



Minnesota  
Building  
Permit  
Technicians  
Association



# Education for Code Administration

## "Building Department Best Practices for Permit Technicians"

**Don't Miss this Educational Workshop/Seminar!**

**Thursday 31 October 2019**

Registration.....7:30 a.m.

Seminar ...8:00 a.m. to 4:00 p.m.

Refreshments and Lunch Provided.

**Eagle Valley Golf Course**

2600 Double Eagle Lane

Woodbury, Minnesota 55129

Questions? Contact Grace Walmsley: [gwalmsley@wspmn.gov](mailto:gwalmsley@wspmn.gov) or 651.552.4116.

### "Building Department Best Practices for Permit Technicians Workshop"

Moderated by Matt Simoneau, University of Wisconsin-Stout

Approval is Pending for 7 Hours of Continuing Education with the Minnesota Department of Labor and Industry.

**Register for "Building Department Best Practices for Permit Technicians"**

Member or Non-Member of MBPTA, **all registrations are \$100.00 per attendee.**

Please, register by Monday 28 October 2019 for the catering count. Later registrations and walk-ins are welcome as space permits.

Name \_\_\_\_\_

MN Certification/License Number (*Important for CE Credit*) \_\_\_\_\_

Jurisdiction/Organization/Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

E-Mail Address (*for Confirmation*) \_\_\_\_\_

**Are you a Member of MBPTA? Select One:** Member \_\_\_\_\_ or Non-Member \_\_\_\_\_.  
**Can we add you to our mailing list?**

*We want to feed you! Register by Monday 28 October 2019, for the lunch count. Email lunch choices to [jhultman@cityoakparkheights.com](mailto:jhultman@cityoakparkheights.com).*

**Register On-Line.** On-line registration is with Eventbrite at [www.MBPTA.org](http://www.MBPTA.org).  
**Note:** On-Line Registrations with Eventbrite Incur a Processing Fee.  
\*\*For Eventbrite Registrations, **E-Mail Lunch Choices** to [jhultman@cityoakparkheights.com](mailto:jhultman@cityoakparkheights.com).

**Register by Mail.** Include your Check, Payable to "MBPTA" and Mail to: Julie Hultman | MBPTA Treasurer  
City of Oak Park Heights | 14168 Oak Park Boulevard North  
Oak Park Heights, Minnesota 55082

**Select Lunch.** Box Lunches: Sandwich & Soup or Salad **OR** Soup & Salad Combination. See the MENU page.  
Special dietary needs? Contact Julie at 651.351.1661 or at [jhultman@cityoakparkheights.com](mailto:jhultman@cityoakparkheights.com).

Registration or Payment Questions? Contact Julie. Phone: 651.351.1661 | E-Mail: [jhultman@cityoakparkheights.com](mailto:jhultman@cityoakparkheights.com)

**We appreciate your support of the Minnesota Building Permit Technicians Association!**  
**MBPTA is a Chapter of the International Code Council. Visit us on the Web at [www.mbpta.org](http://www.mbpta.org).**

# MBPTA Education for Code Administration

## Building Department Best Practices for the Permit Technician

Matt Simoneau, Presenter and Discussion Moderator

Matt is the Program Director and Assistant Professor in  
Career and Technical Education at the University of Wisconsin, Stout

### Description

This educational workshop will refine and develop best practices for building departments and permit technicians to promote uniformity between building departments. Participants will create a repository of sharable documents. This workshop will build off of the September 2019 Hot Topics work session.

### Objectives

1. Refine and develop best practices in a building department.
2. Discuss best practices in regard to identified topics.
3. Create sharable documents.
4. Develop strategies for dissemination.

### Schedule

Registration Opens at 7:30 a.m.  
Workshop is from 8:00 a.m. to 4:00 p.m.

**Lunch and Snacks Provided.**

### Who Should Attend

- Building Inspectors and Building Officials;
- Building Permit Technicians;
- Building Department Staff;
- Contractors, Subcontractors, Construction Industry Professionals;
- Design Professionals, Architects, Engineers; and
- Other Interested Individuals.

All interested individuals are welcome to attend. Cost is \$100.00 per Attendee.

Visit [MBPTA.org](http://MBPTA.org) for Registration and Payment Information.

Questions? Contact [jhultman@cityofoakparkheights.com](mailto:jhultman@cityofoakparkheights.com).

DLI Approval is pending for 7 Hours of Continuing Education Credit for Building Officials, Inspectors, and Contractors.

*"The goal of the Minnesota Building Permit Technicians Association is to provide, promote, and support education, networking, professionalism, certification, and recognition of its membership."*

Visit us on the Web at [www.mbpta.org](http://www.mbpta.org)!

**Box Lunches:** Select a combination - Sandwich & Soup or Salad OR Soup & Salad  
Condiments will be requested to come on the side.

### SANDWICH CHOICES



#### **HONEY BACON CLUB** With Honey Mustard

Turkey, Ham, Applewood-Smoked Bacon, Tomatoes, Muenster Cheese  
ANCIENT GRAIN 590 CAL / CIABATTA 650 CAL



#### **TURKEY AVOCADO CLUB** With Honey Mustard

Turkey, Applewood-Smoked Bacon, Mixed Greens, Tomatoes, Sliced Avocado & Muenster Cheese  
ANCIENT GRAIN 590 CAL / CIABATTA 650 CAL

### SALAD CHOICES



#### **CHIPOTLE GLAZED CHICKEN** With Chipotle Ranch & Honey Cilantro Glaze

Choose Cage-Free Chicken, House-Chopped Mixed Greens, Red Onions, Tomatoes, Fire-Roasted Corn, Black Beans, Tri-Color Peppers, Cheddar Cheese, Hass Avocado & Tortilla Strips  
HALF 480-560 CAL/LARGE 620-780 CAL



#### **AVOCADO CHICKEN CHOP** With Ranch or Blue Cheese Dressing

Baby Butter Lettuce, Cage-Free Chicken, Sliced Avocado, Fresh Herb Broccolini, Sugar Snap Peas, Tomatoes, Baby Cucumbers, Fontina Cheese & Applewood-Smoked Bacon. HALF 410 - 420 CAL / LARGE 610 - 620 CAL

### SOUP CHOICES



#### **CHICKEN NOODLE**

Cage-Free Chicken, Egg Noodles, Diced Yellow Onions, Celery & Diced Carrots  
HALF 130 CAL/LARGE 260 CAL

#### **CHICKEN ENCHILADA CHILI**

You've Never Tried Chili Like This Before! Ours Is Made With Red & Green Enchilada Sauces, Cage-Free Chicken, Black Beans & Fresh Southwestern Veggies. Pictured With Tortilla Strips (+90 Cal). HALF 180 CAL/LARGE 360 CAL



**(1) PLACE AN "X" BY YOUR CHOICES; (2) NOTE DRESSING CHOICE, IF AN OPTION; (3) NOTE YOUR NAME & EMAIL ADDRESS ON FORM; AND (3) EMAIL OR FAX TO**

**JHULTMAN@CITYOFOAKP.RKHEIGHTS.COM – 651**