

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Attention: Scott Wheeler
443 Lafayette Road North, St. Paul, MN 55155
Phone: 651-284-5876 Fax: 651-284-5749
Web: www.dli.mn.gov



Municipal Delegation Agreement Application
RESERVED PROJECTS

Building Code Administration on Public Buildings and State Licensed Facilities

Please complete and return this application.

Municipality Name	Type: <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> County (include list of municipalities)
Building Official Name	Work Phone Cell Phone
Mailing Address	City State Zip Code
Signature Building Official	Certification No. Date
Signature Municipal Manager/Administrator	Date

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;
 - adhere to all applicable written division Plan Review Policies. See <http://www.dli.mn.gov/workers/licenses-permits-and-plan-reviews/building-plan-review-interpretations-policies-and>;
 - 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