



# Minnesota Building Permit Technicians Association

Volume 17, Issue 3

July/August 2014

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

## Help them ... help themselves

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Do your homeowners know how to have a better building experience?

As First Preventers, we can help educate them by providing them with the tools they need to get the job done right.

Have they hired a licensed contractor?

Help them - Offer to look up contractor information, including contractor license number, other pertinent phone numbers.

Help themselves – Briefly explain who DOLI is, how they can help and how to get in touch with them either by phone or the web. Through education, you've empowered the homeowners to do the job right.

Are they aware of what documents to submit to the Department of Building Safety?

Help them – With barriers such as language or even experience level, have a nearby room available if you need to sit down and have a more comprehensive conversation to help explain your processes. Your residents or contractors may feel intimidated at a counter and if the process is rushed, they may not fully understand what is required.

Help themselves – Keep handouts updated with the latest building codes, drawings and links. With the information electronically available today, there is no reason for outdated handouts and fact sheets. Utilize your city's website as well by providing these documents in addition to links available to answer homeowner and contractor questions. Outlining each step of the permitting process allows for no excuses for unprepared or incomplete submissions.

Education is critical in generating responsible individuals. Being a part of the process can be its own reward.

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## OFFICERS

### President

Barb Williams - City of Otsego  
13400 – 90<sup>th</sup> St NE  
Otsego, MN 55330  
(763) 441-2593 Office  
(763) 441-9163 Fax  
[BWilliams@ci.otsego.mn.us](mailto:BWilliams@ci.otsego.mn.us)

### Vice-President

Michele Engberg - Goodhue Co.  
509 West Fifth Street  
Red Wing, MN 55066  
651-385-3114  
fax 651-385-3106  
[michele.engberg@co.goodhue.mn.us](mailto:michele.engberg@co.goodhue.mn.us)

### Secretary

May Vang - City of New Brighton  
803 Old Highway 8 NW  
New Brighton, MN 55112  
651-638-2043  
ax 651-638-2044  
[may.vang@newbrightonmn.gov](mailto:may.vang@newbrightonmn.gov)

### Treasurer

Julie Hultman - City of Oak Park Heights  
14168 Oak Park Blvd N  
P.O. Box 2007  
Oak Park Heights, MN 55082  
651-439-4439  
fax 651-439-0574  
[jhultman@cityofoakparkheights.com](mailto:jhultman@cityofoakparkheights.com)



**Annual MBPTA membership dues vary by size and type of your City and/or organization. Memberships start as low as \$50 per year. The 2014 Membership Application can be found at: [WWW.MBPTA.ORG](http://WWW.MBPTA.ORG)**

**Benefits of Membership Include:**

- Quality Education and Training Opportunities
- Discounts on Seminar Rates
- Wide Variety of Networking Opportunities
- Scholarships for Higher Learning Programs for Members and Children of Members

Mail your completed membership form and check to:  
**Julie Hultman**  
**City of Oak Park Heights**  
**P.O. Box 2007**  
**Oak Park Heights, MN 55082**

Make checks payable to:  
**MBPTA**

## Message from the President



Hi all!

Wow, has it been busy or what?

I just took a week's vacation and can honestly say I knew that as much as I looked forward to taking a much-needed break, I'd regret it. Man oh man are we ever swamped!!! I'm hearing it's like that everywhere.

It looks like the education planning for the two building institutes is just about over for another year. The 2015 U of M Annual Institute for Building Officials is set for January 7<sup>th</sup> thru the 22<sup>nd</sup>. The training geared toward permit technicians will take place the week of January 12<sup>th</sup>. Check the U of M's Continuing Ed website for online registration. Brochures will be available in October.

The ICC Upper Great Plains Region III Institute will be held at the Oak Ridge Hotel & Conference Center in Chaska, MN the week of February 2<sup>nd</sup>.

Your attendance and input are critical for the future of these annual educational institutes. Whether it's one or two or even three days that you're able to attend, just remember...

"The roots of education are bitter, but the fruit is sweet." ~Aristotle

See you July 29<sup>th</sup> in Cottage Grove!!  
(Here's your chance to check out their new city hall!)

**Barb Williams,**  
**MBPTA President**

Regular Meetings typically include a business meeting, an educational/informational component, and refreshments.

MBPTA Members: The meeting fee is included in the annual membership dues.

Guests are welcome to attend: \$20.00 at the door.

**Please RSVP [pdillon@cottage-grove.org](mailto:pdillon@cottage-grove.org)**

RSVP Patti Dillon at  
[pdillon@cottage-grove.org](mailto:pdillon@cottage-grove.org)  
if you are  
attending the  
July 29th meeting at the  
City of Cottage Grove



**MBPTA  
MEETINGS ARE  
THE LAST  
TUESDAY OF  
EVERY OTHER  
MONTH AT  
9:30 A.M.,  
UNLESS NOTIFIED  
OTHERWISE.**

## **Agenda City of Cottage Grove 9:30 a.m. – July 29, 2014**

1. Call to Order
2. Introductions
3. Approval of Minutes: May 20, 2014 (New Brighton)
4. Approval of Treasurer's Report
5. Committee Reports
  - ◇ **Education Committee**
    - ◆ U of M & Region III – Michele Engberg
    - ◆ MBPTA Fall Seminar Update
  - ◇ **Communications Committee**
    - Julie Hultman / May Vang / Barb Williams
6. General Business
  - ◇ ICC ABM - Fort Lauderdale Chapter Donation for "Meet & Greet"
    - ◆ 2013 donation was \$100
  - ◇ Open Floor for Comments / Questions / Discussions
7. Adjournment
  - ◆ Immediately after the regular meeting Scott McKown, DOLI-CCLD Assistant Director, will give a Q/A presentation on the proposed amendments to MN Rule 1300 & if time permits, some of the new law changes to MN Stat. 326 B, taking affect August 1st.

**Next Meeting: Tuesday, September 23, 2014**

### **Caring for Our Community**

**Relay for Life South Washington County - All proceeds go to American Cancer Society**

Patti Dillon (Cottage Grove) started a team five years ago. She and several other Cottage Grove employees participate every year along with family members .

The "Team" is Cancers Answer. Check out the link for more information:

<http://www.relayforlife.org/sowashcomn>

# MBPTA INFO & SOME FUN FACTS

## 2014 MBPTA MEETINGS

<u>Dates</u>	<u>Locations</u>		<u>Education/Topics</u>
<b>July 29th</b>	<b>Cottage Grove</b>	<b>Regular Meeting</b>	<b>Scott McKown - MN Rule 1300 Changes</b>
September 23	Anoka	Regular Meeting	Leanna Shaff, St. Paul Fire Inspections Division Supervisor
Thursday, Oct. 9	Minnetonka	Annual Fall Education	
December 2nd	Otsego	Annual Business Meeting	

### On the Lighter Side ....

***This Critter knows "Safety First"***




VISIT US AT

[WWW.MBPTA.ORG](http://WWW.MBPTA.ORG)

**Things you can find when visiting:**

- ◆ Links to ICC, AMBO...etc
- ◆ Links to other Permit Tech websites
- ◆ Study Guides and Materials
- ◆ Upcoming Events and Education
- ◆ MBPTA's Lending Library
- ◆ Links to MN Dept of Labor & Industry
- ◆ Building Code Resources
- ◆ MBPTA 2014 Events Calendar

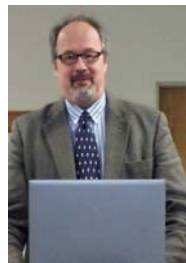
**MINUTES** - Draft Minutes from Tuesday, May 20, 2014 Meeting Held at the City of New Brighton will be presented at the July 29, 2014 meeting being held at the City of Cottage Grove. If you are unable to attend the July 29th meeting and would like a copy of the May 20th Minutes emailed to you, please let Julie Hultman know via email @ [jhultman@cityof oakparkheights.com](mailto:jhultman@cityof oakparkheights.com)

A round of  applause and a GREAT BIG **THANK YOU !!!**

to those have shared their time and expertise at our meetings in the past few months:



Charlie Durenberger  
MN DOLI-CCLD



Rick Hauffe  
International Code Council



Matt Simoneau  
City of Blaine

**DON'T MISS— Scott McKown** at the July 29th meeting in Cottage Grove where he will present a 1 to 1/2 hour Q/A presentation on the proposed amendments to MN Rule 1300 and if time permits, some of the new law changes to MN Statue 326B that take affect August 1st.

Earlier this year, Scott became the Construction Codes & Licensing Division's Assistant Director. Prior to his move to the Department of Labor and Industry CCLD, he was Burnsville's building official for the last 5 years. Scott is an Adjunct Faculty for MN State Colleges & Universities, teaching building code classes (Residential Building Codes, Commercial Building Codes, Legal Aspects of Code and Building Code Administration).

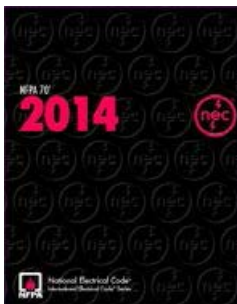
## **2014 National Electrical Code is now in effect**

The 2014 National Electrical Code (NEC) became effective statewide July 1, 2014.

Electrical work covered by permits issued after July 1, 2014, will be subject to the provisions of the 2014 NEC.

Permits issued before July 1, 2014, where the electrical work began on or after July 1, 2014, will be subject to the provisions of the 2014 NEC. Jobs where the electrical work was in progress and the permit was filed before July 1, 2014, will continue to be inspected to the 2011 NEC.

All electrical license examinations have been updated to include the requirements of the 2014 NEC.



# CODE UPDATE

## **New building code takes effect January 2015**

### **DLI will skip 2015 model code adoption process, wait until 2018 cycle**

The Minnesota Department of Labor and Industry (DLI) anticipates it will adopt the 2012 International Code Council (ICC) construction model codes and Minnesota-specific amendments in January 2015.

As a result, DLI will skip the 2015 model code adoption cycle and will plan to pursue the ICC's 2018 model codes for Minnesota.

The decision to skip the 2015 cycle was made after much feedback from the construction industry members who preferred the stability of working with the new codes for another four to six years.

“This will provide the construction industry with more time to develop the most cost-efficient means to comply with the soon-to-be adopted 2012 code,” said Ken Peterson, DLI commissioner. “It will save time and money in repeat purchases of code books, associated standards, training manuals and education programs.”

ICC codes are published every three years. However, recent Minnesota practice has been to adopt new codes every six years, as when the 2000, 2006 and 2012 codes were chosen for adoption.

While DLI will not adopt new model codes until 2018, it will still propose new code amendments if special needs or opportunities arise such as advances in technology, safety or materials.

### **2012 Minnesota Building Codes**

DLI is working with the ICC to produce 2012 Minnesota Building Code books that include only those chapters from the model codes and specific amendments used in Minnesota.

These include the:

- Minnesota Building Code
- Minnesota Residential Code
- Minnesota Mechanical and Fuel Gas Code
- Minnesota Commercial and Residential Energy Codes
- Minnesota Rehabilitation of Existing Buildings Code
- Minnesota Accessibility Code
- Minnesota Fire Code

In addition, a Spanish edition of the Residential Building Code will be made available. There will also be free online access of these Minnesota Building Codes.

# Car Fire Safety

Cars can catch fire for many reasons. Mechanical or electrical issues are the most common cause. A car can also catch fire as the result of a bad crash. If you see smoke or flames or smell burning rubber or plastic, respond immediately.

## What to do if your car is on fire

- ❑ Pull over as quickly as it is safe to do so, be sure to use your signal as you make your way to a safe location off the road such as the breakdown lane or rest stop.
- ❑ Once you have stopped, TURN OFF the engine.
- ❑ GET everyone out of the car. Never return to a burning car for anything.
- ❑ MOVE everyone at least 100 feet from the burning car and well away from traffic.
- ❑ CALL 9-1-1.

## How to prevent a car fire

- Have your car serviced regularly by a professionally trained mechanic. If you spot leaks, your car is not running properly, get it checked. A well-maintained car is less likely to have a fire.
- If you must transport gasoline, transport only a small amount in a certified gas can that is sealed. Keep a window open for ventilation.
- Gas cans and propane cylinders should never be transported in the passenger compartment.
- Never park a car where flammables, such as grass, are touching the catalytic converter.
- Drive safely to avoid an accident.

## Know the danger signs

- Cracked or loose wiring or electrical problems, including a fuse that blows more than once
- Oil or fluid leaks
- Oil cap not on securely
- Rapid changes in fuel or fluid level, or engine temperature

Most car fluids are flammable. Heat and electrical sparks plus leaking fluid are all it takes to start a car fire.



## FACT

Most crashes do NOT result in fire. In the event of any crash, call 9-1-1. If there is no sign of fire, wait for emergency assistance to help any injured individuals out of the car.



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

[www.nfpa.org/education](http://www.nfpa.org/education)

# Smoke Alarms at Home

**SMOKE ALARMS ARE A KEY PART** of a home fire escape plan. When there is a fire, smoke spreads fast. Working smoke alarms give you early warning so you can get outside quickly.



## SAFETY TIPS

- ❑ Install smoke alarms inside and outside each bedroom and sleeping area. Install alarms on every level of the home. Install alarms in the basement.
- ❑ Large homes may need extra smoke alarms.
- ❑ It is best to use interconnected smoke alarms. When one smoke alarm sounds they all sound.
- ❑ Test all smoke alarms at least once a month. Press the test button to be sure the alarm is working.
- ❑ There are two kinds of alarms. Ionization smoke alarms are quicker to warn about flaming fires. Photoelectric alarms are quicker to warn about smoldering fires. It is best to use both types of alarms in the home.
- ❑ A smoke alarm should be on the ceiling or high on a wall. Keep smoke alarms away from the kitchen to reduce false alarms. They should be at least 10 feet (3 meters) from the stove.
- ❑ People who are hard-of-hearing or deaf can use special alarms. These alarms have strobe lights and bed shakers.
- ❑ Replace all smoke alarms when they are 10 years old.

## FACTS

- ❗ Smoke alarms should be installed inside every bedroom, outside each sleeping area and on every level. Smoke alarms should be connected so when one sounds, they all sound. Most homes do not have this level of protection.
- ❗ Roughly 2 out of 3 fire deaths happen in homes with no smoke alarms or the alarms are not working.



Your Source for SAFETY Information [www.nfpa.org/education](http://www.nfpa.org/education)  
NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169



# Grilling Safety

There's nothing like outdoor grilling. It's one of the most popular ways to cook food. But, a grill placed too close to anything that can burn is a fire hazard. They can be very hot, causing burn injuries. Follow these simple tips and you will be on the way to safe grilling.

## SAFETY TIPS

- 100 Propane and charcoal BBQ grills should only be used outdoors.
- 100 The grill should be placed well away from the home, deck railings and out from under eaves and overhanging branches.
- 100 Keep children and pets at least three feet away from the grill area.
- 100 Keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.
- 100 Never leave your grill unattended.
- 100 Always make sure your gas grill lid is open before lighting it.

## CHARCOAL GRILLS

- 100 There are several ways to get the charcoal ready to use. Charcoal chimney starters allow you to start the charcoal using newspaper as a fuel.
- 100 If you use a starter fluid, use only charcoal starter fluid. Never add charcoal fluid or any other flammable liquids to the fire.
- 100 Keep charcoal fluid out of the reach of children and away from heat sources.
- 100 There are also electric charcoal starters, which do not use fire. Be sure to use an extension cord for outdoor use.
- 100 When you are finished grilling, let the coals completely cool before disposing in a metal container.



Your Source for SAFETY Information  
NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

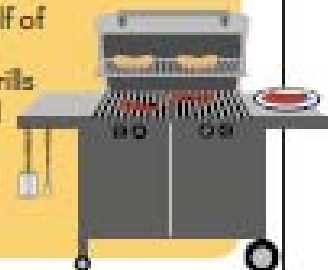
## PROPANE Grills

Check the gas tank hose for leaks before using it for the first time each year. Apply a light soap and water solution to the hose. A propane leak will release bubbles. If your grill has a gas leak, by smell or the soapy bubble test, and there is no flame, turn off the gas tank and grill. If the leak stops, get the grill serviced by a professional before using it again. If the leak does not stop, call the fire department. If you smell gas while cooking, immediately get away from the grill and call the fire department. Do not move the grill.

If the flame goes out, turn the grill and gas off and wait at least 15 minutes before re-lighting it.

## FACTS

- 100 July is the peak month for grill fires.
- 100 Roughly half of the injuries involving grills are thermal burns.



[www.nfpa.org/education](http://www.nfpa.org/education)



**Directions to City of Cottage Grove**  
**12800 Ravine Parkway South**  
**Cottage Grove, MN 55016**  
**(651) 458-2804**



**From NORTH:**

Take 35E south towards St Paul, keep left at the fork, follow signs for interstate 94 e/US 10 E and merge into I-94 E/US -10 E, Take exit 244 to merge onto US-10 E/US-61 S, take the Innovation Rd/County Rd 19, turn left onto Innovative Rd, Continue on Keats Ave S, arrive at 12800 Ravine Parkway South.

**From SOUTH:**

Take 35W north towards 494 and exit interstate 94 e/US 10 E and merge into I-94 E/US -10 E, Take exit 244 to merge onto US-10 E/US-61 S, take the Innovation Rd/County Rd 19, turn left onto Innovative Rd, Continue on Keats Ave S, arrive at 12800 Ravine Parkway South.

**From EAST:**

Take interstate 94 w/US 10 E and merge into I-94 E/US -10 E, Take exit 244 to merge onto US-10 E/US-61 S, take the Innovation Rd/County Rd 19, turn left onto Innovative Rd, Continue on Keats Ave S, arrive at 12800 Ravine Parkway South.

**From WEST:**

Take interstate 94 e/US 10 E and merge into I-94 E/US -10 E, Take exit 244 to merge onto US-10 E/US-61 S, take the Innovation Rd/County Rd 19, turn left onto Innovative Rd, Continue on Keats Ave S, arrive at 12800 Ravine Parkway South.



**NEWSLETTER EDITOR**  
**INFORMATION**

As always, please make sure you send RSVP's to Patti Dillon for meetings and mailing list information to May Vang. You only need to RSVP if you are coming to the meeting. You need not respond if you will not be able to make it (unless you are an officer).

If your e-mail address changes or if you change places of employment, please let us know so that we can update our e-mail list! Thank you!!

We would love to receive articles for this newsletter! If you have any information, ideas or tidbits you would like to share, let us know.

**Julie Hultman, Treasurer**  
 Phone 651.351.1661  
[jhultman@cityofoakparkheights.com](mailto:jhultman@cityofoakparkheights.com)

