

**Municipal Delegation Agreement
For Building Code Administration on
Public Buildings & State Licensed Facilities**

Building Official,
Jon Peterson
City of Grand Rapids
420 N Pokegama Avenue
Grand Rapids, MN 55744

Date: 10/3/2022

This Agreement is being sent to the *City of Grand Rapids* to establish administration of the State Building Code on “Public Buildings” and “State Licensed Facilities” within your jurisdiction. Please review this Agreement, complete page 2, and return both pages to this division. If the offered level of code administration is not what you applied for, you are welcome to contact us in order to review our determination and your building department staffing in greater detail. Should that review confirm your request, our agreement with your municipality will be changed accordingly. If staffing or other circumstances change that could affect your ability to properly administer the code, it is your responsibility to notify us accordingly.

WHEN EXECUTED, this Agreement shall serve as an agreement pursuant to Minnesota Statute 326B.107 Subdivision 2, between *City of Grand Rapids* and the Commissioner of Labor and Industry for transfer of State Building Code Administration from the Department of Labor and Industry to the municipality for “Public Buildings and State Licensed Facilities” described in Minnesota Statute 326B.103 Subdivision 11 and Subdivision 13.

This agreement may be refused or revoked by the Commissioner of Labor and Industry if it has been determined by the commissioner that according to Minnesota Statute 326B.107, any of the following occurs:

- 1) The building official does not meet the requirements of Minnesota Statute 326B.133.**
- 2) The building official does not wish to provide those services on one or more projects.**
- 3) The municipality does not have enough adequately trained and qualified inspectors to provide those services.**

The building official also reserves the right to defer administration of the code on a specific project back to the Division by notifying them in writing within 5 working days of receiving the project jurisdiction agreement.

The following level of code administration is being offered to your municipality by this division. Please review, sign below with your municipal manager/administrator, and return to this office.

[INSPECTIONS] Municipality will attend to all required inspections, including:

- a. Cursory plan review to familiarize yourself with the project, (note: main plan review done by CCLD).**
- b. Issuance of all permits and maintenance of all records. However, no permits to be issued until written approval received from CCLD.**
- c. Oversight of Special Inspection Program.**
- d. Adherence to all applicable written division Plan Review Policies. See www.doli.state.mn.us/buildingcodes.html, code opinions and policies; section policy; plan review and regional services or contact the division for policies.**
- e. Perform all required inspections for compliance with State approved plans and the State Building Code including fire protection systems.**
- f. Review change orders and addendums for code compliance.**
- g. Issuance of certificate of occupancy where applicable and/or final inspection of project.**

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby. When approved by all parties, this shall serve as a contractual agreement pursuant to Minnesota Statute 326B.107 Subdivision.2, between the municipality and the Commissioner of Labor and Industry for transfer of State Building Code administration from Department of Labor and Industry to the municipality.

Municipality: *City of Grand Rapids*

APPROVED:

Municipal Building Official

Date

APPROVED:

Municipal Manager/Administrator

Date

APPROVED:

State Building Official

Date

October 3rd, 2022

Building Official
Jon Peterson
City of Grand Rapids
420 N Pokegama Avenue
Grand Rapids, MN 55744

RE: Letter of Understanding for State Construction Projects

This letter confirms the transfer of State Building Code Administration from the Department of Labor and Industry to the City of Grand Rapids for “Public Buildings and State Licensed Facilities”. If a project meets the definition of “Public Building” or “State Licensed Facility”, per MN Statute 326B.103, all building code administration services shall be completed as outlined below:

It is agreed that the City of Grand Rapids will provide Code Administration Services for “Public Buildings and State Licensed Facilities” which will include inspections only. The conditions of that transfer are as follows:

- Plan review will be conducted by **CCLD**.
- Building and Mechanical field inspections shall be conducted by **Jon Peterson or Travis Cole**.
- Fire Sprinkler and Fire Alarm plan review shall be conducted by **CCLD**.
- Fire Sprinkler and Fire Alarm inspections shall be conducted by **Travis Cole**.

Any deviations from the above conditions must be reported to Code Services and may cause this agreement to become null and void. If this meets your understanding of our conversation, please sign a copy and return it to:

Jake Depuydt
Construction Codes and Licensing Division
443 Lafayette Road N
St. Paul, MN 55155-4341

Should you have any questions or comments, please feel free to contact me at 651-284-5953.

Sincerely,



Construction Code Representative 2
Code Services

Please confirm this agreement by signing and returning:

Title: BUILDING OFFICIAL
Jurisdiction: City of Grand Rapids

AGREED: _____

Jon Peterson

Date: 10/3/2022