



**Department: Building Department**  
**Topic: Plan Review Documents and Process**  
**Date: 2/26/2018**

Per Chapter 1300 of the 2015 Minnesota State Building Code, an owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit. The City of Bemidji requires permits to be granted for work described above except for the items exempted which are listed here:

#### **EXEMPT CATEGORIES OF CONSTRUCTION:**

##### **A. Building:**

- (1) One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 200 square feet (60 960 mm<sup>2</sup>);
- (2) Fences not over seven feet (2134 mm) high;
- (3) Oil derricks;
- (4) Retaining walls that are not over four feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids;
- (5) Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1;
- (6) Sidewalks and driveways that are not part of an accessible route;
- (7) Decks and platforms not more than 30 inches (762 mm) above adjacent grade and not attached to a structure with frost footings and which is not part of an accessible route;
- (8) Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work;
- (9) Temporary motion picture, television, and theater stage sets and scenery;
- (10) Prefabricated swimming pools installed entirely above ground accessory to dwelling units constructed to the provisions of the International Residential Code or R-3 occupancies constructed to the provisions of the International Building Code, which do not exceed both 5,000 gallons in capacity (18 925 L) and a 24-inch (610 mm) depth;
- (11) Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support, when constructed under the International Residential Code or Group R-3 and Group U occupancies constructed to the provisions of the International Building Code;
- (12) Movable cases, counters, and partitions not over five feet, nine inches (1753 mm) in height; and
- (13) Swings and other playground equipment.

**NOTE: Unless otherwise exempted, plumbing, electrical, and mechanical permits are required for sub-items (1) to (13).**

##### **B. Gas:**

- (1) Portable heating, cooking, or clothes drying appliances;
- (2) Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe; and

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(3) Portable fuel cell appliances that are not connected to a fixed piping system and are interconnected to a power grid.

**C. Mechanical:**

- (1) Portable heating appliances;
- (2) Portable ventilation appliances and equipment;
- (3) Portable cooling units;
- (4) Steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code;
- (5) Replacement of any part that does not alter approval of equipment or make the equipment unsafe;
- (6) Portable evaporative coolers;
- (7) Self-contained refrigeration systems containing ten pounds (4.5 kg) or less of refrigerant or that are actuated by motors of one horsepower (0.75 kW) or less; and
- (8) Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Once general approval for the zoning of the construction project has been granted by the GBAJPB, the project may be considered for plan review by the Building Department.

**RESIDENTIAL PROJECTS:**

All residential projects will be reviewed from construction documents submitted with the building permit application. For submittal requirements see the handouts entitled **Residential Plan Review Construction Document Requirements** located on the City of Bemidji Web site under the Building Department tab for Applications, Forms and Handouts.

**COMMERCIAL PROJECTS:**

All commercial projects will be reviewed for code compliance with the 2015 Minnesota State Building Code. This process starts with the completion of the **Commercial Building Plan Review Application** available on the City of Bemidji Web site under the Building Department tab for Applications, Forms and Handouts:

**Required material for plan review includes:**

- a. 1 set of civil or site plans
- b. 2 sets of building plans including
  - Architectural
  - Structural
  - Mechanical
  - Electrical
  - Energy Code Compliance documentation for envelope, mechanical and lighting
- c. 1 specifications book
- d. Plumbing plan review on commercial buildings must be submitted to the Department of Labor and Industry Plumbing Plan Review Section for their plan review and approval. This approval must be granted prior to permitting.

Additional materials may be requested during plan review to provide information that is required to determine compliance of the construction project with building code. Upon satisfactory completion of the plan review letter requests the permit may be applied for on the Building Permit Application or Mechanical Permit Application which can be obtained from the department at City Hall located at 317 4<sup>th</sup> St NW.

**PUBLIC BUILDINGS AND STATE-LICENSED FACILITIES**

DLI's Construction Codes and Licensing Division (CCLD) is the municipality for purposes of building code enforcement (plan review and inspections) for the following defined by Minnesota Statute 326B.103:

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**MN Statute 326B.103 Definitions.**

**Subd. 11. Public Building.** “Public building” means a building and its grounds the cost of which is paid for by the state or a state agency regardless of its cost, and a school district building project or charter school building project the cost of which is \$100,000 or more.

**Subd. 13. State licensed facility.** “State licensed facility” means a building and its grounds that are licensed by the state as a hospital, nursing home, supervised living facility, free-standing outpatient surgical center, correctional facility, boarding care home or residential hospice.

CCLD has entered into agreement with the City of Bemidji for inspections of public building and state-licensed facility projects within their jurisdiction. For each state project an initial application must be submitted to Construction Codes and Licensing Division. Upon review the applicant will be notified if any of the work will be delegated to the municipality.

For state application and permit information go to <http://www.dli.mn.gov/CCLD/Codes.asp>

Submitted

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