

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Attention: Scott Wheeler
443 Lafayette Road N., St. Paul, MN 55155
Phone: 651-284-58376
Web: dli.mn.gov



Municipal delegation agreement application for reserved projects

Building code administration on public buildings and state-licensed facilities

Complete and return this application.

Municipality name:

Work phone:

Building official name:

Cell phone:

Mailing address:

Email:

City:

State:

Zip code:

Type:

City

Township

County (include list of municipalities)

Signature building official

Certification No.:

Date:

Signature municipal manager/administrator

Date:

Conditions of agreement:

Municipality will attend to all required inspections, including:

- Conduct plan review to familiarize inspector with the project (main plan review done by CCLD).
- Issue permits and maintain records. **However, permits are not to be issued until written approval is received from CCLD.**

- Oversee special inspections.
- Adhere to all applicable [written division plan review policies](#).
- 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.

Reserved projects include:

- Roof covering replacement that does not add roof load.
- Towers requiring special instructions.
- 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 of the Minnesota Department of Labor and Industry.

You may charge up to 25% of your normal plan review fee to perform the cursory plan review. You may charge your normal fee for permits.

Email this application to Scott Wheeler at scott.wheeler@state.mn.us.