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Building Official's Office Procedural Manual

Office of Physical Planning



University of Minnesota




UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Associate Vice President

Physical Planning and Physical Plant
340 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455

August 28, 1985

TO: Chancellors, Deans, Directors, Department Heads

FROM:  Clinton M. Hewitt, Associate Vice President
Physical Planning and Physical Plant

Russell Smith, University Building Official
Physical Planning 

Attached for your use is a copy of the University Building Official Procedural Manual. The manual describes the state law and University policy for the design and construction of University projects. It is the intent of this office to encourage early input of building code requirements on all University construction projects, which will help to eliminate costly changes during the final design and construction phase.

The permit fee schedule described in the manual is intended to cover the costs of plan review and all code inspections (i.e. building, plumbing, heating and electrical) during the course of a project. The new fee schedule will be effective as of October 1, 1985.

If you have any questions concerning the manual please call the University Building Official at 373-4558.

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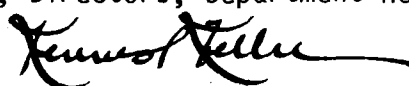
cc: Vice President David Lilly



UNIVERSITY OF MINNESOTA

Office of the President
202 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-2025

August 28, 1985

TO: Chancellors, Deans, Directors, Department Heads
FROM: Kenneth H. Keller 
SUBJECT: University Building Official's Procedures Manual
Office of Physical Planning

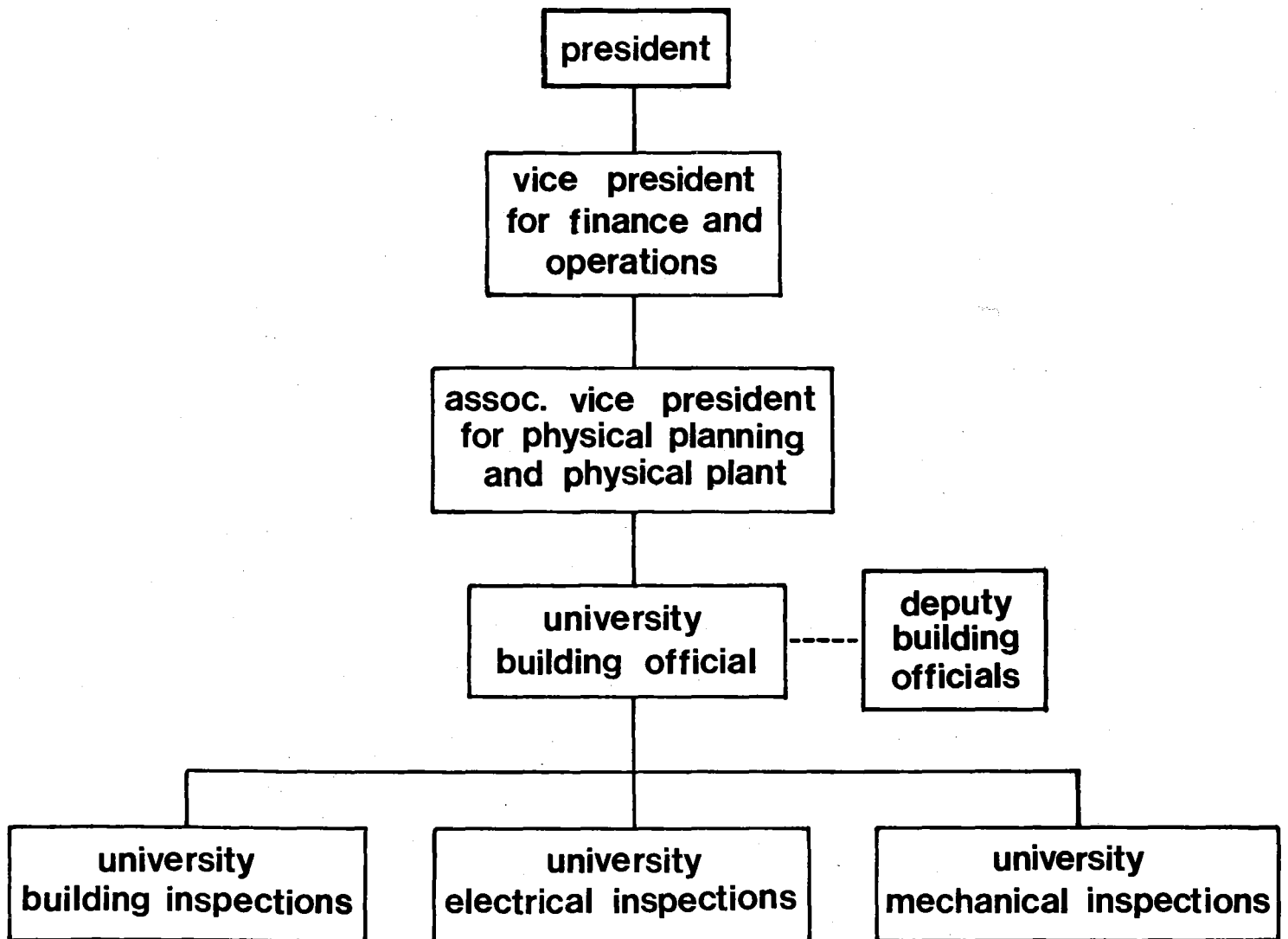
Attached is a copy of the revised Procedures Manual of the University Building Official's office. This manual has been in effect since 1980 and contains the laws and procedures that govern the construction and issuance of permits for University projects. It is imperative that we follow these procedures to ensure that all University work is constructed in compliance with the codes.

In 1974, the Legislature enacted and the Governor signed into law Chapter 568, which established the requirements of the Minnesota State Building Code. At their meeting in July of 1974, the Regents determined that the provisions of the State Building Code were to be adopted as the University's standard effective August 1, 1974. They further established that compliance with this building code was to be administered and monitored by the University Building Official, who would execute the very same duties and responsibilities as similar officials appointed by the various municipalities and other levels of government.

In October of 1975, the Supreme Court determined that the defense of sovereign immunity would no longer be recognized in the courts of this state, thereby subjecting the University (and the rest of state government) to substantial exposure to liability claims arising out of injuries which are sustained as a result of negligence in any of our activities. Failure to follow the provisions of the building code can constitute substantial evidence of negligence in litigation seeking the recovery of damages. Therefore, it is imperative that all construction work undertaken within this institution continue to be reviewed in advance by the Office of Physical Planning, and building permits must be issued. These rules apply to new construction, remodeling, renovation, repair, or similar types of physical modifications of any structure regardless of the size or scope of the work to be performed. I cannot stress too strongly the importance of full compliance with this procedure. Should you have any questions relating to this matter, please contact Mr. Clinton Hewitt, Associate Vice President for Physical Planning and Physical Plant (373-2250).

cc: University of Minnesota Vice Presidents
Associate Vice President Clinton Hewitt

ORGANIZATIONAL CHART



OFFICE OF BUILDING OFFICIAL
PROCEDURES MANUAL

I. STATE LAW

State Building Code

Minnesota Statutes Sections 16B.59 to 16B.73 (1984) grants the Regents of the University of Minnesota the authority to adopt and enforce the Minnesota State Building Code on University owned lands and facilities.

It is the purpose of the legislation to prescribe and provide for the administration and amendment of a state code of building construction which will provide basic and uniform performance standards, establish reasonable safeguards for health, safety, welfare, comfort, and security of the residents of this state who are occupants and users of buildings, and provide for the use of modern methods, devices, materials, and techniques which will in part tend to lower construction costs.

II. UNIVERSITY POLICY

The Vice President for Finance, Planning and Operations reported to the Board on the Minnesota Uniform Building Code, adopted by the Minnesota Legislature, and its application to all municipalities and state and government owned buildings.

Voted, on recommendation of the Vice President for Finance, Planning and Operations and the President, that the Minnesota State Regulations of the Department of Administration, Chapter 11, relating to the Minnesota Building Code and Amendments thereto, are hereby incorporated in this action as fully as if set forth herein, which shall be in force and effect as the Building Codes of the Regents of the University of Minnesota as of August 1, 1974.

The Vice President for Finance, Planning and Operations is authorized to appoint a University Building Official, whose qualifications are consistent with the State Statute and to prepare and promulgate organization and enforcement provisions pursuant to Chapter 2 of the Uniform Code. The University Building Official shall relate all activities and file periodic reports with the State Building Code Division.

III. STATE LICENSING LAW (Minn. Stat. Sections 326.02-326.16)

Plans and specifications for the erection, enlargement, alteration, remodeling or renovation of any building, structure, or other work shall be prepared by and certified by an architect or engineer licensed pursuant to Minn. Stat. Sections 326.02-326.16. The certification and signature on plans, specifications, plats, reports, etc., is mandatory, as provided by Minn. Stat. § 326.12, Subd. 3. A person in direct supervision of work is construed to mean the person whose professional skill and judgment are embodied in the document signed, and who assumes responsibility for the accuracy and adequacy thereof.

IV. COMPOSITION

The State Building Code, to be known as the "Code", includes several documents or codes pertaining to building. They are as follows:

1. State Building Code 1985 Edition, Minnesota Rules Chapter 1300 to 1365, effective date January 14, 1985.
2. The State Building Code adopts by reference the following codes:
 - . 1982 Edition of the Uniform Building Code. (UBC)
 - . 1984 Edition of the National Electrical Code. (NEC)
 - . 1981 American National Standard Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks. ANSI A17.1 1981 and Supplement, ANSI A17.1a-1982.
 - . Minnesota Plumbing Code, Minnesota Rules Chapter 4715.
 - . Flood Proofing Regulations, June 1972, Office of the Chief of Engineers, U. S. Army.
 - . Minnesota Heating, Ventilating, Air Conditioning and Refrigeration Code. Minnesota Rules Chapter 1345.
 - . Rules for Energy Conservation Alternatives in Construction.
 - Item A - Minnesota Energy Code, Minnesota Rules 1325.0600 to 1325.0700 (1983 CABO Model Energy Code adopted by reference).
 - Item B - Standard of Performance for Solar Energy Systems, Minnesota Rules 1325.1000 to 1324.9500.
 - Item C - Minnesota Solar Standards - major features.
 - . State of Minnesota Manufactured (Mobile) Home Rules, 1983 codes and licensing July 31, 1983, Minnesota Rules Chapter 1350.

3. Mandatory Appendices. In addition to those items listed above, the following Appendices, Standards and Supplemental Materials referenced in the code are adopted by reference as part of the Building Code.
- . Technical Requirements for Fallout Shelters, Minnesota Rules Chapter 1330.
 - . Variations in Snow Loads, Minnesota State Building Code, Minnesota Rules Chapter 1365.
 - . 1982 Uniform Building Code Appendix Chapter 35.
 - . Minnesota Plumbing Code, Minnesota Rules 4715.3900-4715.4100.
 - . Certain appendices which contain the listing of various National Standards referred to in the body of the code, technical requirements for fallout shelters; and various chapters of those codes adopted by reference which chapters may be adopted by the University and administered and enforced by the University. The Code is to be used in its entirety by the University in administering and enforcing the Code as well as by designers and builders in their designs and construction of structures. It is necessary to use the entire Code to ensure uniformity in compliance with the Code as well as uniformity in its administration and enforcement.

V. ORGANIZATION

The Office of the University Building Official shall include the Building Official, Building Inspector, Electrical Inspector, Mechanical Inspector, Secretary and appointed Deputy Building Officials.

Building Official - shall be responsible for enforcement of the State Building Code and administration of the Office of the University Building Official.

Building Inspector - shall be responsible for code plan check and inspection of construction projects to assure compliance with the State Building Code.

Electrical Inspector - shall be responsible for code plan check and inspection of construction projects to assure compliance with the National Electrical Code.

Mechanical Inspector - shall be responsible for code plan check and inspection of construction projects to assure compliance with the state plumbing, heating, ventilation and air conditioning codes.

The following individuals will be appointed to assist the Building Official.

Deputy Building Official - (Fire and Life Safety) shall provide expertise in the area of fire and life safety.

Deputy Building Official - (Structural) shall provide expertise in the area of structural design and construction.

Deputy Building Official - (Electrical) shall provide expertise in the area of electrical design and construction.

Deputy Building Official - (Mechanical) shall provide expertise in the area of mechanical design and construction.

Deputy Building Official - (Elevator-Boiler) shall provide expertise in the design, installation and maintenance of elevators and boilers.

VI. CODE APPLICATION

It is the intent of the Building Official's office to provide code input at the earliest possible time. Early input will help to eliminate costly changes that might occur after the project is bid or even during construction. Therefore, it would be advantageous for the designer or initiating party to contact the Building Official's office during the preliminary design stage. This may be accomplished by applying for a permit or contacting the office by letter describing the proposed project and requesting code input.

VII. PERMITS

Permits will be required for the erection, construction, enlargement, alteration, repair, moving, improving, removal, conversion or demolition of any building or structure regulated by the State Building Code.

VALIDITY OF PERMIT

The issuance or granting of a permit or approval of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. No permit presuming to give authority to violate or cancel the provisions of this code shall be valid.

The issuance of a permit based upon plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on thereunder when in violation of this code.

APPLICATION FOR PERMITS

Written application along with three complete sets of plans and specifications must be submitted for review and approval to the Office of the Building Official prior to starting construction for the following situations:

- a. At preliminary design stage.
- b. At time of authorization to proceed with plans and/or construction on a Form 14.
- c. At time of preparation of bid documents.

Once approved, plans and specifications shall not be changed, modified or altered without authorization from the Building Official, and all work shall be done in accordance with approved plans.

Fees

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$1,000.00	No fee (only permit required)
\$1,001.00 to \$5,000.00	\$25.00
\$5,001.00 and up	.005 of construction amount

Fee will cover all charges, i.e., building, electrical, mechanical, state surcharge, except Metropolitan Sewer Availability Charges (SAC).

Valuation

The value to be used in computing the building permit fee shall be the total construction contract amount plus utilities and contingencies. Permit fee will be adjusted for any major design modifications or change orders.

CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until a final inspection is made and it is found that the building or structure complies with the provisions of the State Building Code, at which time the Building Official shall issue a certificate of occupancy that is to be posted in a conspicuous place on the premises.

TEMPORARY CERTIFICATE

If the Building Official finds that no substantial hazard will result from occupancy of any building or portion thereof before the same is completed, a temporary certificate of occupancy may be issued for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure.

BUILDING OFFICIAL'S OFFICE

University Building Official - Russell Smith, 373-4522, 373-4558

University Building Inspector - Ron Holden, 373-4558

University Electrical Inspector - Bob Mooney, 373-4423

University Electrical Inspector - Harold Bakken, 376-1292

University Mechanical Inspector - Rick Pangburn - 376-9587

Secretary - Jean Rittenour - 373-4558, 373-4522

DEPUTY BUILDING OFFICIALS

Fire and Life Safety - Ray Arntson

Engineering and Structural - Howard Heck

Electrical Construction - David Kerkow

Mechanical Construction - E. B. Merz

Boilers - Joe Roback

Elevators - Victor Potter