals.

View the details of each license by selecting from the links at right. Each link will launch a printable PDF file with details for that license.

### Two-year license details



Boiler and boat master license



Residential builder, remodeler and roofer license



Plumber license and water conditioning license

## Classes

# Annual CCLD fall seminars canceled

Due to budget restrictions and subsequent staff reductions, CCLD was forced to cancel its fall seminars about mechanical and electrical codes.

The division intends to resume its regular rotation of seminar offerings as soon as economic conditions permit.

Fortunately, there are other venues for continuing education. The University of Minnesota 54th Annual Building Official Institute

will run Jan. 6-15, 2010, and the ICC Region III Educational Institute is scheduled for Feb. 8-12, 2010.

Residential building contractors can view the schedule of approved continuing education courses at: <http://www.dli.mn.gov/CCLD/RBCcourses.asp>

Continue to visit the CCLD Education Web page at [www.dli.mn.gov/CCLD/Education.asp](http://www.dli.mn.gov/CCLD/Education.asp) for updates about trainings offered by CCLD.

# Economy brings changes to CCLD

Just as businesses throughout the country have been affected by the economic downturn, the challenging construction economy has made its mark on CCLD.

In order to offset diminished revenues primarily due to shrinking surcharges, management has had to cut expenses in many areas and eliminate staff positions. In all, 10 positions were eliminated; one supervisor position, six professional staff and three support staff. The CCLD Executive Director position remains vacant also.

In addition, two electrical area representatives are now assigned to perform electrical inspections on a full-time basis until further notice. One additional electrical area representative position will not be

filled in the future.

CCLD management continues to take other cost saving measures. Although CCLD previously restricted out-of-state travel, now travel to meetings in greater Minnesota is minimized except for required inspections and investigations. This travel reduction includes staff attendance at chapter meetings and other non-essential functions. CCLD will also have far fewer opportunities to provide educational seminars and to attend training in the next year due to reduced staff and budget.

We will continue to monitor our revenue monthly to evaluate where we are and what steps we will need to take to work within our budget.

## Web updates

Visit [www.dli.mn.gov](http://www.dli.mn.gov) to stay current on activity at the Department of Labor and Industry

A few of the most recent additions and updates to DLI's Web site include:

- [Current and previous installation manuals](#) for manufactured homes.
- New enforcement actions against license holders at the [DLI enforcement actions Web page](#).
- Visit the [contractor education calendar](#) for continuing education course listings.



**Please note:** The Department of Labor and Industry will no longer accept cash as payment for licenses, inspections, copy requests and other DLI services. Accepted payments include checks, money orders and electronic payments that can be made through the DLI Web site.

# CCLD rule adoption update

- » Minnesota Rules Chapter 4716 for plumbing licensing and registration is in effect as of June 22, 2009.
  - » Chapter 4715, the amended plumbing code, will be effective on October 26, 2009.
  - » Chapter 1350, the Manufactured Structures code, and Chapter 1346, the mechanical and fuel gas codes, are in the final stages of the adoption process.
  - » The Notice of Adoption for Chapter 3800, electrical licensing, was published Oct. 12, and the amendments are effective Oct. 19.
  - » Chapter 1346 adopts and amends the 2006 International Mechanical Code and the 2006 International Fuel Gas Code. The new codes are effective Oct. 26, 2009.
  - » Chapter 5230, the rules of the Board of High Pressure Piping Systems, was amended effective Sept. 17, 2008. This chapter contains rules on licensing and registration, as well as the high pressure piping code. See article on page 4.
- Visit [www.dli.mn.gov/RulemakingCCL.asp](http://www.dli.mn.gov/RulemakingCCL.asp) for more information.

## Show stopper

# CCLD display booths available

The CCLD loans three, two-part display units to building officials presenting code-related information at community events.

A variety of free literature and photos is provided. The display case size is 55" x 26" x 11". To reserve a display, contact Chris Thompson at (651) 284-5856 or via e-mail at [chris.thompson@state.mn.us](mailto:chris.thompson@state.mn.us).

Reservations are granted on a first-come, first-served basis and the displays must be returned to DLI's St. Paul offices as soon



as possible after use to allow pick-up by other users. A specific pick-up time will be arranged to allow quick pick-up and drop-off in DLI's front lobby.

*CCLD Review* is a quarterly publication of the Minnesota Department of Labor and Industry.

Receive e-mail notification when an issue is available by [subscribing online](#).

## Contact information

**CCLD main phone number**  
(651) 284-5012

**Visit the Contact Us page**

### Licensing information

[DLI.License@state.mn.us](mailto:DLI.License@state.mn.us)  
Business/Contractor Licenses and Bonds: (651) 284-5034  
(Including: Electrical, HPP, Plumbing, Residential, Manufactured Structures, Mechanical Bonds, Technology System, Water Conditioning)

Personal Licenses and Certificates: (651) 284-5031  
(Including: Boiler Engineers, Electricians, Plumbers, Power Limited Technicians, Pipefitters, Unlicensed Individuals)

### Building Code information

Phone: (651) 284-5012  
Toll-free: 1-800-657-3944  
Fax: (651) 284-5749  
TTY: (651) 297-4198

### Electrical information

Phone: (651) 284-5026  
Fax: (651) 284-5749  
[DLI.Electricity@state.mn.us](mailto:DLI.Electricity@state.mn.us)

### Boiler, High-Pressure Piping, Boats-for-Hire inspection

Phone: (651) 284-5544  
Fax: (651) 284-5737  
[DLI.Code@state.mn.us](mailto:DLI.Code@state.mn.us)

### Plumbing information

Phone: (651) 284-5044  
Fax: (651) 284-5748  
[DLI.Plumbing@state.mn.us](mailto:DLI.Plumbing@state.mn.us)

### Residential Building Cont.

Phone: (651) 284-5069  
Fax: (651) 284-5749  
[DLI.Contractor@state.mn.us](mailto:DLI.Contractor@state.mn.us)

### Independent Contractor Exemption Cert. information

Phone: (651) 284-5074  
[DLI.ic@state.mn.us](mailto:DLI.ic@state.mn.us)

# Board completes major update of HPP code

The Board of High-Pressure-Piping Systems completed the first major update of the high pressure piping (HPP) code in several years this spring through the rulemaking process. Now that the updated HPP code is in effect, here are some notable changes to Minn. Rules Chapter 5230:

The biggest change in the HPP code is that each of the disciplines covered: steam or heating media piping systems; bioprocess piping systems; ammonia refrigeration piping systems; qualification of welding procedures, welders, and welding operators; are now nationally recognized standards adopted by reference, with very few exceptions or additions.

## Qualification of welding procedures, welders and welding operators:

Although the former code for power-piping systems and ammonia refrigeration systems relied heavily on previous editions of The American Society of Mechanical Engineers (ASME) section IX for the qualification of welding procedures and welders, there were some antiquated and conflicting requirements for each type of piping system. This new code section adopts by reference, the 2007 edition of ASME section IX for all of the piping systems under Chapter 5230.

» [View all of Minn. Rules Chapter 5230 at the Office of the Revisor of Statutes](#)

## The code for steam or other heating media:

This section, known formerly as the Code for Power Piping Systems, had the greatest need for updating. The chapter had listed the 1955 version of B31.1 Code for Pressure Piping as the minimum materials specification. This has been replaced by the 2007 edition of the ASME B31.1 standard for power piping. The most notable exception to the previous code is that furnace butt welded pipe is no longer allowed in any high pressure steam or heating media systems.



## The code for ammonia refrigeration systems:

Here again, the last technical update was some years ago, as the materials standard listed was the 1989 edition of ASME B31.5. The Board of High Pressure Piping Systems has now adopted by reference the 2008 edition of the American National Standards Institute (ANSI)/International Institute of Ammonia Refrigeration (IIAR) Standard 2. The ANSI/IIAR 2-2008 is the code for the design and installation of closed circuit ammonia refrigeration systems. This chapter also adopts by reference the 2006 edition of ASME B31.5. Some notable changes in the new code are the updated tables for relief vent sizing, the allowance for rupture members in conjunction with relief valves and that relief valves are no longer required on evaporative condenser circuits that can be valved off.

## The code for bioprocess piping:

This type of piping system was only recently added to the piping inspected by DLI. There were no previous standards adopted to cover these specialty piping systems of which only a handful are in operation in Minnesota. The board adopted the 2005 edition of ASME BPE by reference for bioprocess piping systems.

# Contractors' most common mistakes

DLI investigates thousands of claims of illegal conduct by contractors, plumbers and electricians each year.

These result in hundreds of actions that are easy to avoid, but costly to resolve.

See Page 6 for recent changes to contractor licensing rules

CCLD opens approximately 2,000 formal investigations each year involving allegations of illegal conduct by residential building contractors, plumbers and electricians. In order for CCLD to take enforcement action, a violation of law or rule must be proven. Some of the most common mistakes include:

**For building and electrical contractors**, one of the most common violations is failure to obtain permits prior to starting work. Building contractors are responsible for fulfilling the plan review, permitting and inspections requirements of each jurisdiction in which they work, however only the licensed electrical contractor can file the request for electrical inspection form. Performing work without all applicable local permits and inspections is deemed a “fraudulent, deceptive or dishonest practice” under state law and rule and this failure can also result in a significant fine and enforcement action. This becomes part of the contractor’s permanent licensing record and is disclosed on the [CCLD online license lookup](#).

**In jurisdictions that do not perform their own electrical inspections**, electrical contractors are required to file a request for electrical inspection with CCLD “at or before commencement” of any installation that requires a CCLD inspection, not after the work has been completed. Failure to file at or before commencement of work is a violation of state law that can result in formal enforcement action, including fines of up to \$10,000 for each violation.

**Plumbers frequently find themselves in serious trouble** when they fail to submit plumbing plans to CCLD for review and approval prior to performing plumbing work on any public building. These plan reviews are in addition to any other review or inspection performed by the Minnesota Department of Health or local authorities. The fine for failing to submit plans is generally \$1,000 to \$2,000 depending on whether work was completed when the violation is discovered.

**Residential building contractors should be aware** that state law requires them to reduce all of their contracts with a customer to writing and the contract documents must be signed and dated by both parties. The requirement also applies to change orders. Contractors are also required to provide their customer with a copy of any contract document upon execution of the document.

**Residential building contractors are also required to notify CCLD** in writing of any change in their business name, address, business structure or ownership, within 15 business days of the change (a change in business structure also requires the submission of a new license application for the new business entity. [More details here](#)).

**Residential building contractors are also required to notify CCLD** in writing within 15 business days when they file bankruptcy, have a civil judgment entered against them based on their contracting activities, and if they are convicted of certain crimes, especially those relating to their contracting work.

# Contractor license renewals begin in January

Renewal of residential building contractor and residential remodeler licenses that expire March 31, 2010, will start January 2010. The renewal form and documentation required has not changed from 2009. License renewals are due March 1, 2010. The

primary changes in 2010 will be license holders printing their own license renewal from the [online License Lookup](#) and the renewal of about half the licenses for two years, while the remainder is renewed for one year.

## Contractor and remodeler license renewal *quick tips:*

- » **Renewal deadline:** License renewal applications will be due **March 1, 2010**, for them to be timely. This due date provides department licensing personnel sufficient time to process applications by the March 31 license expiration date. License renewal processing takes up to four weeks given the nearly 15,000 renewals submitted each year.  
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- » **License length:** Half of the expiring licenses will be renewed for two years, which includes license holders with an original license issuance date ending in an even number. The other half will be renewed for one year and then for two years starting in 2011. A license holder can verify their original issue date online by entering their license number in the [License Lookup search tool](#).  
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- » **Renewal forms online:** License holders will access their license renewal form online by entering their license number in the [License Lookup search tool](#) and opening their license record and pressing the “Renewal” button. This will be available by Jan. 1, 2010.  
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- » **Renewal documents:** License holders will be required to submit the following documents with their license renewal application: signed license renewal form; copy of business entity status from the Minnesota Secretary of State, that is available online; insurance agent completed certificate of liability insurance; certificate of compliance with Minnesota’s workers’ compensation law; copy of qualifying person’s continuing education course completion certificate(s); and license renewal fees. Qualifying persons will need to provide with their renewal certificates proof of seven hours continuing education, including one hour energy.  
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- » **License reinstatements:** Licenses that expire March 31, 2009, or before, may be reinstated through March 31, 2010, to retain their former license number. On April 1, 2010, and thereafter, all applications to reinstate a license will be handled as a new license application and be issued a new license number. This change in practice is being made in conjunction with the move to two-year licenses and because there is no statutory authority to reinstate an expired license. License holders who let their licenses expire on and after March 31, 2010, will have the two-year license period to renew the license.

# Boiler operator license exam changes slated

More than 4,000 boiler license exams are administered annually by the Department of Labor and Industry, with about three-fifths administered in the Twin Cities metro area.

Historically, these exams were administered by department inspection personnel at many sites

throughout the state of Minnesota. A key feature of this history was the ability of test takers to leave the test location with a license certificate if they passed the license exam. Boiler license exam administration will continue to change as the department merges the various license examination functions into a single process.

## Summary of current and future boiler license changes:

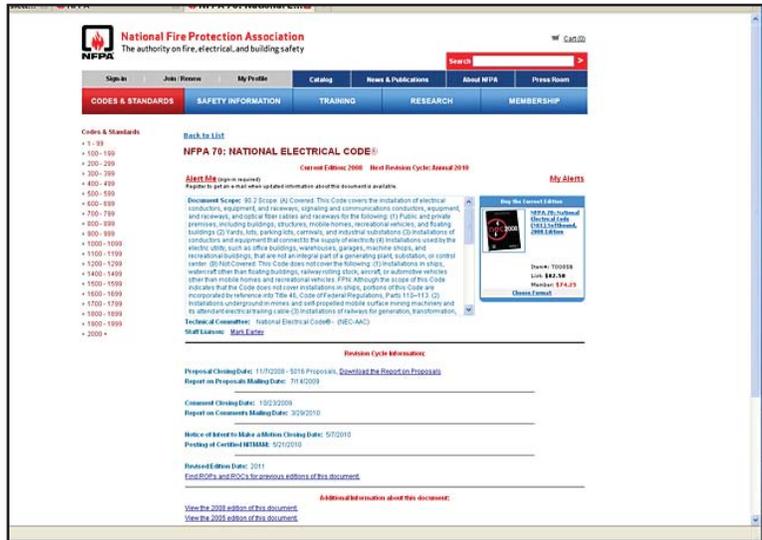
- **Updated exams:** Boiler license exams were updated November 2008, this includes an increase to 50 questions on the Special Engineers exam. All exams will be updated more frequently and questions rotated regularly.  
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- **Metro boiler exams:** Boiler license exams taken within the seven-county metropolitan area are administered by the department at its office located at 443 Lafayette Road N, St. Paul, Minn. The department ended its practice of boiler inspectors administering exams at locations throughout the metropolitan area in early 2009, so staff could spend more time inspecting boilers and pressure vessels. Exam dates are available online at [www.dli.mn.gov/cld/BoilerExam.asp](http://www.dli.mn.gov/cld/BoilerExam.asp)  
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- **Greater Minnesota boiler exams:** Boiler license exams are administered each month in Duluth, St. Cloud and Rochester and two to three times a year at several Minnesota technical colleges. The schedule of exams outside the metropolitan area will be assessed in 2010 and any changes will be implemented in the second half of the year.  
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- **Scoring exams:** Boiler license exams will no longer be scored by the exam proctor. Exams will be collected from those taking the exam and then scored. The effect of this change means that individuals passing the exam will not leave the testing site with a license certificate. Exams will be scored and certificates mailed as soon as possible after the exams are completed. This change will be implemented in the St. Paul exam location in November and outside the metro area in 2010.  
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- **Boiler exam study material:** Study material was created for the boiler license exams through the efforts of the department's Boiler License Advisory Committee, which is available to individuals and organizations to prepare for the license exams. For details about purchasing the Minnesota State Engineering book, visit [www.dli.mn.gov/cld/BoilerLicensing.asp](http://www.dli.mn.gov/cld/BoilerLicensing.asp)  
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- **Boiler exam fees and licenses:** Individuals who pass a license exam shall be issued a two year license. To implement this change, exam application and license fees increased from \$25 to \$45 for a Special Engineer licenses and from \$55 to \$75 for individuals upgrading their license to the next license class. The license fees are incorporated into the exam fees.

# Progress on 2011 NEC continues

Just as those in the electrical trade were getting comfortable with the 2008 National Electrical Code (NEC), work on the 2011 NEC is moving forward.

Proposals for changes to the 2008 NEC have been submitted to the [National Fire Protection Association \(NFPA\)](#) and have been published in book and CD format and on the NFPA Web site as the National Electrical Code Committee Report on Proposals.

Also online is a draft copy of the 2011 NEC with the current proposals. Comments on the proposals are being solicited and they must be submitted to NFPA no later than 4 p.m., Oct. 23, 2009. The comments will be published in the National Electrical Code Committee Report on Comments in March 2010, with the NFPA Annual



Visit the [National Fire Protection Association Web site](#) for details about the 2011 National Electrical Code.

Meeting to follow in June 2010, with official publication of the 2011 NEC in September 2010.

The 2011 NEC will be adopted by Minnesota in 2011. For more details, visit the [National Fire Protection Web site](#).

# Electrical inspection service expenses reduced

As a result of the recent economic downturn, numerous budget balancing actions within DLI and CCLD have been implemented. This includes the need to reduce electrical inspection service expenses for the remainder of the biennial budget cycle.

In order to meet those goals and continue to offer timely electrical inspections, two of the division's electrical area representatives will now make electrical inspections full-time in Itasca County and a new inspection area comprising portions of Becker, Hubbard,

- [View the most recent Inspector Change Notice](#)
- [Download the revised Electrical Area Rep map](#)
- [Read about the benefits of state inspection](#)

Otter Tail and Wadena counties.

In addition, all of the division's electrical area representatives will inspect selected projects throughout the state such as wind farms, farm festivals, schools, hospitals and other major projects

or events.

Visit DLI's [electrical inspector directory Web page](#) to view a recent Inspector Change Notice and an updated district map of electrical area representatives.

# Inspection rules apply to home siding work

Questions arise when electrical equipment and devices that are mounted on the exterior of an occupancy will be removed and re-installed or replaced in association with the installation of a new exterior finish.

Examples of such items include luminaires, receptacle outlets, air conditioner disconnect switches, utility load-shedding devices, telephone and television utility boxes and cables, electrical meters and electrical service raceways and cables.

Electrical work is defined as the installing, altering, repairing, planning, or laying out of electrical wiring, apparatus, or equipment for electrical light, heat, power, technology circuits or systems, or other purposes.

An individual performing electrical work must be either licensed or registered and the electrical work must be performed by, or under the direct supervision of, a licensed master or journeyman electrician who is a W2-type employee of the same electrical contractor. An exception to that licensing requirement is that a homeowner, who will personally and physically perform the electrical work on the single-family, detached dwelling that they own and occupy, is not required to hold an electrical license.

The removal of existing electrical wiring and equipment is not required to be performed by licensed individuals or electrical contractors. The removal of existing electrical wiring and equipment is not required to be inspected.



Electrical licensing and inspection rules do apply to siding replacement work when items such as luminaires, receptacle outlets and utility load-shedding devices must be removed and reinstalled.

However, the re-installation of existing luminaires, devices and equipment as well as the installation of new electrical wiring, junction boxes, new luminaires, devices and equipment shall be performed by properly licensed or registered and properly supervised employees of a licensed electrical contractor and shall be inspected. Alternatively, the electrical work may be performed by the homeowner who will personally and physically perform the electrical work on the single-family, detached dwelling that they own and occupy.

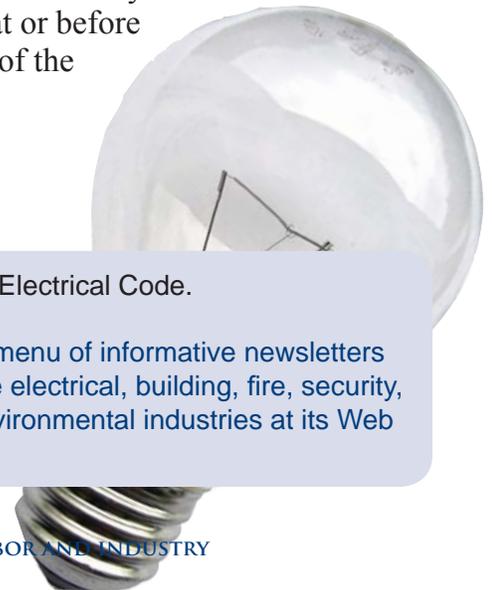
Whether the electrical work is performed by the homeowner or by the employees of an electrical contractor, a valid request for electrical inspection shall be filed with the authority having jurisdiction at or before the commencement of the electrical work.

## UL offers more than just testing data

Most consumers are familiar with the fact that Underwriters Laboratories (UL) is a nationally recognized testing laboratory for everyday electrical appliances and equipment. For electrical industry regulators, UL is also an extremely valuable resource for information that is used to supplement the rules

found in the National Electrical Code.

Check out the entire menu of informative newsletters UL has to offer for the electrical, building, fire, security, public health, and environmental industries at its Web site.



# Thank you 2009 State Fair volunteers

The Governor's Fire Safety Day event at the Minnesota State Fair was a success! About 1,200 children participated in the "Up, Out and Away" egress window demonstration where they were taught what to do in the event of an emergency. Participants were also treated to a grab bag of goodies.

This event continues to be successful because of event sponsors, volunteers and CCLD staff who staged the event. Thank you to the following volunteers and CCLD staff for helping make the event successful:

## Building Officials:

Gary Anderson, City of Monticello  
Brian Weidemann, Metropolitan Airport Commission  
Tom Gray, City of Victoria  
Bob Hutchins, City of Prior Lake  
Scott McKown, City of Burnsville  
Dave Scherbel, City of Arden Hills

## CCLD Staff:

Jim Fallon, Building Code Representative  
Mike Fricke, Building Code Representative  
Barry Greive, Building Code Representative  
Mike Happ, Building Code Representative  
Herman Hauglid, Building Code Representative  
Chris Meier, Building Code Representative  
Doug Nord, Supervisor, Regional Services and Code Administration  
Don Sivigny, Building Code Representative, Senior  
Pete Villard, Building Code Representative  
Peggi White, Business Manager, CCLD

## Department of Labor and Industry

Steve Sviggum, Commissioner  
Tom Joachim, Assistant Commissioner

## Event Coordinators:

Dave Krings, Building Code Representative, CCLD  
Rich Lockrem, Building Code Representative, Senior, CCLD



A participant works her way through the "Up Out and Away" display at the 2009 Minnesota State Fair.



Steve Sviggum, DLI commissioner, left, and Don Sivigny, CCLD, work with two young participants.



Herman Hauglid and Peggi White, CCLD, prepare grab bags for participants at the Governor's Fire Safety Day, 2009 at the Minnesota State Fair. About 1,200 children took part in the safety promotion event.

