



Minnesota Department of Labor and Industry
Access Review Board – Building Plan Review
443 Lafayette Road N.
St. Paul, Minnesota 55155
651-284-5005
www.dli.mn.gov

Re: Application for waiver for installation of a stairway chairlift

Dear applicant:

Stairway chairlifts installed at other than a private residence must be approved prior to installation by the Access Review Board pursuant to Minnesota Statutes, section 471.471. A person seeking approval by the board must apply to the Department of Labor and Industry and pay a **\$70 fee**.

Attached is an Application for Waiver form for the installation of a stairway chairlift. Be sure to include all the items requested on the application form. Incomplete applications will not be processed by the department, and the board will not consider the waiver request until a completed application is received.

The **\$70 application fee must be submitted with the waiver application form**. Make checks payable to the Minnesota Department of Labor and Industry. Mail the fee along with the completed application to the department's Construction Codes and Licensing Division at:

Dept. of Labor & Industry
Access Review Board – CCLD BLD Plan Review
443 Lafayette Road N.
St. Paul, MN 55155

Once the completed Application for Waiver and fee is received, copies will be distributed to the members of the Access Review Board. When a meeting of the Access Review Board is scheduled to discuss your application, you will be notified of the date and time of the meeting. **You are not required to attend this meeting.**

Please feel free to contact me at 651-284-5877 or karen.gridley@state.mn.us if you have questions.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Gridley'.

Karen Gridley, Construction Code Representative
Minnesota Access Review Board Chair

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Application for waiver for installation of stairway chairlift

Contact person information

Name Email Address Phone

Mailing Street Address City State Zip

Representing

Building information

Name of building/facility Type (Church, Apartment, etc.)

Physical Street Address City State Zip

Number of stories Square feet per floor

Use of building (home, religious services, etc.)

What is the occupant load, or how many occupants, use the floor level needing access

- c) How far does the chairlift protrude from the wall when in the folded/closed position?

- d) Provide a manufacturer's specification sheet for the chairlift showing the dimension of the overall depth of the chairlift from the backside of the chair to the outside of the folded seat or footrest.

- e) How will the proposed stairway chairlift affect the stairway in which it will be installed?

- f) Describe the exiting provided from the floor levels served by the chairlift, i.e., number of exits from each floor level, and widths of those exits. Be sure to include the dimensions of all the exits, not just the stairway where the chairlift will be installed.

- g) Attach photographs of the building, exits, the stairway, and all stairway landings where the chairlift will be installed, and the areas around the upper and lower landings.

- h) Attach a floor plan of each floor level the stairway serves, showing the dimensions and layout of the rooms and spaces. A hand-drawn plan is acceptable.

7. Does the building have a smoke detection and alarm system? (yes or no):

8. Does the building have a fire sprinkler system? (yes or no):

9. If the chairlift will be installed in the common stairway of a residential facility, a letter of approval is required from the building management company or building owner to install the equipment in their building.

10. If the State Building Code is enforced in your community, provide a written statement of support for the installation of a stairway chairlift from the local building official or fire marshal, **if possible**.

I hereby certify that, to the best of my knowledge, the information and supporting documentation contained in this application are correct and true.

Name of Applicant

Date:

Signature of Applicant

NOTICE TO APPLICANT: On behalf of the Access Review Board, the Minnesota Department of Labor and Industry is seeking information from you which, in part, may be considered not public under the Minnesota Government Data Practices Act. Minnesota Statutes, Section 13.04, subdivision 2, requires the Department and the Board to notify you of the following matters before you are asked to supply any information about yourself:

- 1) The information you are being asked to provide will be used to determine whether a waiver of the State Building Code should be granted to allow installation of a stairway chairlift as provided for in Minnesota Statutes, Section 471.471, subdivision 3.
- 2) You are not legally required to submit the information requested by the Department, but failure to do so may impact the Board's ability to fully review and take action on your application.
- 3) The information you supply will be accessible to the Department, Board members, and Board staff involved in the processing, reviewing, and granting or denying your application, including the Attorney General's Office and the Court of Administrative Hearings. Additionally, please note that any private or confidential information that you supply in this application may be made public and discussed at a future public meeting of the Board.