

**PLANNING COMMISSION  
PAYNESVILLE CITY HALL COUNCIL CHAMBERS  
FEBRUARY 1, 2016  
6:30 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Election of Officers (page 4)
  - B. Meeting Schedule (page 5)
  - C. Member Vacancy (page 6)
  - D. Amend City Code Chapter 4, Section 4.08 – Placement Permits (page 7)
  - E. Variances (page 12)
  - F. Rental Unit Registrations & Inspections (page 13)
  - G. Storage Containers/Pods (page 31)
- IV. OLD BUSINESS
- V. INFORMATIONAL
  - A. CCLD Review Newsletter – Fall 2015 (page 37)
  - B. CCLD Review Newsletter – Winter 2015 (page 46)
  - C. Building Inspection Report (page 55)
  - D. Next Meeting – Monday, March 7, 2016
- VI. ADJOURN

**Please contact Renee Eckerly at 320-243-3714 ext. 227 or at [renee@paynesvillemn.com](mailto:renee@paynesvillemn.com) if you can't attend the meeting.**

**Members: VACANCY, Darlene Loven, Ron Mehr, Bob McDaniel, and Neil Herzberg.  
Advisory Member: Renee Eckerly, City Administrator and Brad Mehlhop, Building Official**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Planning Commission. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Planning Commission meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: February 1, 2016

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION: Minutes**

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the July 1, 2015 Planning Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the July 1, 2015 Planning Commission meeting.

**MINUTES  
PLANNING COMMISSION**

**JULY 20, 2015**

Chairperson Ron Mehr, called the Planning Commission meeting to order at 6:30 p.m. Members present were Bob McDaniel, Darlene Loven, and Neil Herzberg. Also present were JoLyn Lindquist, Social Media Specialist; Renee Eckerly, City Administrator; Paul Evans, Cenex; and Val Learue (representing Peter Larsen).

**Motion was made by McDaniel to approve the minutes of the June 22, 2015 Planning Commission meeting. Seconded by Loven and unanimously carried.**

**CONDITIONAL USE PERMIT - LARSEN**

Mehr recessed the Regular Planning Commission meeting at 6:35 p.m. and opened the Larsen Conditional Use Permit Public Hearing.

Mehr read the project summary and Eckerly read the letter received from Joe and Viola Kremer.

There being no further comments or questions, Mehr recessed the Larsen Conditional Use Permit Public Hearing and re-opened the Regular Planning Commission at 6:38 p.m.

**Motion was made by Herzberg to approve the Report & Recommendation Of Planning Commission On Application For Conditional Use Permit and recommend such to the City Council. Seconded by Loven and unanimously carried.**

**MEMBER APPOINTMENT**

No suggestions were given at this time.

**VARIANCE - CENEX**

The City has received a Variance Application submitted by Paynesville Farmers Union Co-op Oil Co. They own and have recently combined 105 and 109 Garfield into one lot addressed 109 Garfield (70.38636.0002) and it is zoned I2 - Heavy Industrial. The existing structure on this lot will be moved. They wish to construct a 124'x60' chemical storage building. This building will run north and south on the lot; therefore not being able to meet the 10' setback off the south property line and the 25' setback off the west property line. They will be 5' off the south property line; needing a 5' variance and only 12' off the west property line; needing a 13' variance. The reason they are not running the building east and west is this better utilizes the lot leaving more space to the east for future expansion.

Evans explained that this building is needed to meet the future needs of the company; storage for pesticides and new tanks. The building will be its own containment. Placing the building on the west side will provide more room to the east. The scale is on the north side. There is some traffic in the area. The Commission questioned explosive danger. Evans said there is no danger. The pesticides are for beans because the bugs are resistant to Roundup. This will be a state of the art

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building and all pesticides are liquid. The size of the building has been reduced to prevent sprinklers so if it starts on fire we would want it to burn. These types of chemicals have been stored for 40 years without incident. If a car smashes into the building there would not be an explosion. Contained spills would be inside the building. There will be a foundation with an 8" curb inside the building to contain the spill. The South end of the building will have a contained sump. It was questioned if there will be trucks staging on Garfield Ave. or shutting down traffic on Garfield. When trucks pull out of the building they will be leaving the site. The structure is permitted for 10 tanks; however, will only start with 7 tanks.

The Commission asked if the neighbors have been notified. Evans will be meeting with CP Rail and Master Mark does not care.

Evans concluded that the new building is 30% larger than the existing structure; therefore, in 5 to 7 years they hope to have grown out of this building. The proposed structure has been approved by the Department of Ag. There will be no increase in staff with this new building; however, it will make the current staff more efficient. There will be 130 feet between the liquid storage tanks and the proposed new structure. To the east of the liquid storage tank there is a propane tank and to the south is a lime bunker.

**Motion was made by Herzberg to approve the Report & Recommendation Of Planning Commission On Application For Variance and recommend such to the City Council. Seconded by Loven and unanimously carried.**

#### **NEXT MEETING**

The next meeting is scheduled for August 3, 2015; however, nothing is on the agenda right now.

#### **INFORMATIONAL**

The Building Inspection report and CCLD Newsletter were reviewed.

There being no further business the meeting was adjourned at 6:43 p.m.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: February 1, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

**ITEM DESCRIPTION: Election of Officers/Terms**

Prepared by: Staff

**COMMENTS:**

Nominations for Chairperson.  
Nominations for Vice Chairperson.  
Nominations for Secretary.

Terms from last year are:

- VACANCY – term expires December 31, 2017
- Darlene Loven – term expires December 31, 2015
- Ron Mehr – term expires December 31, 2016
- Bob McDaniel – term expires December 31, 2015
- Neil Herzberg (Council Member) – term expires December 31, 2015

**ADMINISTRATOR COMMENTS:**

According to the City Ordinance the Commission Members shall serve staggered terms.

**COMMITTEE/COUNCIL ACTION:**

Motion to elect \_\_\_\_\_ as Chairperson.  
Motion to elect \_\_\_\_\_ as Vice Chairperson.  
Motion to elect \_\_\_\_\_ as Secretary.

Motion to set the following terms \_\_\_\_\_.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: February 1, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

**ITEM DESCRIPTION: Meeting Schedule**

Prepared by: Staff

**COMMENTS:**

In the past the Planning Commission has met the first Monday of each month (Oct. – April) and the first and third Monday of each month (May – Sept.) at 6:30 p.m.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

A motion to set the Planning Commission meetings for the first Monday of each month (Oct. – April) and the first and third Monday of each month (May – Sept.) at 6:30 p.m.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: February 1, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - C

**ITEM DESCRIPTION: Member Vacancy**

Prepared by: Staff

**COMMENTS:**

Suggestions or recommendations to fill the current vacancy on the Commission.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to appoint \_\_\_\_\_ and recommend such to the City Council.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: February 1, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - D

**ITEM DESCRIPTION: Amend City Code Chapter 4, Section 4.08 – Placement Permits**

Prepared by: Staff

**COMMENTS:**

Brad Mehlhop, Building Official will be in attendance to present the proposed ordinance amendment increasing the size for a placement permit. The amendment would increase the size of any shed or utility building needing a placement permit from 120 square feet to 200 square feet.

Bill Spooner also notes that in the existing ordinance we may also want to consider amending Subd. 1 of this same ordinance as stated in his email.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to \_\_\_\_\_.

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Jennifer Welling

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**From:** Spooner & Glenz <jen@spoonerglenz.com>  
**Sent:** Monday, January 25, 2016 2:28 PM  
**To:** Jennifer Welling  
**Cc:** Brad Mehlhop; Jim.Tews@ci.litchfield.mn.us  
**Subject:** Placement Permits  
**Attachments:** CHAPTER.4.SEC.4.08.PLACEMENT.PERMITS.doc

Jennifer:

\* Attached is a draft of an amendment to Chapter 4 of the City Code made pursuant to the request outlined in your email of January 21st.

I think more importantly we need to think about how we would address Chapter 11 to prohibit the use of storage pods.

To my way of thinking, this is going to need to be done by going through the various sections of Chapter 11 to make it clear that storage pods are not an acceptable structure. I think the starting point for this might be in Section 11.10, Subd. 3, regarding accessory buildings, to simply state that metal sided storage pods are not allowed to be used as an accessory building in any zoning classification within the City limits of the City of Paynesville. Then I think back in the definitional section we would need to come up with a good working definition of what a storage pod is.

I think I had mentioned earlier, either verbally or in correspondence, that I also think in Section 11.40 under Central Business District in Subd. 3(b), we need to clarify what that means. I really think just saying that a commercial or business building for a use accessory to the principle use isn't a particularly helpful definition in terms of what a zoning ordinance is trying to accomplish. It seems to me that it pretty much leaves things wide open in terms of a business owner saying "well, I need this building in connection with my principle use and here is why" and it doesn't provide you with any way to limit what they want to do in an accessory building, as long as they say that it helps them in their principle use.

k Also, should we be modifying Chapter 4, Section 4.02, Subd. 1, so that perhaps the first sentence might provide something along the following:

"Except as otherwise specifically provided herein, it is unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure or any portion thereof. . . ."

The purpose of this would be I guess by reference to make it clear that there are other specific situations otherwise provided for, one example of which would be the requirement for a placement permit as opposed to a building permit for structures not exceeding 200 square feet.

William Spooner  
SPOONER & GLENZ LAW OFFICES, PLLC  
113 Washburne Avenue  
Paynesville, MN 56362

Existing Ord.

Effective Date: 03-15-1992

**SEC. 4.07. ADDITIONAL STRUCTURAL REQUIREMENTS.**

**Subd. 1. Foundations.** Any structure designed to be used as a dwelling shall be placed on a permanent foundation constructed of masonry, concrete or treated wood or any alternate material which complies with the Uniform Building Code as adopted by the State of Minnesota. Use of alternate materials must be pre-approved by the Building Official. All dwellings shall have a solid continuous perimeter foundation for the complete circumference of the dwelling, the area of seasonal decks not covered by roofs excepted, and without exception, shall have frost footings in compliance with the Building Code as adopted by the State of Minnesota.

Source: Ordinance No. 53, 2<sup>nd</sup> Series  
Effective Date: 03-27-2003

**Subd. 2. Exterior of All Buildings.** The exposed exterior of all buildings shall be brick, solid masonry or concrete, or colored steel, wood or masonite siding.

**Subd. 3. Exception.** This Section shall not apply to manufactured homes in manufactured home parks licensed by the State.

Source: City Code  
Effective Date: 03-15-1992

\* **SEC. 4.08. PLACEMENT PERMITS.** \*

**Subd. 1. Purpose.** The purpose of a placement permit requirement for small sheds, utility buildings and fences, is to insure that City administrative staff and personnel have an opportunity to inform property owners seeking to place small sheds, utility buildings and fences on their property of the City's zoning and setback requirements.

**Subd. 2. Small Sheds & Utility Buildings.** No owner of any property located within the City limits of the City of Paynesville shall place any shed or utility building of 120 square feet or less without first obtaining a placement permit from the City of Paynesville. \*

**Subd. 3. Fences.** No owner of any property located within the City limits of the City of Paynesville shall place a fence on their property without first obtaining a placement permit from the City of Paynesville.

**Subd. 4. Application for Placement Permits.** An application for a placement permit shall be made upon forms supplied by the City, and strictly in accordance therewith. No structure requiring a placement permit shall be placed upon property located within the City of Paynesville until a placement permit has been obtained.

**Subd. 5. Fixing of Fees.** The fee required for a placement permit shall be fixed, determined and amended by the City Council and adopted by resolution. Such resolution, containing the effective date thereof, shall be kept on file and opened to inspection in the office of the City Administrator and shall be uniformly enforced.

Source: Ordinance No. 80, 2<sup>nd</sup> Series  
Effective Date: 02-03-05

#### SECTION 4.09. CARBON MONOXIDE ALARMS REQUIRED.

**Subd. 1. Definitions.** As used in this section, unless otherwise stated, the following words and terms have the meaning stated:

a) Installed. “Installed” means that an approved carbon monoxide alarm is hardwired into the electrical wiring, directly plugged into an electrical outlet without a switch, or, if the alarm is battery powered, attached to the wall of the dwelling.

b) Single & Multi Family Dwelling. “Single & Multi Family Dwelling” means any building or structure which is wholly or partially used or intended to be used for living or sleeping by human occupants.

c) Dwelling Unit. “Dwelling Unit” means an area meant for living or sleeping by human occupants.

d) Approved Carbon Monoxide Alarm. “Approved Carbon Monoxide Alarm” means a device meant for the purpose of detecting carbon monoxide that is certified by a nationally recognized testing laboratory to conform to the latest underwriters laboratory standards (known as UL2034 Standards).

e) Operational. “Operational” means working and in service.

**Subd. 2. General Requirement.** Every single family dwelling and every dwelling unit in a multi family dwelling must have an approved and operational carbon monoxide alarm installed within 10 feet of each room lawfully used for sleeping purposes.

**Subd. 3. Owner’s Duties.** The owners of a multi family unit which is required to be equipped with one or more approved carbon monoxide alarms must:

a) Provide and install one approved and operational carbon monoxide alarm within 10 feet of each room lawfully used for sleeping; and

b) Replace any required carbon monoxide alarm when that has been stolen, removed, found missing, or rendered inoperable during a prior occupancy of the building unit and which has not been replaced by the prior occupant prior to the commencement of a new occupancy of the dwelling unit.

**Subd. 4. Occupant’s Duties.** The occupant of each dwelling unit in a multi family dwelling in which an approved and operational carbon monoxide alarm has been provided and installed by the owner must:

a) Keep and maintain the device in good repair; and

b) Replace any device that is stolen, removed, missing or rendered inoperable during the occupancy of the dwelling unit.

Proposed New  
Ordinance

ORDINANCE NO. \_\_\_\_\_, 2<sup>ND</sup> SERIES

AN ORDINANCE OF THE CITY OF PAYNESVILLE, MINNESOTA, AMENDING CITY CODE CHAPTER 4 ENTITLED "CONSTRUCTION LICENSING, PERMITS & REGULATIONS" BY AMENDING SECTION 4.08, SUBD. 2, ENTITLED "SMALL SHEDS & UTILITY BUILDINGS"; AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 4.99, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF PAYNESVILLE, MINNESOTA ORDAINS:

Section 1. City Code, Chapter 4, Section 4.08, Subd. 2, is hereby amended to read as follows:

**SECTION 4.08. PLACEMENT PERMITS.**

**Subd. 2. Small Sheds & Utility Buildings.** No owner of any property located within the City limits of the City of Paynesville shall place any shed or utility building of 200 square feet or less without first obtaining a placement permit from the City of Paynesville.

Section 2. City Code Chapter 1 entitled "General Provisions and Definitions Applicable to the Entire City Code, Including Penalty For Violation", and Section 4.99 entitled "Violation a Misdemeanor or Petty Misdemeanor" are hereby adopted in their entirety by reference as though repeated verbatim herein.

Adopted by the City Council of the City of Paynesville this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jeff Thompson, Mayor

ATTEST:

\_\_\_\_\_  
Renee Eckerly, City Administrator

Published in the Paynesville Press on \_\_\_\_\_.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Planning Commission

Committee/Council Meeting Date: February 1, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - E

**ITEM DESCRIPTION:** Variances

Prepared by: Staff

**COMMENTS:**

Bill Spooner will be in attendance to discuss Variances and the 3-part test that is used as a standard for granting/denying variances.

Practical Difficulties (used to be "undue hardship"):

If all 3 statutory factors are met, then the City may grant to variance

- 1) Reasonable manner
- 2) Unique to property
- 3) Will not alter essential character

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Planning Commission

Committee/Council Meeting Date: February 1, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - F

**ITEM DESCRIPTION:** Rental Unit Registrations & Inspections

Prepared by: Staff

**COMMENTS:**

Renee Eckerly will give a verbal report on drafting an ordinance addressing rental properties and implementing rental unit registration and inspections. Please see that attached sample ordinance, application and inspection form from the City of New Richland, MN and inspection form from the City of Cass Lake.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

## Section 350 - Rental Housing

### 350.01 Definitions.

1. **Rental housing unit** - when used in this Section shall mean any building or structure, or portion thereof, which is designed, built, remodeled, rented, leased, or let or hired out to be occupied, or which is occupied as a home or residence of a person or persons other than the owner or purchaser of record. The term shall include sleeping rooms in such structures but shall not include licensed motel or hotel rooms customarily rented on a daily basis. The term shall not include nursing home facilities or care center facilities that are regularly licensed and inspected by state health agencies; nor shall it include any facilities owned or managed under the auspices and direction or control of the U.S. Department of Housing and Urban Development, nor shall it include any unit occupied by an immediate family member.

2. **Immediate Family Member** - For the purposes of this section immediate family member shall mean parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece. This relationship may be either by blood or by marriage.

(Am. Ord. 15-02, passed 3-23-15)

**350.02 Inspector.** The City shall appoint a person to be the housing inspector for the City, who shall have as part of his/her duties, the inspection and reporting on rental units as required by this Section.

**350.03 License.** It shall be unlawful for any person to conduct or operate or cause to be operated either as owner, lessee, agent or in any other capacity within the City, any rental

housing as defined in this Section without having first obtained a license or temporary certificate to do so as provided in this Section.

**350.04 Application.** The owner of each rental housing unit shall make written application to the City Clerk-Treasurer for a license on a form to be supplied by the City and containing such information as necessary to administer and enforce the provisions of this Section and the minimum standards of the Uniform Housing Code.

The legal owner of record of such rental housing unit, including any contract purchaser thereof shall make written application to the City Clerk-Treasurer for a license as provided in this Section prior to any initial occupancy, and prior to license renewal. Every applicant for a license shall assist the City in making an inspection of all portions of the building, including the notification to building occupants of the time of the inspection and requesting their cooperation during the course of the inspection.

**350.05 Issuance of Temporary Certificate.** Upon receipt of a completed application for a license, the payment of necessary fees as set forth in this Section the City Clerk-Treasurer shall issue a Temporary Certificate indicating that a license has been duly applied for and that such license shall be issued or denied after the building has been inspected for compliance with the minimal provisions of the Uniform Housing Code, including those set forth in the minimum standards for rental housing in New Richland which are incorporated into and made a part of this Section by reference. The Temporary Certificate as issued shall authorize continued occupancy, without penalty, of such dwelling units in actual existence and use on the effective date of this Section, pending the issuance or denial of the applied for license. No structure intended for use as a rental housing unit shall be occupied for human habitation without the license or temporary

certificate described in this Section.

**350.06 Issuance of License.** If upon completion of the inspection of the building and habitable portions thereof, it is found that the minimum requirements of the Uniform Housing Code have been met, a license shall be issued. Unless there has been a change in ownership, no inspection shall be required nor inspection fee charged for three years after the issuance of a license unless a complaint of a violation has been made or the housing inspector finds deficiencies. When ownership changes, a transfer of the license under § 350.08 is required.

If the housing inspector finds Code deficiencies, either at the time of license application or when a complaint of a violation has been made, he or she shall list the deficiencies, note necessary corrections, and give these findings to the building owner and all occupants with a notice to correct the deficiencies within a reasonable period of time, however, not to exceed ninety (90) days from issuance of the notice described above. If, upon reinspection, the housing inspector finds that the requirements of the Code have still not been met, a written denial specifying the defects shall be transmitted to the applicant. When a license has been denied, expired, suspended, or revoked as provided in this Section, no further rental and occupancy of dwelling units then vacant or which may become vacant shall be permitted until a license has been issued. Units occupied that are not licensed, based on the license being either expired, revoked, or suspended or denied shall be vacated by the occupants, within 30 days of the receipt by the occupant of notice of the expiration, suspension, revocation, or denial of the license.

The units within a structure which are in compliance with the Uniform Housing Code minimal requirements may continue on condition that units in other portions of the structure in non-compliance do not create an immediate hazard to the health and safety to the persons in the

occupied units. The extended occupancy may continue until final denial of the license and noncompliance is acted upon by the City Council.

The housing inspector for the city shall make an inspection of a licensee's rental units once every three years, unless there has been a complaint of a violation and the housing inspector has found Code deficiencies. Within one year after the code deficiencies have been corrected, there shall be an inspection and if no deficiencies are found, no other inspection shall be made nor inspection fees charged until three years from the date of the inspection, unless a complaint is made or the ownership of the property has changed. Before a transfer of a license under ° 350.08 shall occur, there shall be an inspection and any deficiencies shall be corrected as provided in this subsection.

**350.07 Expiration.** All licenses issued under this section shall be for a period of one year. The license period shall begin on April 1 and shall expire on March 31. A temporary certificate may be issued for a period of up to 12 months from the date of its issue, or until a proper license has been applied for and approved or denied.

**350.08 Transfer.** No license nor any temporary certificate, issued under this Section shall be transferrable except by application to the City Clerk-Treasurer and a report and recommendation of transfer by the City housing inspector. No refunds shall be made for unused periods on any license.

**350.09 Suspension and Revocation.** A license or temporary certificate once issued or reissued may be suspended upon a finding by the housing inspector that one or more of the requirements of this Section has been violated. Upon failure of the licensee to comply with a notice of violation, the license may be revoked by the City Council on recommendation of the housing

inspector.

Suspended licenses may be revalidated upon meeting the requirements of this Section with payment of 50% of the applicable license and inspection fee. Issuance of a new license after revocation shall be subject to a payment of the full amount of applicable license and inspection fees.

**350.10 Display.** Licenses or temporary certificates issued under this Section shall be displayed on the premises of the structure wherever feasible and produced on demand by any tenant or prospective tenant, and shall be available at reasonable times for inspection by the housing inspector, or any law enforcement officer.

**350.11 Fees.** At the time of application the City Clerk-Treasurer shall collect the appropriate license and inspection fee in accordance with the following schedule:

Annual License Fee:	\$25.00	One Building ;
	\$20.00	Additional Buildings (owned by same landlord)
Inspection Fee:	\$50.00	1st Inspection (each for 1 - 4 units)
	\$25.00	1st Inspection (each for 5 or more units)
	\$25.00	All re-inspections (each)

For license periods after August 1st to March 31 st, the license fee will be 50% of regular fee and all inspection fees will be as noted above. (Am. Res. 03-22, passed 10-14-03)

**350.12 Terms.** It shall be unlawful for any lessor to rent a rental housing unit to a tenant in

violation of this Section, whether such occupancy is for a tenancy at will or by written lease.

To continue the license on any rental unit, it shall be the responsibility of the license holder to cause the unit occupants to conduct themselves in a manner as to not cause the premises to be disorderly.

Upon determination that the licensed premises were used in a disorderly manner, the City Clerk/Treasurer shall notify the license holder by mail of the violation and direct the license holder to take all necessary steps to prevent further violations.

If a second instance of disorderly use of the premises occurs within 12 months of the previous determination, the license holder shall be notified of the second instance and shall also be required to submit a written response detailing the actions taken by the license holder to eliminate future disorderly use of the premises. This report shall be submitted to the City Clerk-Treasurer of the City, and conveyed to the City Council. If a third instance of disorderly use of the premises occurs within 12 months of the first determination, the rental housing unit license or temporary certificate may be revoked or suspended by the City Council. No suspension or revocations shall be considered by the City Council without first giving the license holder notice of the meeting at which such action shall be considered and the license holder has an opportunity to respond.

The suspension or revocation may be for all units in a given building or complex of buildings. After suspension or revocation, the City Council may reissue the license or temporary certificate if substantial improvements are made to correct problems causing the suspension or revocation and the license holder pays to the City a reinstatement fee of \$50.00.

**350.13 Violations.** Violation of this Section 350 shall be a petty misdemeanor. Second or subsequent violations of this Section 350 in a 5 year period shall be a misdemeanor.

**CITY OF NEW RICHLAND  
RENTAL HOUSING APPLICATION**

**PROPERTY INFORMATION**

Rental Property Address:	Number of Units:
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**APPLICANT INFORMATION**

Owner Name:	Date of Birth:
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SSN:	State Tax ID:	Fed Tax ID:
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Current address:

City:	State:	ZIP Code:
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Phone:	Email:
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**FEES**

License Fee:	1 <sup>st</sup> Building	\$25.00	\$
	Additional Buildings	\$25.00 X	\$
Inspection Fee:	1 <sup>st</sup> Inspection (each 1-4 units)	\$50.00 X	\$
	1 <sup>st</sup> Inspection (each, 5+ units)	\$25.00 X	\$
	Re-Inspection	\$25.00 X	\$
Total Due			\$

**INSPECTION INFORMATION**

Inspection Date	Inspection Time
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Please notify your renters so that someone will be present during the inspection. If this scheduled time is not convenient, please call Wayne of Corrine at (507)465-3514 as soon as possible so another time can be scheduled.

**SIGNATURE**

All information provided is true and accurate. The payment made with this rental license application does not constitute an automatic granting of a rental license. Permission is hereby granted to the City of New Richland to make inspections of the structure listed herein, to determine compliance with the City Codes. Premises will be maintained as to standards which are set forth by the City of New Richland.

I have reviewed and understand the licensing process and will do my part to ensure that the licensing process goes smoothly.

Signature of applicant:	Date:
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**For Office Use Only:**

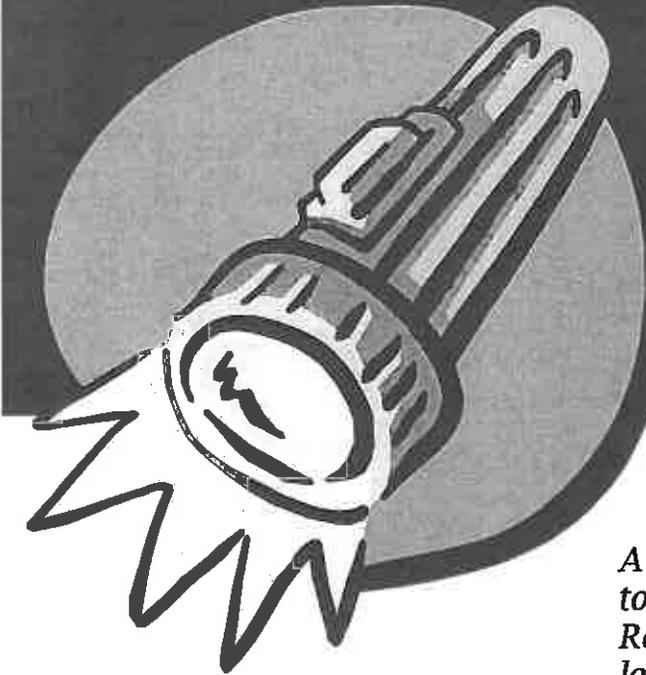
License Fee:	Paid: Cash/Check #	Date	Passed: Yes No
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Re-inspection Fee:	Paid: Cash/Check #	Date	Passed: Yes No
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License Number Issued:	Date:	License Expires:
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City of  
New Richland

# Rental Property Checklist



*A practical guide  
to what  
Rental Licensing Inspectors  
look for.....*

## Exterior

### Window & Doors

- Bug and rodent proof
- Weather-tight
- Working hardware
- Free of defects

### Walls Exterior

- Soffit and fascia in good repair
- House numbers in front  
(visible from public way)
- Siding is weather tight and intact

### Paint

- Wood surface weather-protected
- NO peeling, chipping, caulking,  
flaking or otherwise deteriorated paint

### Foundation

- Structurally sound
- Free from holes or gaps
- Proper grading

### Roof

- Free of leaks
- Structurally sound
- No loose or missing shingles

### Gutters & Downspouts

(pertains to existing)

- Good condition
- Properly attached and drain water  
away from structure

### Chimney

- Tuck pointing/mortar in good repair
- Flue liner in good repair

### Porch/Decks

- Good repair
- Guard railings required if over  
30" above grade

### Stairs/Steps

- Evenly spaced
- Securely attached
- Handrails if 4 or more risers on attached  
stairs
- Well-maintained
- Snow shoveled at all building exit doors

## Occupancy

- Occupied sleeping rooms must have  
proper egress window or door opening  
to the outdoors
- Minimum ventilation of opened window  
area must be greater than 8 percent  
of floor area
- Please refer to posted rental license  
for correct zoning/occupancy limits
- Cellars/crawlspace shall not be used  
as habitable space
- Basements must meet all permit construction  
requirements for light, ventilation, egress,  
etc. prior to being used as habitable space
- Attics must meet all construction  
requirements for light, ventilation, egress,  
etc prior to being used as habitable  
space

## Structures

### Garages

- In good repair
- Exterior surfaces weather-protected

### Fences

- Well maintained
- Wood surfaces weather-protected
- Finished side out toward neighboring

### Yard

- Grass and weeds cut
- Proper grading
- No litter/debris, tires, auto parts,  
construction debris or other  
miscellaneous debris in yard
- Firewood (no more than 2 cords) must be  
neatly stacked on a NON-rotting, well  
supported base at least 8 inches above  
the ground and 6 feet from any structure

### Garbage & Recycling

- Proper containers
- NOT overflowing
- Lids closed

### Vehicles/Parking

- No abandoned, unlicensed,  
or inoperable vehicles
- No excessive vehicles
- Car repair prohibited (except minor  
repairs to occupant-owned vehicles)

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# Interior

## Walls & Ceilings

- In good repair
- No loose wallpaper
- Free from holes
- No loose plaster
- No flaking, chipping, caulking or peeling paint
- Free from water damage
- Minimum ceiling height 7'

## Floors

- In good repair
- No holes
- Structurally sound
- No trip hazards (i.e. torn carpet)

## Hallway/Landing

- Clear pathway
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30" or more above grade
- Grippable handrails
- Floor covering should be intact and secured to floor

## Sleeping Rooms

- Proper egress or door open to the outside required
- Floor space shall be no less than 70 square feet with a 7' minimum width
- Proper light and ventilation
- Window treatments required

- Minimum of 2 duplex electrical outlets or 1 duplex outlet and 1 switched overhead light fixture required per sleeping room
- Operable smoke detectors

## Windows

- No broken/cracked glass
- Easily openable
- Openable windows must have screens in good repair
- Storm windows required except on double pane glass or better
- Weather tight
- Window frame must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

## Doors

- Secure
- Fits frame
- Proper hardware
- Weather tight and rodent proof
- Exit and entrance
- Doors require deadbolt locks

## Kitchen

### THE HOUSING CODE REQUIRES:

- Either a ceiling fixture and 2 separate remote outlets OR
- 3 separate and remote outlets
- Required to have at least one (1) 20-amp circuit
- Hot (120 degrees) and cold running water
- Kitchen sink must be properly

connected to sanitary sewer

- Kitchen must NOT be used for sleeping purposes
- No dripping faucets
- Drains must function properly, free of obstructions
- Cabinets must be in good repair
- Supplied or provided appliances must be in good working condition
- Gas appliances must be connected properly with approved fittings/connectors

## Bathroom

### THE HOUSING CODE REQUIRES:

- A tub or shower properly installed, maintained and in good repair with caulking intact
- A washbasin properly installed, maintained and in good repair with caulking intact
- Properly installed toilet with all components intact and properly secured, maintained and functioning
- One light fixture required
- Bathroom cabinets must be in good repair
- No leaking faucets
- Either an openable window or mechanical venting required
- Hot and cold running water required to each fixture
- Window treatments required

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# Electrical, Mechanical & Plumbing

## Electrical

- Adequate service and outlets
- Properly installed service panel
- Fixtures must be intact and properly functioning
- Extension cords can not be used in lieu of permanent wiring
- Cover plates required on all outlets, switches and junction boxes
- All wiring must be intact and properly maintained.

## Mechanical

- Heating facility must be properly installed and maintained
- Maintain 68 degree temperature when outside temperature is under 60 degrees within a 24-hour period
- Temporary heating devices shall not be used as primary source of heat
- Fuel burning facility must be connected to an approved chimney, flue or vent

## Plumbing

- All plumbing must be installed and maintained to code
- Gas flex connectors must be Underwriters Laboratory (UL) listed and approved
- Adequate hot and cold running water must be provided to all sinks and tubs
- All household drains must connect to sanitary sewer

- Waste lines must be properly installed, "S" traps not allowed, no flexible style waste lines
- No leaking faucets or pipes
- Unused gas lines must be capped
- All pipes must be free from defects and obstruction, and properly secure and supported.

## Fire Protection

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10 feet of gas-fired appliances (furnaces, water heaters, etc...)
- Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- Third floor units require a second means of egress
- All stairways require continuous, graspable handrails
- Buildings with 3 or more units require fire extinguishers
- If multiple units of a 3 unit or greater building lead into a common area, doors leading from the units shall have 1 3/8" thick solid bonded wood core doors
- All smoke detectors shall be installed to requirements with working batteries and functional connections
- Locate at least one smoke detector on each level, not including crawl spaces and uninhabitable attics

- Locate a smoke detector within close proximity to sleeping rooms
- Smoke detectors should not be located closer than three (3) feet from the door to bathroom or kitchen. Any smoke detector located within twenty (20) feet of a cooking appliance must be equipped with a silencing switch or be photoelectric.
- All smoke alarms shall be listed and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.
- All smoke detectors shall be installed per the manufacturer's installation instructions and its listing. Hard-wired smoke detectors shall be wired to a proper unswitched circuit.

## Permit Requirements

- Any structural alterations require a permit.
- Any change in structure or building configuration requires a permit



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PO Box 57  
New Richland, MN 56072

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[www.cityofnewrichlandmn.com](http://www.cityofnewrichlandmn.com)

# City of Cass Lake Rental Housing Inspection Program



## Inspection Form

Inspection # \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ 1. Address: \_\_\_\_\_ 2. Owner: \_\_\_\_\_

3. Renter: \_\_\_\_\_ 4. Inspector: \_\_\_\_\_ 5. Apartment # \_\_\_\_\_ Of total units # \_\_\_\_\_

6. Present during inspection: \_\_\_\_\_

### *Section 1. Basic Equipment and Facilities*

1. Kitchen Sink:  Yes  No Working Condition:  Yes  No Properly Connected to Water:  Yes  No

Properly Connected to Sewer:  Yes  No Is this in violation of Ordinance:  Yes  No Hot & cold water:  Yes  No

If in violation, what action needs to be corrected: \_\_\_\_\_

2. Toilets:  Yes  No Working condition:  Yes  No Properly connected to water:  Yes  No

Properly connected to sewer:  Yes  No Lavatory basin present:  Yes  No Properly connected to water:  Yes  No

Properly connected to sewer:  Yes  No Does bathroom afford privacy:  Yes  No Violation of ordinance:  Yes  No

If in violation, what action needs to be corrected: \_\_\_\_\_

**#2 Inspection**    **Inspection #** \_\_\_\_\_

3. Bath or Shower:  Yes  No    Working condition:  Yes  No    Properly connected to water:  Yes  No  
Properly connected to sewer:  Yes  No    Privacy:  Yes  No    Hot & cold water connections:  Yes  No

If in violation, what action needs to be corrected: \_\_\_\_\_

4. Water: Private well  Yes  No    City water:  Yes  No    If private: annual testing done & posted:  Yes  No

If in violation, what action needs to be corrected: \_\_\_\_\_

5. Rubbish & Garbage: Adequate disposal facility:  Yes  No    Bi-weekly collection of rubbish/garbage:  Yes  No

Name of collection company: \_\_\_\_\_ If in violation, what needs to be corrected: \_\_\_\_\_  
\_\_\_\_\_

6. Smoke Detector(s): Installed in hallways or access to sleeping areas:  Yes  No # of \_\_\_\_\_ Working order:  Yes  No

If in violation, what action needs to be corrected: \_\_\_\_\_

7. Hot Water: Hot water heater:  Yes  No    Working order:  Yes  No    Properly connected hot water lines:  Yes  No

8. Exits: Safe unobstructed egress:  Yes  No    If basement is second properly sized egress present:  Yes  No

If in violation, what action needs to be corrected: \_\_\_\_\_

#3 Inspection    Inspection # \_\_\_\_\_

**Section 2. Light, Ventilation, and Heat**

1. Emergency Exit: Sleeping Rooms # \_\_\_\_\_ Opening to outside, or room with opening to outside, per room \_\_\_ Yes \_\_\_ No

If windows are emergency exits, do they meet \_\_\_ Yes \_\_\_ No (Egress is 20" wide X 24" High, and not more than 44" from floor. Total 5.7 sq. ft. manufactured egress: homes 5.0 sq. ft.)

If basement window, does outside opening of window extend 22" and allow 90 degree: \_\_\_ Yes \_\_\_ No

Do windows have easily removable hardware: \_\_\_ Yes \_\_\_ No

If in violation, what action needs to be corrected: \_\_\_\_\_

2. Ventilation: 1 window or skylight that can be opened in each habitable room: \_\_\_ Yes \_\_\_ No

If no window or skylight is other ventilation means present: \_\_\_ Yes \_\_\_ No What: \_\_\_\_\_

If in violation, what action needs to be corrected: \_\_\_\_\_

3. Bathroom Light Present: \_\_\_ Yes \_\_\_ No    Bathroom Ventilation Present: \_\_\_ Yes \_\_\_ No

If in violation, what action needs to be corrected: \_\_\_\_\_

4. Electric Outlets in Habitable Rooms: At least two (2) present: \_\_\_ Yes \_\_\_ No    If no, is one (1) present with ceiling light: \_\_\_ Yes \_\_\_ No

Are ceiling or wall lights present in laundry, furnace, and public halls: \_\_\_ Yes \_\_\_ No    Are outlets in good/safe working order: \_\_\_ Yes \_\_\_ No

Is access to a fuse or circuit box available to this unit: \_\_\_ Yes \_\_\_ No

If in violation, what action needs to be corrected: \_\_\_\_\_

**#4 Rental Inspection**    Inspection # \_\_\_\_\_

5. Heating Facilities Present:  Yes  No Properly installed:  Yes  No Safe & good working order:  Yes  No

Will heat unit safety and adequately heat all habitable rooms and bathroom to at least 70 degrees:  Yes  No Access to thermostat:  Yes  No

If in violation, what action needs to be corrected: \_\_\_\_\_

6. \*Multiple Dwelling Unit Only, Over Five Units: Every hallway has lights:  Yes  No Light switches convenient:  Yes  No

Stairways lighted:  Yes  No

7. Do Windows Have Screens:  Yes  No If in violation, what actions: \_\_\_\_\_

8. Rodent Protection: Are screens covering basement windows:  Yes  No Action: \_\_\_\_\_

***Section 3. Maintenance Requirements:***

1. Foundation, Floor, Wall, Ceiling and Roof: Foundation weather tight/rodent proof:  Yes  No Foundation in good repair:  Yes  No

If in violation, what action needed: \_\_\_\_\_

2. Exterior Windows/Doors, Weather Tight:  Yes  No Exterior windows/doors watertight:  Yes  No

Doors/windows rodent proof:  Yes  No What action needed: \_\_\_\_\_

3. Stairs and Porches in Good Condition:  Yes  No If stairs have more than 4 risers is handrail present:  Yes  No

Porch over 30 inches off of ground must have 36 inch guard rails:  Yes  No What action needed: \_\_\_\_\_



**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: February 1, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - G

**ITEM DESCRIPTION: Storage Containers/Pods**

Prepared by: Staff

**COMMENTS:**

Renee Eckerly, Brad Mehlhop, and Bill Spooner will be in attendance to discuss storage containers/pods and how to permit or not permit them in the City limits of Paynesville. These containers/pods are becoming more popular every day, mostly being used for storage on a temporary basis (during a construction project); however, others are being used as permanent storage. See attached photos.

Discussion.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to \_\_\_\_\_.

## Jennifer Welling

---

**From:** Spooner & Glenz <jen@spoonerglenz.com>  
**Sent:** Monday, January 25, 2016 2:28 PM  
**To:** Jennifer Welling  
**Cc:** Brad Mehlihop; Jim.Tews@ci.litchfield.mn.us  
**Subject:** Placement Permits  
**Attachments:** CHAPTER.4.SEC.4.08.PLACEMENT.PERMITS.doc

Jennifer:

Attached is a draft of an amendment to Chapter 4 of the City Code made pursuant to the request outlined in your email of January 21st.

I think more importantly we need to think about how we would address Chapter 11 to prohibit the use of storage pods.

\* To my way of thinking, this is going to need to be done by going through the various sections of Chapter 11 to make it clear that storage pods are not an acceptable structure. I think the starting point for this might be in Section 11.10, Subd. 3, regarding accessory buildings, to simply state that metal sided storage pods are not allowed to be used as an accessory building in any zoning classification within the City limits of the City of Paynesville. Then I think back in the definitional section we would need to come up with a good working definition of what a storage pod is.

I think I had mentioned earlier, either verbally or in correspondence, that I also think in Section 11.40 under Central Business District in Subd. 3(b), we need to clarify what that means. I really think just saying that a commercial or business building for a use accessory to the principle use isn't a particularly helpful definition in terms of what a zoning ordinance is trying to accomplish. It seems to me that it pretty much leaves things wide open in terms of a business owner saying "well, I need this building in connection with my principle use and here is why" and it doesn't provide you with any way to limit what they want to do in an accessory building, as long as they say that it helps them in their principle use.

Also, should we be modifying Chapter 4, Section 4.02, Subd. 1, so that perhaps the first sentence might provide something along the following:

"Except as otherwise specifically provided herein, it is unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure or any portion thereof. . . ."

The purpose of this would be I guess by reference to make it clear that there are other specific situations otherwise provided for, one example of which would be the requirement for a placement permit as opposed to a building permit for structures not exceeding 200 square feet.

William Spooner  
*SPOONER & GLENZ LAW OFFICES, PLLC*  
113 Washburne Avenue  
Paynesville, MN 56362

## Jennifer Welling

---

**From:** Bill Spooner <bill@spoonerglenz.com>  
**Sent:** Monday, January 25, 2016 12:16 PM  
**To:** Brad Mehlhop; Jennifer Welling; 'Jim Tews'; Renee Eckerly  
**Subject:** Re: Storage Pods/Containers

I do not disagree with Brad. At least making them temporary seems sensible.

To add to the concern there was an item I saw over the weekend about how builders are buying them up and repurposing them for living units, sometimes small but often involving multiple pods connected, some up to 3 stories in height. They are obviously undergoing major changes to accommodate plumbing and wiring but the exteriors were obviously repainted cargo pods.

Think about how we address that issue.

William Spooner  
Spooners & Glenz Law Offices, PLLC  
113 Washburne Ave  
Paynesville, MN 56362  
(320) 243-3748

---

**From:** Brad Mehlhop <bmehlhop@paynesvillemn.com>  
**Sent:** Friday, January 22, 2016 2:02 PM  
**To:** Jennifer Welling; Bill Spooner; 'Jim Tews'; Renee Eckerly  
**Subject:** RE: Storage Pods/Containers

The more I think about this, the more I don't want to see these in town at all. They seem like an enforcement nightmare. What happens if we give them placement permits for the ones that are there now along with a warning that there will be an ordinance drafted soon to eliminate them. This gives them an opportunity to figure out what to do with the stuff stored in them now. It also makes us look like we are trying to work with them on this. (rather than make them come up with engineering docs to get a building permit) also, if we permit these under the building permit process, aren't they then permanent?

**From:** Jennifer Welling  
**Sent:** Friday, January 22, 2016 1:18 PM  
**To:** Bill Spooner (bill@spoonerglenz.com); Brad Mehlhop; 'Jim Tews'; Renee Eckerly  
**Subject:** Storage Pods/Containers

This subject was initiated by a complaint that the City received regarding the semi-trailer and blue storage container/pod along Stearns Ave. on the CentraCare campus.

According to Frank Carter, CentraCare the pod along Stearns Ave. has been moved and the semi-trailer that is there will be removed by March 1.

According to Frank Carter the Storage Pods/Containers on their Lake Ave. property are permanent. According to Brad the pods are 8x40 or 320 square feet (over the placement permit threshold). In that case we have no choice, but to issue building permits for such (each one). And would need to take into consideration setbacks, lot coverage, height restrictions, and possible number of parking spaces necessary (if we use them in the parking calculation). I have this also on the Planning Commission agenda for discussion on how they want to address them and to draft an ordinance for such.

Staff has had lengthy discussions on if we want to permit these, how to permit these, and if so, where they should be permitted permanently and/or temporarily.

We all seem to agree on the following:

- These pods/containers fit under the definition of a structure
- We want to be able to control where they are placed
- We want to make sure they meet MN wind, snow, drift load
- The ones in question are over the square footage for a placement permit
- Others in town have used them on a temporary basis during construction projects and have not obtained a permit
- We don't want to issue Conditional Use Permits for these

Here is what Brad has found out on these at his building official class:

I've been doing some research on these storage containers, this is what I've found: I asked at class what other towns are doing. It appears that there are no cities within the seven county metro area that allow them at any time; temporary or otherwise. I think that if we are going to accept these for permanent use we'll need them to provide structural engineering documents to prove that they are capable of withstanding wind and snow loads. That won't be necessary if we allowed them for temporary use. In that case site plans and placement permits would be required.

Brad Mehlhop  
City of Paynesville  
Public Works and Building Official  
(320)243-3714 ext. 226

So my question remains..... Do we want to see what the Planning Commission wants to do first before enforcing building permits on CentraCare for their existing permanent pods. If so, it may discourage them from continually adding to the pile they already have.

OR

Enforce the Building Permit process for these existing permanent pods now and then work through the Planning Commission to get their input and possibly draft an ordinance addressing these, if we go this route, it may take some time to get an ordinance in place as a public hearing is necessary and these are pre-existing so even if the proposed ordinance would not allow them where they are we would need to permit them somehow. We have notified Frank that these permanent pods will need some type of permit.

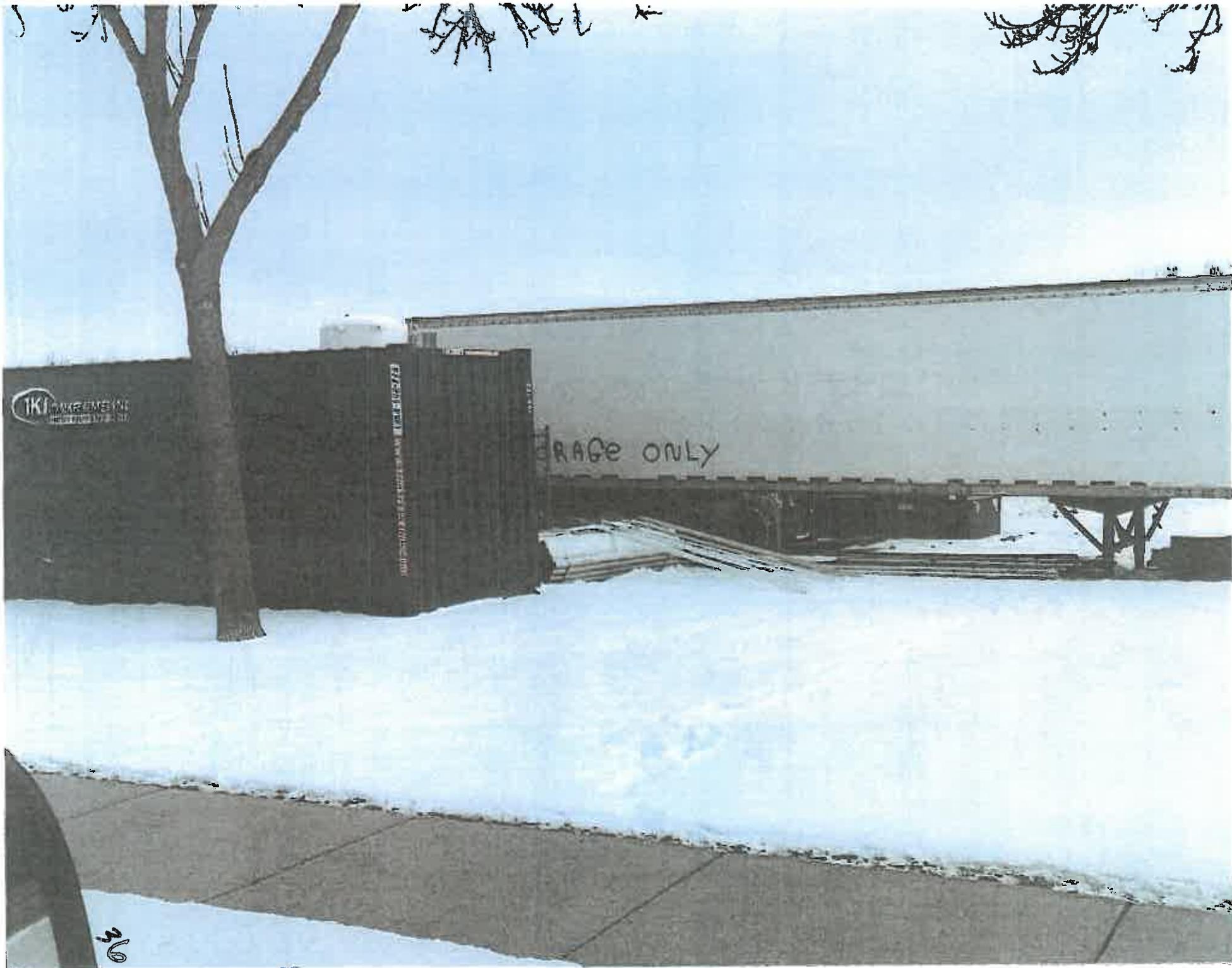
My thought is to permit the permanent ones now to close this file and move forward with an ordinance addressing them in the future.

Just looking for some direction so we are all on the same page. Thank you.

Jennifer Welling



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STORAGE ONLY

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# CCLD REVIEW

CONSTRUCTION CODES AND LICENSING DIVISION  
MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY

FALL 2015

## Construction Industry Conference slated for Feb. 25, 2016

Following a successful conference in 2014, planning is underway for the 2016 Construction Industry Conference scheduled for Feb. 25, 2016.

The inaugural event drew more than 350 people who heard from experts about an array of construction, safety and business topics. Details about venue, speakers and registration will be finalized soon and available at [www.dli.mn.gov/construction](http://www.dli.mn.gov/construction).



Attendees listen during a seminar at the 2014 Construction Industry Conference. The next conference is Feb. 25, 2016.

### Educational opportunities

## CCLD Fall Seminars are underway throughout Minnesota

**Seminar title:** 2015 Minnesota Building and Commercial Energy Codes

**When:** From now through Dec. 2, 2015, at nine locations throughout Minnesota. Visit [www.dli.mn.gov/celd/education.asp](http://www.dli.mn.gov/celd/education.asp) for dates and locations.

**This seminar consists of two sections:**

**2015 Minnesota Building Code:** This portion of the seminar will focus on the amendments within Minnesota Rules, Chapter 1305 and 2015 Minnesota Building Code, and the 2012 International Building Code. The presentation will provide background information and explain the purpose and intent of the applicable amendments. The seminar session will conclude with a question-and-answer period as time permits.

**Minnesota Commercial Energy Code:** This portion of the seminar will start with an overview of the commercial building radon requirements for Group R occupancies, and will continue by focusing on the amendments and significant changes to and with the adoption of the 2012 International Energy Conservation Code (IECC) as applicable to commercial buildings and structures based on

Minnesota Rules Chapter 1323. The session concludes with a question-and-answer period.

**Continuing education:** This course is approved by DLI for 8 hours of continuing education for licensed building officials.

**Cost:** The cost of this seminar is \$85 per person. Payment must be made by credit card.

**Registration:** Visit [www.dli.mn.gov/celd/education.asp](http://www.dli.mn.gov/celd/education.asp) for dates and locations and to register for the seminar.

**Additional educational opportunities include:**

**Annual Institute for Building Officials:** Jan. 6-21, 2016 <http://cce.umn.edu/annual-institute-for-building-officials>.

**Midwest Rural Energy Council 2016 Conference:** March 2-4, 2016 <http://mrec.org/whats-new-calendar-of-events-2/>.

**2016 ICC Upper Great Plains Region III Educational Institute:** Feb. 8-12, 2016 [www.iccsafe.org/Training](http://www.iccsafe.org/Training).

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## Fire Code updates are moving forward

The State Fire Marshal Division has completed updates to Minnesota Rule Chapter 7511 that incorporates the 2012 International Fire Code (IFC). It is anticipated that it will be published in the State Register for public comment on Oct. 19, 2015.



The 2012 IFC is heavily reformatted from the 2006 version, however, chapter nine, "Fire Protection Systems" and chapter 10, "Means of Egress," have been coordinated with the Minnesota Building Code to promote uniform application and enforcement of those provisions.

The Fire Marshal Division is also working with the International Code Council to produce a Minnesota version of the new Fire Code that will incorporate amendments and new text boxes that will provide explanations and commentary about certain parts of the code. For more information visit <https://dps.mn.gov/divisions/sfm/fire-code/Pages/Fire-Code-Homepage.aspx>.

### HPP

## High-pressure-piping codes updated

The Board of High-Pressure-Piping Systems recently adopted updated model codes governing the fabrication and installation of high-pressure steam, ammonia-refrigeration and bio-process piping systems. The codes below became effective under Minnesota Rules Chapter 5230 on Sept. 12, 2015.

- ASME B31.1-2012 is the code governing high pressure steam systems (more than 15 psi), and other media used for heating that operate at temperatures more than 250 degrees and 30 psi.
- IIAR 2-2008 (with addenda A and B), and ASME B31.5-2013 are the codes governing ammonia refrigeration systems.
- ASME BPE-2012 is the code governing bioprocess piping systems.
- ASME Section IX is the code for qualifying welding procedures, welders and welding operators for all high-pressure-piping systems.

A copy of the updated Minnesota Rules Chapter 5230 is available at [www.revisor.mn.gov/rules/?id=5230&version=2015-09-15T10:00:17-05:00&format=pdf](http://www.revisor.mn.gov/rules/?id=5230&version=2015-09-15T10:00:17-05:00&format=pdf).

Minnesota Statutes Chapter 326B, including 326B.90-326B.925 (High-Pressure Piping) are available at <https://www.revisor.mn.gov/statutes/?id=326B&format=pdf>

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

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### Contact information

**CCLD main contact info**  
Phone: (651) 284-5012  
Toll-free: 1-800-657-3944  
Fax: (651) 284-5749

### Visit the Contact Us page

**Licensing information**  
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 officials)

**Electrical information**  
Phone: (651) 284-5026  
Fax: (651) 284-5749  
DLI Electricity@state.mn.us

**Boiler, high-pressure piping, boats-for-hire inspection**  
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Fax: (651) 284-5737  
DLI Code@state.mn.us

**Plumbing information**  
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Fax: (651) 284-5748  
DLI Plumbing@state.mn.us

**License enforcement details**  
Phone: (651) 284-5069  
Fax: (651) 284-5746  
DLI.Contractor@state.mn.us

**Contractor registration**  
Phone: (651) 284-5074  
DLI.register@state.mn.us

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## Subsurface Sewage Treatment System

### Legislation affects building sewers connected to a SSTS

Legislation from 2015 will allow subsurface sewage treatment system (SSTS) professionals to work on building sewers connected to a SSTS.

The legislation includes the definition of "Building sewer connected to a subsurface sewage treatment system" (Minn. Statutes 115.55, subd. 1) as both plumbing and SSTS components. The legislation also gives the Minnesota Pollution Control Agency (MPCA) expedited rulemaking authority to make changes to their codes regarding work on building sewers connected to subsurface sewage treatment systems with respect to the Minnesota Plumbing Code and to increase the MPCA bond dollar amount requirement to mirror the amount of the plumbing bond.

#### The legislation also:

- Allows SSTS designers to design building sewers connected to a SSTS.
- Allows bonded SSTS installers to install building sewers on a SSTS if they hold a plumbing contractor license or a pipe laying certificate.
- Allows SSTS inspectors to inspect buildings' sewers

on a SSTS when approved by the plumbing program administrative authority.

- Directs the MPCA to oversee licensing, filing of pipe laying certification, filing of \$25,000 surety bond and handling of any related application for SSTS professionals who work on building sewers connected to a SSTS.

#### What has not changed?

- Building sewers connected to a SSTS continue to be plumbing and are subject to the requirements of the Minnesota Plumbing Code and administrative requirements of plan review and inspections.
- Utility contractors with pipe laying certificates and a plumbing bond filed with DLI may continue to install building sewers and water services.

More information about the change is available from the MPCA: <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/subsurface-sewage-treatment-system-ssts/building-sewers-connected-to-septic-systems.html>

### Bonding changes affect SSTS and sewer, water contractors

Legislation from 2015 seeks to simplify how utility and subsurface sewage treatment systems (SSTS) businesses file their required bonds with the state.

In the past, many businesses that held a SSTS license with the Minnesota Pollution Control Agency (MPCA) were required to file a "joint bond" with CCLD. Under the new law, businesses that hold an SSTS license with MPCA

are only required to file their bond with MPCA as part of their license application or renewal. They will not have to submit anything to CCLD unless they also hold a plumbing contractor license, in which case they must submit their plumbing contractor bond to CCLD and submit a duplicate original bond to MPCA.

Businesses that install or maintain building sewer or water connections but do not perform plumbing work

or SSTS work will continue to file a pipelaying bond ([www.dli.mn.gov/CCLD/FormsSurety.asp](http://www.dli.mn.gov/CCLD/FormsSurety.asp)) with CCLD every two years.

#### Questions?

If you have questions about these changes, contact CCLD's Licensing Unit at (651) 284-5034 or [DLI.license@state.mn.us](mailto:DLI.license@state.mn.us) or Jane Seaver at the MPCA at (651) 757-2711 or [jane.seaver@state.mn.us](mailto:jane.seaver@state.mn.us).



### DLI Dashboard shows agency performance indicators

The DLI Dashboard tracks the agency's progress in key areas. Stakeholders can see where the agency is on track and where it needs to improve.

View the dashboard at [www.dli.mn.gov/Dashboard.asp](http://www.dli.mn.gov/Dashboard.asp).

## Plumbing Code

# New Minnesota Plumbing Code takes effect Jan. 23, 2016

Rulemaking for the new Minnesota Plumbing Code, Minnesota Rules Chapter 4714, is complete and the new plumbing code will take effect on Jan. 23, 2016. The new plumbing code is based on the 2012 Uniform Plumbing Code with Minnesota amendments and will replace the existing Minnesota Rules, Chapter 4715.

The new code is expected to be published in late fall 2015 and will also be available online. For more information about the adopted rule, view the Minnesota Plumbing Board rulemaking docket at [www.dli.mn.gov/PDF/docket/4715docket3.pdf](http://www.dli.mn.gov/PDF/docket/4715docket3.pdf).

## Journeyworker plumbers

# Continuing education required for plumbing renewal

State Board of Plumbing rules require all licensed plumbers take 16 hours of DLI-approved continuing education (CE) in each full two-year license period to renew their licenses.

All journeyworker and restricted journeyworker plumbers must report their first CE at their license renewal by Dec. 31, 2015. The new plumbing CE requirements are similar to the continuing education requirements that electricians and residential building contractors have been fulfilling for many years.

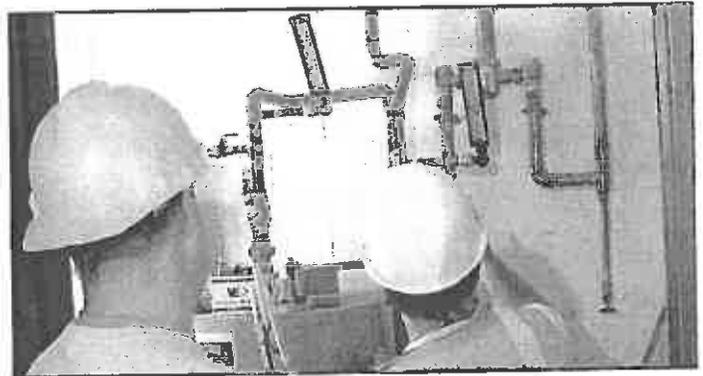
### First-time renewal

Like electricians, plumbers who are renewing their license for the first time are not required to report CE. Journeyworker and restricted journeyworker plumbers who first obtained their license after Dec. 31, 2013, will report CE for the first time with their 2017 renewal. This means for the December 2015 renewal cycle, only those journeyworker and restricted journeyworker plumbers who obtained their license before Dec. 31, 2013, will need to submit CE this year.

### CE topics

Of the required 16 hours of CE, at least 12 hours must pertain to the State Plumbing Code and at least four hours must pertain to technical topics related to plumbing installations and equipment, the Minnesota State Building Code or the Minnesota statutes governing plumbing work. No more than four hours can be taken online in each license period. Plumbers who hold more than one type of license can apply their CE courses to all of their licenses – only the number of hours required for the license with the highest CE requirement must be fulfilled.

Be sure to take all required CE before you renew your



Journeyworker and restricted journeyworker plumbers licensed before Dec. 31, 2013, must report continuing education with their 2015 renewal.

license. Renewing a license without taking all CE is a basis for license suspension and a fine of \$1,000. CE course sponsors report attendance directly into our licensing system so you do not have to send us documentation of your attendance.

### Medical gas

Medical gas installer certification holders who obtained their certification from DLI after Nov. 27, 2012, are required to take four hours of CE to renew their certification. Approved CE courses that are taken to fulfill the plumber license renewal requirements may also be used to fulfill the medical gas renewal requirement.

**Approved continuing education courses**  
<https://secure.doli.state.mn.us/ccldecourses/>

### Questions?

- [www.dli.mn.gov/CCLD/pe\\_ce.asp](http://www.dli.mn.gov/CCLD/pe_ce.asp)
- [DLI.License@state.mn.us](mailto:DLI.License@state.mn.us)
- (651) 284-5031

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## Elevators

### Installation of 'trams' requires permits and inspections

A recent accident in Wisconsin serves as a reminder to other code authorities when they see inclined elevators being installed along the shorelines of Minnesota. Inclined elevators, or "trams," installed at private residences or commercial settings require elevator installation permits and inspections.

Contractors and their installers performing this type of work are licensed by DLI as elevator contractors and constructors. View more information about the Wisconsin accident from Kare11 news [www.kare11.com/story/news/local/2015/08/12/tram-accident-along-st-croix-river-child-and-man-injured/31567801/](http://www.kare11.com/story/news/local/2015/08/12/tram-accident-along-st-croix-river-child-and-man-injured/31567801/).

Learn more about elevator installer licensing and permits at [www.dli.mn.gov/CCLD/Elevator.asp](http://www.dli.mn.gov/CCLD/Elevator.asp).

## Business licenses

### New online renewal process aims to reduce paperwork

CCLD has implemented a new online business license renewal system that will enable business licensees to renew their licenses without having to submit multiple paper forms that were required in the past.

The new system allows contractors to review the information CCLD currently has on file for their business and to make their own changes to basic information like addresses and phone numbers. The only physical documents that business licensees will need to provide are liability insurance certificates and bonds (for those contractors who are required to post a bond). However, another significant CCLD process change allows for continuous bonds, eliminating the need to submit new bond documents at each renewal. See "New continuous bonds simplify license renewals," Page 6.

To make the license renewal process smoother, business licensees are asked to ensure that an updated liability insurance certificate is submitted to CCLD as soon as you renew or replace your existing liability insurance policy. Since most contractors' insurance policies are not synched to their license renewal, it is important to have your insurance agent submit an updated liability insurance certificate to DLI at the time the policy is renewed or

replaced.

Insurance agents can use CCLD's certificate form ([www.dli.mn.gov/CCLD/FormsCert.asp](http://www.dli.mn.gov/CCLD/FormsCert.asp)) or an ACORD form. If the ACORD form is used, DLI must be listed as a certificate holder. The insurance certificate should be emailed to [DLI.license@state.mn.us](mailto:DLI.license@state.mn.us), faxed to (651) 284-5743 or mailed to CCLD.

Changes to a contractor's workers' compensation insurance coverage must also be communicated to CCLD through our workers' compensation insurance compliance form ([www.dli.mn.gov/CCLD/FormsWC.asp](http://www.dli.mn.gov/CCLD/FormsWC.asp)). This form should also be emailed to [DLI.license@state.mn.us](mailto:DLI.license@state.mn.us), faxed to (651) 284-5743 or mailed to CCLD.



If a contractor makes sure that their insurance information is updated with CCLD in a timely manner, they can renew their license online without having to re-submit insurance certificates.

It is our goal that these license system changes will result in a quick and entirely paperless business license renewal process in the future.

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## New continuous bonds simplify license renewals

In the 2015 legislative session, DLI was successful in implementing a significant change in how contractors submit required surety bonds.

In the past, contractors who were required to maintain a surety bond as a part of their license were required to submit a new bond form every two years with their business license renewal. As a result of the new legislation introduced by DLI, surety bonds issued for CCLD licensees must now be continuous until canceled by the surety (bonding company). This means that once CCLD receives a bond from a contractor, that bond remains in force until we receive a cancellation notice from the surety. The main effect of this change is that contractors will no longer have to submit a new bond to

**The main effect of this change is that contractors will no longer have to submit a new bond to CCLD every two years when they renew their license.**

CCLD every two years when they renew their license.

This change will eliminate one of the most common stumbling blocks to business license renewals and will minimize the effort that contractors and their insurance agents have to put into ensuring compliance with bonding requirements.

Please note this change does not apply to contractors required to file bonds with CCLD but not required to be licensed, including pipelaying contractors, mechanical contractors and sign contractors. These businesses are still required to submit new bonds and renewal forms to CCLD every two years.

## Registered unlicensed

### Registered unlicensed workers must report work experience

All registered unlicensed electricians, plumbers, elevator constructors and high-pressure-piping pipefitters must submit a summary of their work experience for the previous year when they renew their registration each year.

Report work experience by completing a work experience form signed by the responsible licensed individual for the worker's employer. Visit [www.dli.mn.gov/CCLD/Forms.asp](http://www.dli.mn.gov/CCLD/Forms.asp) to download work experience forms. The completed form should be uploaded with the worker's online registration renewal, sent via email to [DLI.licensing@state.mn.us](mailto:DLI.licensing@state.mn.us) or mailed to DLI.

Failure to report work experience at license renewal time may result in a worker's experience not being counted toward the minimum work experience required to take a journeyworker license exam.

Registered unlicensed electricians and power limited technicians should also be sure to take their two hours of DLI-approved continuing education before renewing their unlicensed registration. Registered unlicensed electricians and power limited technicians who submit a renewal of their registration without first finishing their continuing education risk the suspension of their registration and a fine of at least \$250.



A new fact sheet created by DLI explains how the small structures are regulated by building codes.

### 'Tiny houses' fact sheet on-

"Tiny houses" have received a lot of attention and interest in recent years.

Loosely defined, tiny houses range from about 100 to 400 square feet. To help address questions about the small homes, DLI created a fact sheet to clarify how these structures are regulated by the Minnesota State Building Code.

View the fact sheet at [www.dli.mn.gov/cclid/EducationOutreach.asp](http://www.dli.mn.gov/cclid/EducationOutreach.asp)

## Enforcement actions

# Residential building contractor fined \$30,250

Some recent CCLD enforcement actions include.

- In July, an unlicensed residential building contractor was ordered to cease and desist from unlicensed activity and fined \$30,250 for taking advantage of two elderly Hibbing, Minn., residents. This case was brought to the attention of law enforcement by a concerned bank employee.
- CCLD denied the electrical contractor license application of a company from Rogers, Minn., in July and ordered the company to cease and desist from offering to perform electrical work. The company's proposed responsible licensed individual lives in Arizona and the company was advertising for electrical work in Minnesota prior to the submission of a license application.
- The residential building contractor license of a contractor from Harns, Minn., was revoked and a fine of \$11,000 was assessed in July. The contractor failed to make payments to a supplier, failed to notify CCLD of the entry of a judgment against it and failed to cooperate with CCLD's investigation.



**Enforcement actions**  
View enforcement  
and license actions  
taken against  
licensees

Summaries of all final CCLD enforcement actions are available at [www.dli.mn.gov/CCLD/Enforcement.asp](http://www.dli.mn.gov/CCLD/Enforcement.asp). Questions about specific enforcement actions should be directed to (651) 284-5069 or [DLI.contractor@state.mn.us](mailto:DLI.contractor@state.mn.us).

## Planning to hire a contractor? Make sure they are licensed

Before hiring a contractor, visit DLI's consumer Web page for steps to take before signing a contract. Some of the topics include how to select a contractor, how to solicit bids, what to include in a contract and how to file a complaint against a contractor.

> View more information at  
[www.dli.mn.gov/cclD/RBCconsumer.asp](http://www.dli.mn.gov/cclD/RBCconsumer.asp)

## Start a project

# Clean Energy Project Builder offers solar, wind resources

The Clean Energy Project Builder was recently added to DLI's list of online solar photovoltaic resources.

The group connects clients with companies to help plan, implement and manage clean energy projects. It also features an online directory of companies providing products and services for solar and wind energy projects. DLI is a partner with the organization that is managed by Minnesota Clean Energy Resource Teams.



- View more information about the Clean Energy Project Builder at [www.cleanenergyprojectbuilder.org/](http://www.cleanenergyprojectbuilder.org/).
- Visit DLI's solar photovoltaic resources webpage at [www.dli.mn.gov/CCLD/ElectricalSolar.asp](http://www.dli.mn.gov/CCLD/ElectricalSolar.asp).

## PLT license not a standalone license

A power limited technician (PLT) is a person having the necessary qualifications, training, experience and technical knowledge to install, alter, repair, plan, lay out and supervise the installing, altering and repairing of electrical wiring, apparatus and equipment for technology circuits or systems.

Technology circuits or systems are defined as class 2 or class 3 wiring for, but not limited to, remote control, signaling, control, alarm, audio signal, communication, antenna systems and indoor lighting and outdoor landscape lighting systems operating at 30 volts or less.

Similar to a journeyman license, the PLT license is not a "standalone" license and does not permit the holder to offer or perform technology system work. PLTs are only permitted to perform work when they are IRS W2-type employees of a licensed electrical or technology contractor or registered employer.

- Technology system contractor license application packets are available at [www.dli.mn.gov/CCLD/LicElectricalContractor.asp](http://www.dli.mn.gov/CCLD/LicElectricalContractor.asp)
- Employer registration packets are available at [www.dli.mn.gov/CCLD/PDF/ele\\_reg\\_employer.pdf](http://www.dli.mn.gov/CCLD/PDF/ele_reg_employer.pdf).

## New GFCI standard requires auto monitoring

Underwriters Laboratories (UL) has revised UL 943 effective June 29, 2015 in response to a request by the Consumer Product Safety Commission (CPSC) that GFCI devices be equipped with auto monitoring technology.

UL 943 is the standard that is used for the testing and evaluation of ground-fault circuit-interrupters. GFCI devices are supposed to be tested monthly by users, but after they are installed they are often soon forgotten. To ensure that GFCI devices are properly tested on a regular basis after initial installation, the revised standard will require auto monitoring functionality. The revisions will also ensure that miswired GFCI receptacles will deny power to the user.

### Some things to know about this important change:

- The revision applies to all Class A residential and commercial grade wallbox mounted GFCI devices and GFCI circuit breakers.
- The auto monitoring function will allow for periodic automatic testing (self-test).
- The self-test will check to make sure the GFCI has the ability to respond to a ground fault condition.
- If a problem is detected the GFCI will deny power to the user and it will present a visual or audible indication.
- GFCI manufacturers are required to comply with the revised standard as of the effective date; only the new self-test devices are allowed to be manufactured.
- GFCI devices manufactured prior to the effective are permitted to continue to be sold and installed.
- There will be a gradual transition in the marketplace as existing supplies of GFCI devices are used up and new devices become available.
- The revision is not applicable to panel mount, in-line and portable GFCI devices.
- GFCI devices that meet the new requirements are already available in the marketplace and readily available.



## DLI's Sampson at conference

Sam Sampson, CCLD senior electrical code representative (front row, fourth from right), attended the annual meeting of the National Electrical Reciprocal Alliance (NERA) Aug. 3-5, 2015. Representatives from the electrical licensing authorities in 17 states participated in the meeting hosted in Santa Fe, New Mexico, by the New Mexico Regulation and Licensing Department, Construction Industries Division. Discussions at the conference included best practices for electrical licensing and certification, exam development and delivery and the standardization of minimum requirements for journeyman electrician examination applicants.

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# Brainerd now a state electrical inspection area

Brainerd, one of central Minnesota's largest cities, became a state electrical inspection area Aug. 1, 2015.



The city of Brainerd previously provided local electrical inspection service for its residents for nearly 60 years. In many ways Brainerd was a pioneer and early adopter of electrical inspections and electrical safety. The transition to state electrical inspections went smoothly and DLI is fully committed to making timely electrical inspections for the city.

### Some facts about state electrical inspection:

- The original Board of Electricity was created by the Minnesota legislature in 1899 – the program has been continuously refined throughout the past 116 years.
- Electrical contractors file more than 90 percent of all electrical permits.
- The state electrical inspection program provides electrical contractors with online permit filing and payment, timely inspection service, reasonable inspection fees, uniform and consistent code enforcement and timely compliance and appeal resolution.
- Electrical contractors and homeowners can file and pay for electrical permits online in minutes with eTRAKiT.
- The state electrical inspection program is self-funded through permit fees and does not receive funding from the general fund.
- There are no costs to any of the counties, cities or towns in which the state provides electrical inspection service.
- Same day electrical inspection service is prevalent in the greater metro area and inspections are typically completed within one or two days in greater Minnesota.
- On average more than 100,000 separate electrical inspections are performed annually throughout Minnesota.
- The electrical inspection program is able to provide timely and qualified electrical inspection service for emerging technologies such as wind and solar photovoltaics.

## Electrical code

### New edition of UL White Book available for download

The Underwriters Laboratories Inc. (UL) White Book is a resource for inspectors, contractors, utilities, installers, designers and others who require detailed information about electrical equipment that is not otherwise found in the National Electrical Code (NEC) and is often considered an essential companion document to the NEC.

The White Book contains detailed electrical information for electrical construction equipment, hazardous location equipment and a selection of other types of equipment, systems or products such as appliances, utilization equipment, fire protection, fire resistance, building materials, HVAC equipment, cooking equipment, mechanical equipment, flammable and combustible liquids and gases and plumbing equipment.

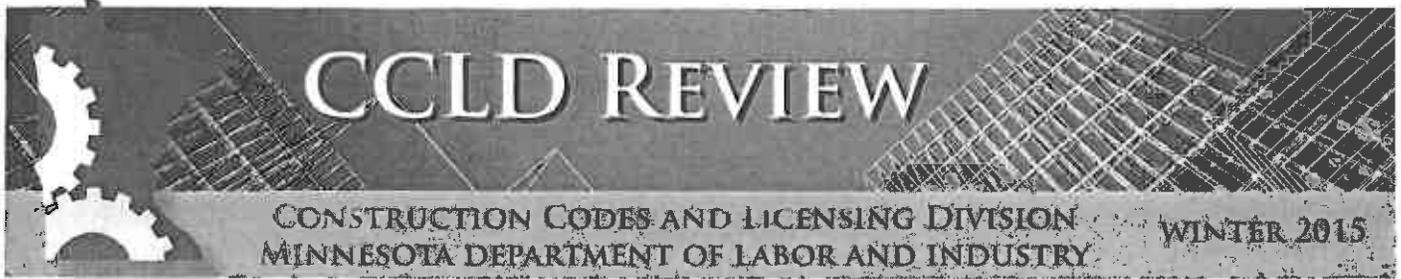
An updated copy of the UL White Book is now available as a free download at [www.ul.com/whitebook](http://www.ul.com/whitebook).

## Installations

### Bulletin: Using service entrance cable for interior installations

A service bulletin outlining the difference between service entrance (SE) cable and a USE cable is available from DLI. The bulletin addresses cable differences and details

about whether SE cable can be installed in the interior of a building. Download the bulletin at: [www.dli.mn.gov/cclld/pdf/se\\_bulletin.pdf](http://www.dli.mn.gov/cclld/pdf/se_bulletin.pdf).



# Register now for 2016 Construction Industry Conference



STATE OF MINNESOTA  
**CONSTRUCTION INDUSTRY CONFERENCE**  
RESIDENTIAL • COMMERCIAL • HIGHWAY/HEAVY

Following a sell-out Construction Industry Conference (CIC) in 2014, registration is underway for the 2016 Minnesota Construction Industry Conference and seats are filling quickly. The conference is Feb. 25, 2016, at the Earle Brown Heritage Center in Brooklyn Center.

➤ Complete details about workshops, location and registration are available at [www.dli.mn.gov/construction](http://www.dli.mn.gov/construction).



This one-day conference will provide educational and networking opportunities about highway and heavy, commercial building, residential construction and state contracts and procurement, plus informative general sessions for the entire construction industry. The event will also provide updates about current regulations and an opportunity for feedback from the industry about building a better Minnesota.

### Workshop topics

Workshops at the 2016 conference include:

- Contractor Licensing 101;
- Myths and Facts about Independent Contractors;
- Minnesota Contractor Recovery Fund: What it is and How it Works;
- Fall Protection: No Room for Trial and Error
- Q&A about Minnesota Commercial Construction Building Codes
- Prevailing Wage Compliance Workshop
- and many more construction-related topics.

### Continuing education

Residential construction workshops are eligible for up to four credits of DLI-approved continuing education.

### 1-on-1 with the State sessions

Subject matter experts will be available by appointment throughout the conference for one-on-one sessions about topics including contracting, prevailing wage, apprenticeship, workers' compensation, safety and more. Attendees can schedule a one-on-one session by visiting the registration desk during the conference.



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## Area educational opportunities

Some future educational opportunities include:

- **Annual Institute for Building Officials:** Jan. 6-21, 2016  
<http://cce.umn.edu/annual-institute-for-building-officials>
- **2016 ICC Upper Great Plains Region III Educational Institute:** Feb. 8-12, 2016 [www.iccsafe.org/Training](http://www.iccsafe.org/Training)
- **2016 Minnesota Construction Industry Conference:** Feb. 25, 2016  
[www.dli.mn.gov/construction](http://www.dli.mn.gov/construction)
- **Midwest Rural Energy Council 2016 Conference:** March 2-4, 2016  
<http://mrec.org/whats-new-calendar-of-events-2/>
- **2016 Upper Midwest Electrical Expo:** April 13-14, 2016  
[www.NCEL.org](http://www.NCEL.org). (More details on page 9.)

➤ View a directory of DLI-approved continuing education courses are at <https://secure.doli.state.mn.us/ccldcourses/>

## Staff changes

### Recent staff changes in CCLD

#### Education, Rules and Code Development unit

DLI's Education, Rules and Code Development unit hired Paul Swett in October 2015 to work with the agency's building official certification programs, continuing education and license exams. Swett comes to the department from the City of West St. Paul.

In November 2015, Greg Metz transferred from DLI's Plan Review unit to the agency's Education unit where he will coordinate and develop the agency's continuing education programs.

#### Elevator Inspection Unit

DLI's Elevator Inspection unit has implemented changes throughout the past six months including hiring new staff and redefining some inspection areas for increased efficiencies based on inspector office locations.

The staff changes include:

- Tim Warren was promoted to Elevator Section supervisor with direct responsibility for training and assisting elevator inspectors.
- Gary Bjorklund, initially hired into an intermittent position, filled the position formerly occupied by Warren.
- Dan Tako recently joined the Elevator Section, filling an intermittent position. Tako will perform tasks where needed to assist with annual inspections.
- Wayne Unruh was hired to fill a vacancy left by former inspector Wolfe Clark. Unruh previously worked as an elevator mechanic in northwest Minnesota and North Dakota.

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

Receive email notification when an issue is available by subscribing online.

### Contact information

**CCLD main contact info**  
Phone: (651) 284-5012  
Toll-free: 1-800-657-3944  
Fax: (651) 284-5749

### Visit the Contact Us page

**Licensing information**  
DLI.License@state.mn.us  
**Business/contractor licenses and bonds:**  
(651) 284-6034

(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 officials)

**Electrical information**  
Phone: (651) 284-5026  
Fax: (651) 284-5749  
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

**Plumbing information**  
Phone: (651) 284-5063  
Fax: (651) 284-5748  
DLI.Plumbing@state.mn.us

**License enforcement details**  
Phone: (651) 284-5069  
Fax: (651) 284-5746  
DLI.Contractor@state.mn.us

**Contractor registration**  
Phone: (651) 284-5074  
DLI.register@state.mn.us

# Plumbing and electrical contractor renewals underway

All plumbing and water conditioning contractor licenses expire Dec. 31, 2015, and electrical contractor, elevator contractor and technology system contractor licenses expire Feb. 29, 2016.



To make the license renewal process easier for licensees, CCLD has implemented a new online license renewal process that allows business licensees to renew without having to submit multiple paper forms that were required in past years.

The new system allows contractors to review the details CCLD has on file for their business and make changes to basic information like addresses and phone numbers. The only documents that business licensees will need to provide CCLD are liability insurance certificates and bonds (for those contractors who are required to post a bond). A significant CCLD process change will affect bond submissions in the future ([www.dli.mn.gov/CCLD/PDF/review35fall15.pdf#page=6](http://www.dli.mn.gov/CCLD/PDF/review35fall15.pdf#page=6)).

### Liability insurance

Business licensees are asked to ensure that an updated liability insurance certificate is submitted to CCLD as soon as they renew or replace their existing liability insurance policy. Since most contractors' insurance policies are not synced to their license renewal, it is important for their

insurance agent to submit an updated liability insurance certificate to CCLD as soon as a policy is renewed or replaced.

Insurance agents can use CCLD's certificate form ([www.dli.mn.gov/CCLD/FormsCert.asp](http://www.dli.mn.gov/CCLD/FormsCert.asp)) or an ACORD

form – as long as DLI is listed on the ACORD form as a certificate holder. The insurance certificate should be emailed to [DLI.license@state.mn.us](mailto:DLI.license@state.mn.us), faxed to (651) 284-5743 or mailed to CCLD.

Changes to a contractor's workers' compensation insurance coverage must also be communicated to CCLD through our workers' compensation insurance compliance form ([www.dli.mn.gov/CCLD/FormsWC.asp](http://www.dli.mn.gov/CCLD/FormsWC.asp)). This form needs to be sent via email to [DLI.license@state.mn.us](mailto:DLI.license@state.mn.us), by fax to (651) 284-5743 or mailed to CCLD.

As a result of process changes implemented by CCLD, contractors who ensure that their insurance information is updated with CCLD when it changes can be assured of a quick and entirely paperless license renewal in the future.

CCLD encourages contractors to submit their license renewals before the license expiration date because a late fee of one-half the license renewal fee will be added when the license expires.

## Registered unlicensed workers must report work experience

All registered unlicensed electricians, plumbers, elevator constructors and high-pressure-piping pipefitters must submit a summary of their work experience for the previous year when they renew their registration each year.

Report work experience by completing a work experience form ([www.dli.mn.gov/CCLD/Forms.asp](http://www.dli.mn.gov/CCLD/Forms.asp)) signed by the responsible licensed individual for the worker's employer. The completed form must then be

uploaded with the worker's online registration renewal, emailed to [DLI.licensing@state.mn.us](mailto:DLI.licensing@state.mn.us) or mailed to DLI.

Failure to report work experience at renewal of a worker's unlicensed registration renewal may result in a worker's experience not being counted toward the minimum work experience required to take a journeyworker license exam.

Registered unlicensed electricians,

power limited technicians (PLT) and plumbers must also complete two hours of DLI-approved continuing education before renewing their unlicensed registration.

Registered unlicensed electricians, PLTs and plumbers who submit a renewal of their registration without first taking the required continuing education face the suspension of their registration and a fine of no less than \$250.

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# Contractor registrations expire Dec. 31, 2015

All contractors who are registered in DLI's Construction Contractor Registration Program ([www.dli.mn.gov/CCLD/register.asp](http://www.dli.mn.gov/CCLD/register.asp)) and plan to continue providing commercial or residential building construction or improvement services must renew their registration before providing services in 2016. All current registrations expire Dec. 31, 2015.

The Contractor Registration Program was created in 2011 to ensure that employees are not misclassified as independent contractors.

## Why contractor registration?

Contractors who perform building construction or improvement services without a valid DLI license or registration are deemed by law to be an employee (not an independent contractor) of any contractor for whom they work.

The hiring contractor must ensure that employees are covered for workers' compensation and unemployment insurance, and that appropriate payroll taxes are withheld from the payments made by the hiring contractor.



## Contractor Registration

State law requires registration for some construction contractors



## Penalties

DLI may assess fines for failure to register and for hiring unregistered contractors, though by law these penalties must be forgiven if the unregistered contractor registers within 30 days or in the case of a contractor hiring an unregistered contractor, the penalty is forgiven for the first violation. DLI may also assess penalties for misclassification of employees as independent contractors. Visit [www.dli.mn.gov/CCLD/register.asp](http://www.dli.mn.gov/CCLD/register.asp) to learn more about the registration program and renew.

## How to renew a contractor registration

### Renewal step 1

Verify your company's name and registration number (IR) at DLI's License Lookup <https://secure.doli.state.mn.us/lookup/licensing>

**Note:** If your company has registered more than once, renew **only** the registration record with the **lowest** registration number, as this will be your first registration.

### Renewal step 2

Use your correct registration number and the last four digits of your Federal Employment Identification Number (FEIN) or Social Security Number (SSN) to renew at <https://secure.doli.state.mn.us/license/>

[conregrenew.aspx](#). Verify the information DLI has on file for your company and make any appropriate changes to complete the registration.

### Already have a license or bond?

If your company has a business license or bond on file with DLI (mechanical contractor bond, pipelaying bond or sign contractor) you are not required to register in the Registration Program and can allow your IR registration to expire.

### Questions?

For help with questions contact us at (651) 284-5074 or [DLI.register@state.mn.us](mailto:DLI.register@state.mn.us).



## DLI Dashboard shows agency performance indicators

The DLI Dashboard tracks the agency's progress in key areas. Stakeholders can see where the agency is on track and where it needs to improve.

View the dashboard at [www.dli.mn.gov/Dashboard.asp](http://www.dli.mn.gov/Dashboard.asp).

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# New Plumbing Code takes effect Jan. 23, 2016

The 2015 Minnesota Plumbing Code, Chapter 4714, will take effect Jan. 23, 2016.

The code incorporates by reference the 2012 edition of the Uniform Plumbing Code with Minnesota amendments and will replace the existing Minnesota Rules, Chapter 4715. For information about the adopted rules, Chapter 4714, see the Plumbing Board's Rulemaking Docket at [www.dli.mn.gov/PDF/docket/4715docket3.pdf](http://www.dli.mn.gov/PDF/docket/4715docket3.pdf).

## Purchase code books

The reformatted, custom 2015 Minnesota Plumbing Code book, Chapter 4714, will be available for purchase in January 2016 from the locations below. Online viewing will be available soon after the publication of the 2015 Minnesota Plumbing Code.

- Minnesota's Bookstore  
[www.minnesotasbookstore.com](http://www.minnesotasbookstore.com)  
 (651) 297-3000 or  
 1-800-657-3757
- International Association of Plumbing and Mechanical Officials  
<http://iapmomembership.org/>  
 (909) 472-4208 or email at  
[publications@iapmo.org](mailto:publications@iapmo.org)



## Training opportunities

Training about the 2015 Minnesota Plumbing Code will be offered at the Annual Institute for Building Officials and ICC Upper Great Plains Region III Educational Institute.

### Important information about the 2015 Minnesota Plumbing Code

The 2015 Minnesota Plumbing Code (MPC), Chapter 4714, incorporates by reference Chapters 2 to 11, 14 and 17 of the 2012 edition of the Uniform Plumbing Code (UPC), and UPC Appendices A, B and I, except for IS 12-2006, IS 13-2006, IS 26-2006, SIS 1-2003 and SIS 2-2003 of Appendix I, with Minnesota amendments.

#### Some significant changes in the new code include:

**Alternate engineered designs.** Provisions for alternate engineered designs are prescribed in the 2015 MPC. Alternate engineered systems must be reviewed in accordance with those provisions of the code and approvals are at the discretion of the administrative authority on a case-by-case basis.

#### Fixtures:

- Floor drains are now required in public restrooms and public laundry rooms.
- Shower waste outlet and tailpiece must be a minimum of two inches.
- Domestic kitchen sink drains must be two inches.
- Faucets with two separate handles control hot and cold water: the left-hand control of the faucet where facing the fixture fitting outlet must control the hot water. Faucets and diverters must be connected so that hot water corresponds to the left side of the fittings.

#### Nonpotable rainwater catchment systems:

- When designed, installed, treated and maintained to meet the requirements of the code, nonpotable rainwater catchment systems are acceptable for use to supply water to water closets, urinals, trap primers for floor drains, industrial processes, water features, vehicle washing facilities, and cooling tower makeup water.

#### Other:

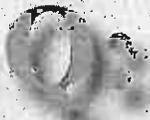
- Air admittance valves remain prohibited from installation in plumbing venting systems (see Minnesota Statutes, 326b.43, Subd. 6).
- For minimum number of required plumbing fixtures for the type of building occupancy, see Minnesota Rules, Chapter 1305, the Minnesota Building Code.

» View additional significant changes at [www.dli.mn.gov/ccld/plumbing2015.asp](http://www.dli.mn.gov/ccld/plumbing2015.asp)

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# Common building plan review questions answered by CCLD staff

The questions below are part of an ongoing series featuring frequently asked questions received by CCLD's Building Plan Review Section. The responses are the opinions of the plan review staff and do not represent an official division or State Building Official interpretation.



**Under the 2012 IBC, are storage rooms required to be separated from the rest of the building?**

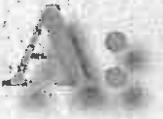


Storage rooms are no longer considered "incidental uses" under IBC section 509. Previously, these spaces would have required either a one-hour fire barrier or construction to limit the passage of smoke when sprinkled. They are now considered "accessory occupancies" provided that they are less than 10 percent of the major use and need to meet the requirements of IBC section 508.2, which does not require separation.

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**In the 2007 State Building Code, small coffee shops and delis with fewer than 50 occupants were not required to provide separate sanitation facilities by Minnesota amendment 1305.2902 Subp. 3, exception No. 4. With the repeal of the amendment, are separate facilities now required?**



The repeal of the amendment reflected the complaints received from women about having a urinal in a unisex restroom and was not a response to the need for additional (separate) facilities. These uses are now held to a maximum of 20 occupants under exception No. 2 of 1305.2902. "Mercantile" uses allow up to 100 occupants under exception No. 3 of 1305.2902.

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**In the 2007 State Building Code, a Group E day care required two exits at more than 10 occupants by footnote A of IBC Table 1015.1 of the 2006 IBC. As that footnote has been deleted in the 2012 IBC, does this mean that a Group E day care now requires a second means of egress at 50 occupants?**



The footnote was removed and replaced by IBC Sec. 1015.6 which requires two means of egress for day care facilities (group E or I-4) if more than 10 children 2.5 years of age or less are present.

➤ Read more about building plan review including policies, opinions and reference materials at [www.dli.mn.gov/cclD/PlanConstruction.asp](http://www.dli.mn.gov/cclD/PlanConstruction.asp)

# End zone is in sight for stadium electrical work

*Future home of Minnesota Vikings will include more than 12,000 sq. feet of video boards, 2,000 HD TVs*

Electrical work is progressing on U.S. Bank Stadium, the new home of the Minnesota Vikings starting with the 2016 season. There are more than 200 electrical workers currently on the project and they have completed approximately 60 percent of the total electrical work.

CCLD's electrical inspectors have also been busy with the flurry of electrical work, sometimes visiting the project site several times a week for inspections. The tally for the power feeders at this point is approximately 400 miles of electrical wire. The total length of branch circuit wires are a long way from being counted but it will probably be in the thousands of miles.

There are three main electrical services that supply U.S. Bank Stadium, each at 13,800 volts with a capacity of 1,200 amperes, for a total electrical supply capacity of approximately 86 megawatts of electrical power. However, more than 90 percent of the stadium's illumination will be provided by energy-efficient LED lighting and there will be an automated, total-energy management system to further control the stadium's energy consumption.

The majority of the stadium's essential electrical



Workers are shown beneath the wall where one of the stadium's video boards will be erected. About 60 percent of the electrical work is completed at the future home of the Minnesota Vikings.

infrastructure will not be noticeable to most of the 70,000 fans, but there will be a whopping 12,560 square feet of video boards to keep everyone entertained and informed. One of the video boards alone will measure about 120 feet by 70 feet. That's in addition to more than 2,000 HD TVs that will be installed throughout the stadium. The electrical infrastructure will supply power to 140 suites and club lounges, more than 400 general concession points of sale and five broadcast booths to keep all of the fans well-fed and entertained on game day.

## Wiring

### Bulletin: Temporary wiring for portable road construction plants

Installations of temporary wiring, including for generators, portable hot mix and ready mix plants, crushers, conveyors and pumps, must be performed in compliance with the requirements of the Minnesota Electrical Act. All wiring and equipment must meet the requirements of the National Electrical Code.

DLI's electrical inspection staff recently created a bulletin outlining the requirements. View the bulletin at [www.dli.mn.gov/CCLD/PDF/eli\\_bulletin\\_portable.pdf](http://www.dli.mn.gov/CCLD/PDF/eli_bulletin_portable.pdf).

## Inspections

### Lake Elmo to become state electrical inspection area

Lake Elmo, a predominantly rural city in Washington County and home to the Lake Elmo Airport, will become a state electrical inspection area effective Jan. 1, 2016.

The historic village of Lake Elmo started out in 1852 with one farm house and the village was incorporated as a township a few years later on March 16, 1880.

With the change to a state electrical inspection area, online electrical inspector directories will be updated prior to Jan. 1, 2016, and additional announcements will be shared via DLI's Twitter page.

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## 2017 NEC in-the-works



In November 2015, Dean Hunter, DLI electrical code representative, attended public comment meetings in San Diego, Calif., for the 2017 National Electrical Code (NEC). Hunter is a member of Code Making Panel - 19, which represents the International Association of Electrical Inspectors.

There were 4,012 Public Inputs (PI) submitted to the National Fire Protection Association (NFPA) recommending changes to the draft of the 2017 NEC, and included four new proposed articles. More than 1,500 public comments were submitted to the code-making panels and generated second revisions that will be published in April 2016.

The NFPA membership will vote at its annual meeting in summer 2016 to adopt the new edition of the NEC. The NFPA is expected to publish the 2017 NEC in September 2016 and it is anticipated that the Minnesota Board of Electricity will evaluate for adoption in 2017.

## Satellite system installers subject to licensing requirements

All satellite antenna equipment and installation falls under the jurisdiction of the National Electrical Code (NEC) and the Minnesota Electric Act.

Generally, satellite antenna system installations are exempt from inspection, but installers are not exempt from licensing requirements.

An electrical contractor, technology system contractor or satellite system contractor license is required for companies that install satellite systems, including all or part of the dish antenna, the cabling from the dish to the structure, and installation of the necessary conductors and interface equipment in or on a building.

Individuals installing satellite antenna systems must be licensed or registered with DLI as unlicensed.

Satellite system installer and satellite system contractor licenses were created in 2012 to address the safety of buildings and the people occupying them. Specifically, these licenses help prevent serious problems, especially with antenna grounding, cable support and building penetrations.

Individuals or firms performing satellite antenna system installations without appropriate licensing may face fines of up to \$10,000 per violation.

Read frequently asked questions about satellite system installer and contractor licenses at [www.dli.mn.gov/CCLD/SSI\\_FAQ.asp](http://www.dli.mn.gov/CCLD/SSI_FAQ.asp).

### Agriculture

## Minnesota Stray Voltage Guide available

The Minnesota Stray Voltage guide was recently produced and made available online.

The guide outlines the steps farmers, licensed electrical contractors, utilities and their advisors can take to discover and resolve stray voltage concerns on livestock farms. The information is intended to provide a base level of knowledge for those who are concerned about whether the animals on a livestock farm are experiencing a level of stray voltage which may be impacting animal behavior or milk production.



This compilation of information was a collaborative effort of numerous agencies, utilities and organizations, including the Minnesota Department of Labor and Industry.

Download a copy of the guide at [www.minnesotastrayvoltageguide.com](http://www.minnesotastrayvoltageguide.com)

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## Upper Midwest Electrical Expo scheduled for April 13-14

The 2016 Upper Midwest Electrical Expo, sponsored by the North Central Electrical League (NCEL), is April 13-14, 2016, at the Minneapolis Convention Center. Attendees must register but there is no fee for admittance to view the more than 350 exhibitor booths related to the electrical industry. More than 2,100 companies participated in the 2014 expo which drew nearly 10,000 visitors from 29 states and three Canadian provinces.



segments of approved continuing education classes for electricians, engineers and technicians beginning April 12 and continuing through the end of the EXPO.

Col. Terry Branham, United States Army (retired), will serve as keynote speaker and present "Having the Courage to Serve" during the NCEL Industry Breakfast on April 14.

### Continuing education

In association with the expo, NCEL offers two-hour

More information about the expo and free registration is available at [www.NCEL.org](http://www.NCEL.org).

## Solar

## Solar photovoltaic resources available on DLI's website

Solar photovoltaic (PV) systems, along with other renewable energy technologies, are a rapidly growing sector of the energy market. A set of resources related to solar PV systems is available on DLI's website and is periodically updated with new entries.

Current topics include licensing, permits, inspections, solar PV companies and associations, codes and standards and more. Visit [www.dli.mn.gov/CCLD/ElectricalSolar.asp](http://www.dli.mn.gov/CCLD/ElectricalSolar.asp) to view the solar PV resources.

For help with questions about solar PV systems in Minnesota, contact DLI's electrical inspection staff at [dli.electricity@state.mn.us](mailto:dli.electricity@state.mn.us).



DLI has a growing directory of solar photovoltaic resources available at [www.dli.mn.gov/CCLD/ElectricalSolar.asp](http://www.dli.mn.gov/CCLD/ElectricalSolar.asp).

## Locate inspectors quickly

## Find code requirements and code inspectors online

DLI has built a one-stop "Local Inspector Lookup" – online at <http://workplace.dli.state.mn.us/jurisdiction> – to help contractors and homeowners find local code requirements and code inspectors in one place.

The online search tool helps users find which code authority has local jurisdiction for permits, plan review and inspection in the areas of boilers, building codes, electrical, elevators, high-pressure piping, plumbing or other Minnesota construction codes and licensing disciplines.



DLI's Local Inspector Lookup helps homeowners and contractors find local code requirements and inspectors in one place.

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DATE: January 28, 2016  
TO: Planning Commission  
FROM: Jennifer Welling, Administrative Assistant/Zoning Specialist

## **JANUARY BUILDING PERMIT REPORT**

### **2016 Permits**

To date the City has issued 3 permits of which 1 is open.

### **2015 Permits**

The City issued 160 Building Permits of which 29 are open.

### **2014 Permits**

The City issued 168 Building Permits of which 4 remain open.

### **2013 Permits**

There is one Building Permit remaining to be closed. This project is an ongoing basement remodel.

City of Paynesville  
Pending Inspections Report

Open Permit - 2013

Order By: Permit#  
Issued Date From: 1/1/2013 To: 12/31/2013  
Permit Type: All Property Type: All Construction Type: All  
Inspection Type: All  
Report Detail: None

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2013-00169	JUMA, EMSON	530 MAYWOOD AVE	Building	Residential	Remodel	12/16/2013

City of Paynesville  
Pending Inspections Report

Open Permits - 2014

Order By: Permit#  
Issued Date From: 1/1/2014 To: 12/30/2014  
Permit Type: All Property Type: All Construction Type: All  
Inspection Type: All  
Report Detail: None

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00010	MIKE BROCKNER CONSTRUCTION	714 BUSINESS 23 W	Building	Residential	Remodel	03/03/2014
2014-00137	Hubert, Richard	635 PONDEROSA ST	Building	Residential	Remodel	09/22/2014
2014-00149	ERIC FRANK	125 HIGHWAY 55	Building	Commercial	New Construction	11/13/2014
2014-00161	INNOVATIVE POWER SYSTEMS	222 INDUSTRIAL LOOP W	Building	Industrial	Addition	11/04/2014

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City of Paynesville  
Pending Inspections Report

Open Permits - 2015

Order By: Permit#  
Issued Date From: 1/1/2015 To: 12/31/2015  
Permit Type: All Property Type: All Construction Type: All  
Inspection Type: All  
Report Detail: None

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2015-00013	STANG, BRUCE	125 INDUSTRIAL LOOP W	Building	Industrial	Remodel	02/12/2015
2015-00014	STANG, BRUCE F & BERNADETTE L	531 MINNIE ST	Building	Industrial	Remodel	02/12/2015
2015-00033	DAHL HOUSE RENTALS	214 POMEROY AVE	Building	Residential	Siding	05/07/2015
2015-00034	BECKSTRAND, JAMES W & DENISE A	305 MILL ST W	Building	Residential	Remodel	04/17/2015
2015-00036	SERENITY PATH	216 RAILROAD ST	Building	Residential	Remodel	04/24/2015
2015-00040	DAHL HOUSE RENTALS	214 POMEROY AVE	Building	Residential	Window/Door Replacement	05/07/2015
2015-00049	NEW STYLE CUSTOMS	110 SPRUCE ST	Building	Commercial	Remodel	05/19/2015
2015-00056	MUETZEL, WHITTNEY	404 BUSINESS 23 W	Building	Residential	Window/Door Replacement	06/12/2015
2015-00081	UTSCH, DIANE & TOM	405 BUSINESS 23 E	Building	Multi Family (5+ Units)	Remodel	07/22/2015
2015-00094	DAHL HOUSE RENTALS	302 AUGUSTA AVE	Building	Residential	Remodel	09/04/2015
2015-00111	ST LOUIS CHURCH OF PAYNESVILLE	505 BURR ST	Building	Commercial	Remodel	08/25/2015
2015-00113	HELLERMANN, JOSH	350 POMEROY AVE	Building	Residential	Addition	08/25/2015
2015-00131	ALLIANCE BUILDING CORP	245 HIGHWAY 55	Building	Multi Family (5+ Units)	New Construction	09/29/2015
2015-00135	Song, Sejin (Shane)	107 WASHBURNE AVE	Building	Commercial	Remodel	10/08/2015
2015-00136	CROMWELL, TYLER	310 LAKE AVE	Building	Residential	Remodel	10/19/2015
2015-00137	PAYNESVILLE PARK	420 MINNIE ST	Building	Residential	Remodel	10/15/2015
2015-00141	ROOF 1 RBR, INC	200 RAILROAD ST W	Building	Industrial	Roofing	10/30/2015
2015-00143	VOSS PLUMBING & HEATING	245 HIGHWAY 55	Building	Multi Family (5+ Units)	New Construction	10/28/2015
2015-00145	SERENITY PATH	216 RAILROAD ST	Building	Residential	Siding	11/13/2015
2015-00147	CHANEY, JAMES	314 STEARNS AVE	Building	Residential	Roofing	11/23/2015
2015-00151	BENSON, DOUGLAS	104 BUSINESS 23 W	Building	Commercial	Remodel	12/09/2015
2015-00152	ERIC FRANK	221 AMPE DR	Building	Commercial	Addition	11/20/2015
2015-00154	LUTGEN COMPANIES	1204 MAIN ST W	Building	Residential	Window/Door Replacement	12/11/2015

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2015-00155	RINDAHL, NATHAN	639 WASHBURNE AVE	Building	Residential	Remodel	11/25/2015
2015-00156	HOUSKE/JACKLITCH, ANN	208 JAMES ST W	Building	Commercial	Accessory Building	11/24/2015
2015-00158	WENSMANN CONSTRUCTION INC	304 SOUTH ST	Building	Residential	Remodel	12/03/2015
2015-00159	KORONIS BUILDERS ONE	130 INDUSTRIAL LOOP E	Building	Industrial	Addition	12/29/2015
2015-00163	VELYAN, RAYMOND & MARETTA	1030 STEARNS AVE	Building	Residential	Remodel	12/31/2015
2015-00164	SOINE,PAUL & JEAN	200 JAMES ST W	Building	Commercial	Remodel	12/30/2015

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City of Paynesville  
Pending Inspections Report

Open Permits - 2016

Order By: Permit#  
Issued Date From: 1/1/2016 To: 1/31/2016  
Permit Type: All Property Type: All Construction Type: All  
Inspection Type: All  
Report Detail: None

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2016-00011	BRANDON WENSMANN CONSTRUCTION	619 KORONIS AVE	Building	Residential	Remodel	01/19/2016

