

Contractor permits move online with eTRAKiT

DLI has launched a [new online permit system](#) allowing issuance of electrical and high-pressure-piping permits instantly for licensed contractors.

eTRAKiT allows licensed contractors to easily apply, pay for, receive and print their permits online. The system also allows electrical and high-pressure-piping contractors to review the status of permits and inspection results.

After creating an online account, contractors can create multiple permits and save them to their shopping cart, enabling them to pay for up to 20 permits at one time using a credit card or e-check. Because the eTRAKiT system uses the agency's in-house database of addresses, it will automatically fill a number of fields if the job address already exists in the system speeding-up the permit process.

Contractors have the ability to print copies of their permits as well as review permit information on all of their open and finalized historical permits. Individual inspection results, fees due, owner information and the ability to create and save a list of all permits on an Excel spreadsheet, are just a few of the user-friendly extras contractors get by using the eTRAKiT permit system.

How-to videos, tip sheets and other items to assist contractors in making the switch from paper permits to eTRAKiT are available on DLI's web site at www.dli.mn.gov.

Start using eTRAKiT now



Visit DLI's website for how-to videos, tip sheets and instructions detailing how contractors can use eTRAKiT to obtain electrical and HPP permits

» Electrical contractors: www.dli.mn.gov/CCLD/eTRAKiT_Electrical.asp

» HPP contractors: www.dli.mn.gov/CCLD/eTRAKiT_hpp.asp

New license numbers

Clarification about using new license numbers issued by DLI

DLI developed and launched a new construction licensing system to administer the 72 different license-types maintained by more than 120,000 individuals and businesses. The new system allows license holders to renew licenses, certificates or registrations online that expire Dec. 31, 2011.

As part of this new licensing system, all construction license types administered by DLI were changed to a uniform eight-character license numbering system.

Effective immediately, new license numbers must be used on all correspondence with DLI and on all contracts. Regarding other uses of the new number, DLI recommends the following:

- website -- as soon as possible
- advertising materials -- upon reorder
- printed materials -- upon reorder
- vehicles and equipment -- upon replacement

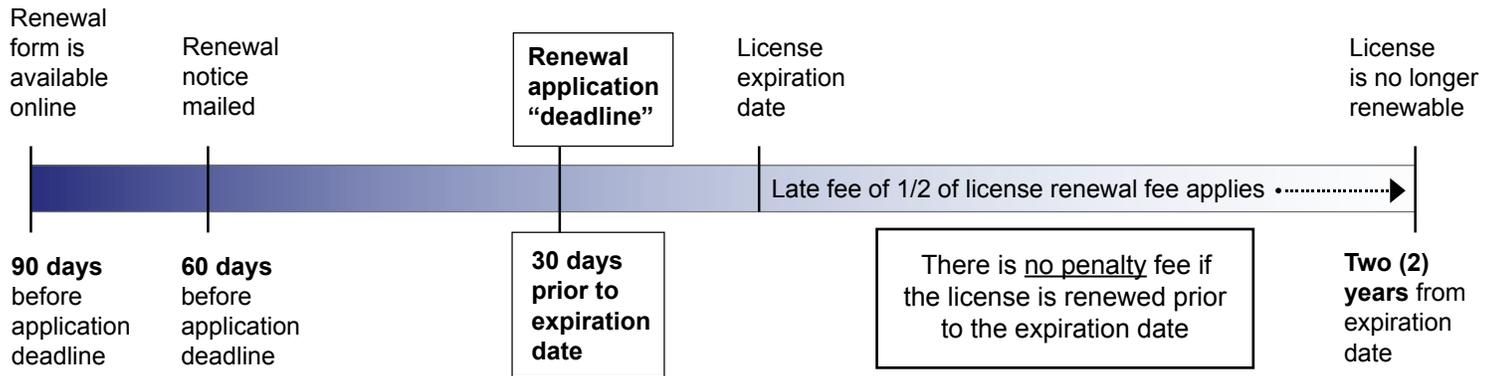
For more about the license number change visit DLI's website

See Page 2 of the CCLD Review for information about changes to the license renewal process.

» [View more information about the change on DLI's website.](#)

Changes to license renewal process update

Updates include a new timeline and online renewal options for licenses



The timeline above shows important dates to note in the steps to renew a license, certificate or registration that expires on or after Dec. 31, 2011.

Online renewal options for all licenses

Effective Jan. 1, 2012, individuals and businesses will be able to submit license renewals online. Holders of boiler, high-pressure piping, plumbing and water conditioning licenses have already been able to renew licenses online. This capability will be expanded to building official, electrical, mechanical bond, registered employer and residential contractor licenses. Individuals and businesses can attach required documents when submitting their renewal. A license becomes available for online renewal 120 days before the expiration date. Paper forms that can be submitted by mail or in person are also available online or by contacting DLI.

Renewal – 30 days before expiration date

To encourage timely license renewals, the Legislature set the “renewal deadline” at 30 days before a license’s expiration date. Renewals received by the agency by this date are presumed to be timely and, if complete, the license will be renewed and issued before the expiration date.

However, if DLI receives a complete renewal after the “deadline” but before the expiration date, no late fee is incurred by the licensee.

90 days to fix deficient and incomplete renewals

Licensees will have 90 days to fix deficient or incomplete renewals. By law, if the corrections are not received by the agency before the license expires, the licensee must pay the applicable late fee.

Expired means expired

Unlicensed activity is a misdemeanor and may result in enforcement action against unlicensed persons, including a civil penalty of up to \$10,000 for each violation.

Complete renewal required

Before a license may be renewed, the holder must submit

a complete renewal. Although the requirements for each license vary, the following list highlights the most common requirements for renewals:

Individual renewal (no continuing education)

- renewal fee
- work verification hours report (for registered unlicensed individuals only)

Individual renewal (continuing education required)

- renewal fee
- continuing education hours completed before expiration date
- continuing education hours reported by sponsor
- work verification hours report (for registered unlicensed individuals only)

Business/contractor renewal

- renewal fee
- business registration status report from Secretary of State
- workers’ compensation insurance certification
- certificate of liability insurance (as applicable)
- certificate of responsible individual (as applicable)
- surety bond and power of attorney (as applicable)

Many renewal requirements may be completed well in advance of submitting the renewal fee. For individuals, continuing education sponsors will be able to log licensees’ hours directly into the agency’s computer system well in advance of a license renewal. Likewise, businesses will be able to keep insurance information current, thereby reducing the documents needed at the time of renewal.

Late fee mandatory after license expires

By law, as of Jan. 1, 2012, all renewals of expired licenses will be required to pay a late fee equal to one-half of the license fee. The Legislature eliminated the 30-day grace period for renewing electrical and boiler licenses without a late fee. No license will be renewed without payment of a late fee if the license is expired. **There is no late fee for licenses renewed prior to the expiration date.**

New CE program launching for sponsors, licensees

Implementation of a [uniform continuing education \(CE\) program](#) is underway and has the following key features:

- CE sponsors report course attendance to DLI.
- Individuals will be able to seek approval of individual courses not previously approved by DLI.
- Individuals' record of CE attendance will be maintained by the agency.
- Sponsors pre-register with the agency before offering CE courses.
- CE courses must be pre-approved by DLI before being offered.
- CE instructors must be qualified in the subjects being taught.

Electrical continuing education

Sponsors of electrical CE must register with DLI by Nov. 30 to keep offering continuing education programs. The registration fee may be paid online at www.dli.mn.gov/paycenter.asp. Entering the sponsor ID number provided by DLI. A completed registration form and certificate of workers' compensation coverage must also be provided and may be submitted by e-mail to dli.cesponsor@state.mn.us. Sponsors may also submit the registration forms and fees through the mail.

Registered unlicensed individuals – Electrical

The agency's new licensing system will improve renewals for registered unlicensed individuals. For the first time, their attendance at CE courses may be logged by the agency to prepare registrations for renewal. Previously submitted CE course rosters are being reviewed and attendance reentered to ensure that registered unlicensed individuals' attendance is logged thereby enabling renewal of registrations where the renewal fee has been paid and DLI awaits the submission of a CE certificate.

Building official continuing education

Sponsors of building official CE must register to offer CE courses and follow the requirements of the new uniform CE program. Minnesota Rules 1301.1000 remains in effect for "non-course allowed CE credit." Individual certificate holders remain responsible for submitting documentation to support CE credit awards for attendance at code development meetings and building official chapter and regional meetings.

CE documentation forms are being updated to provide individuals guidance on submitting their continuing education with their renewals and [will be available online](#).

» View more information about continuing education online at www.dli.mn.gov/cclid/CE.asp

Show stopper

CCLD display booths available for local events

CCLD loans three, two-part display units to building officials presenting code-related information at community events.

A variety of free literature and photos is provided. The display case size is 55" x 26" x 11". To reserve a display, contact Chris Thompson at (651) 284-5856 or via e-mail at chris.thompson@state.mn.us.

Reservations are granted on a first-come, first-served basis and the displays must be returned to DLI's St. Paul offices as soon as possible after use to allow pick-up by other users.

A specific pick-up time will be arranged to allow quick pick-up and drop-off in DLI's front lobby.



2012 International Codes

Code adoption kick-off meetings conducted

CCLD staff members met on Aug. 30, 2011, with the technical advisory committee chair members who will lead the adoption efforts of the 2012 version of the International Building and Residential Codes and the most recent versions of the elevator codes.

The chair members are reviewing the changes to the 2009 and 2012 documents to provide committees

with a working document as a starting point to consider and make recommendations to the department.

When the documents are completed the chair members will assemble committees to begin the consensus process to provide the citizens of Minnesota with codes that best serve the public interest.

» Follow the process at www.dli.mn.gov/RulemakingCCL.asp

NFPA codes

National Fire Protection Association codes online

National Fire Protection Association (NFPA) codes and standards referenced in Minnesota's statutes and rules administered by the Department of Labor and Industry can be accessed on the NFPA website.

Note: Users will be asked to [sign-in or create an online account with NFPA](#) to view the document.



Enforcement actions

Contractor fined \$25,000 for repair violations

Other recent CCLD [enforcement actions](#) include:

- A building contractor agreed to a \$25,000 fine (\$15,000 stayed) based on various allegations of violations relating to storm repair work. The contractor did not admit the violations, yet did agree to the penalty and to conditions placed on the operations.
- DLI fined and censured a technology systems contractor \$10,000 (\$7,500 stayed) for failing to ensure that all of their employees were registered or licensed.

» More enforcement and licensing actions are available online at www.dli.mn.gov/cclld/Enforcement.asp

CCLD Review is a quarterly publication of the Minnesota Department of Labor and Industry.

Receive e-mail notification when an issue is available by [subscribing online](#).

Contact information

CCLD main contact info

Phone: (651) 284-5012
Toll-free: 1-800-657-3944
Fax: (651) 284-5749
TTY: (651) 297-4198

Visit the [Contact Us](#) page

Licensing information

DLI.License@state.mn.us

Business/Contractor Licenses and Bonds:

(651) 284-5034
(Including: Electrical, HPP, Plumbing, Residential, Manufactured Structures, Mechanical Bonds, Technology System, Water Conditioning)

Personal Licenses and

Certificates: (651) 284-5031
(Including: Boiler Engineers, Electricians, Plumbers, Power Limited Technicians, Pipefitters, Unlicensed Individuals, Building Officials)

Electrical information

Phone: (651) 284-5026
Fax: (651) 284-5749
DLI.Electricity@state.mn.us

Boiler, High-Pressure Piping, Boats-for-Hire inspection

Phone: (651) 284-5544
Fax: (651) 284-5737
DLI.Code@state.mn.us

Plumbing information

Phone: (651) 284-5063
Fax: (651) 284-5748
DLI.Plumbing@state.mn.us

License enforcement details

Phone: (651) 284-5069
Fax: (651) 284-5746
DLI.Contractor@state.mn.us

Independent Contractor Exemption Cert. information

Phone: (651) 284-5074
DLI.ic@state.mn.us

Installation of drains must meet Plumbing Code

Drains in wash facilities, maintenance garages, vehicle storage areas and similar uses must discharge into oil and flammable waste separator

The installation of drains in maintenance or service, wash bays and parking facilities must meet the Minnesota Plumbing Code.

Minnesota Plumbing Code, part 4715.1120, requires that floor drains, trench drains and other drains receiving oily/flammable waste in motor vehicle maintenance/service garages, wash facilities, or enclosed vehicle storage facilities of more than 1,000 square feet, or housing more than four motor vehicles, and facilities where oily/flammable liquid are produced must discharge into an oil/flammable waste separator prior to discharging into the building drainage system or other point of disposal. The only exception applies to floor drains in private garages in one- and two-family dwellings.

This means all garage and service drains listed in part 4715.1120 must discharge into an approved oil/flammable waste separator prior to discharging into a holding tank, municipal sewer, or other point of disposal approved by the Minnesota Pollution Control Agency (MPCA). This requirement will provide for proper waste separation, waste management and disposal of waste regardless of the ultimate point of disposal.

If no drains are installed in garages, an oil/flammable waste separator is not required. In this case, the floor may be pitched to an approved location for proper collection and disposal acceptable to the authority having jurisdiction or



Drains in maintenance or service, wash bays and parking facilities must meet the requirements of the Minnesota Plumbing Code.

the MPCA.

Note that all oily/flammable waste in these types of facilities must also be stored and disposed of properly, and in accordance the MPCA and the Minnesota State Fire Code.

See Minnesota Rules, part 4715.1120 for additional requirements for the construction and installation of oil/flammable waste separator. The [Minnesota State Fire Code](#) may have additional requirements (see MSFC Section 2211.2.3).

Stay in touch

- Follow DLI on Twitter at www.twitter.com/mndli
- View DLI's YouTube channel at www.youtube.com/user/mndli1
- Subscribe to DLI's RSS feed to be instantly notified of news at www.dli.mn.gov/rss/rss.xml
- Sign up for other DLI newsletters focusing on workers' compensation, OSHA and more at www.dli.mn.gov/publications.asp



Plumbing plan review and inspection updated

Plumbing plan review

Regardless of whether a municipality has a plumbing plan review agreement with the agency, there are some **plumbing plans that must always be submitted to DLI for review**. This applies to plumbing plans for the following facility types:

- (Type one) hospitals, nursing homes, outpatient surgical centers, boarding care homes, residential hospice and supervised living facilities;
- (Type two) buildings owned by the state; and
- (Type three) projects of a special nature, including all school district building projects, dialysis facilities and other special projects for which DLI review is requested by either the municipality or by the agency.



Unless a plumbing plan review agreement exists between DLI and a municipality, plans and specifications for all other non-residential plumbing must be submitted to DLI for review and approval. This includes, but is not limited to: restaurants, grocery stores, department stores, offices, warehouses, churches, and housing with five units or more, excluding townhomes built to the International Residential Code (IRC) with individual water and sewer services to each dwelling unit.

Plumbing inspection

In municipalities with no building official, inspections will be conducted by state inspectors. In municipalities with a designated building official, most plumbing inspections may be performed by the building official.

Other construction code inspectors employed by the municipality may perform plumbing inspections if they meet the competency requirements established in state statute (326B.135), or by inspectors who are licensed journeyman or master plumbers.

The facilities listed (types one, two and three) are normally inspected by state inspectors. The exception to this is in municipalities where a plumbing plan review agreement exists between the municipality and DLI. In these instances, the municipality may conduct the inspection, but only if the inspection is performed by inspectors who are licensed journeyman or master plumbers.

Verify a license

Use DLI's online tools to verify a license, certificate or registration

It's personal ... and business: DLI's improved online [License Lookup](#) tool now allows users to check the status of numerous personal and business licenses, certificates, registrations and bonds.

To see the full list of searchable items, visit www.dli.mn.gov/cclld/LicVerify.asp



[License Lookup](#) ▶

Annual institute's electrical sessions are Jan. 4-5

The electrical section of the [Annual Institute for Building Officials](#) will be Jan. 4-5. The institute is for code officials and inspectors but is open to electrical engineers, electricians and others who may have interest.

The Jan. 5 session is approved for eight hours of code credit. The eight-hour class Jan. 4 is approved for four hours of code and four hours of related technical credit.

» [View registration materials online](#)

Topics for Jan. 4 include:

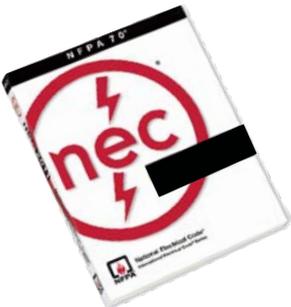
- *Photovoltaic Systems and Electric Vehicle Supply Equipment* presented by Jeffrey Fecteau of Underwriters Laboratories.
- *Selective Coordination and Fault Current* presented by Dan Neeser of Cooper Bussmann.

Topics for Jan. 5 include:

- Robert McCullough, past chair of NEC code-making panel 9 will present *NEC Considerations for Transformers, Fire Pumps and Emergency Systems*.

Code-making panel

Hunter selected for 2014 NEC code-making panel



CCLD is proud to announce that Dean Hunter, electrical area representative, has been selected to represent the International Association of Electrical Inspectors on a code-making panel for the 2014 National Electrical Code.

Hunter brings his experience as a wireman, contractor, instructor and inspector to Code Making Panel-19 that is responsible for 11 sections of the NEC including manufactured buildings, agricultural sites, floating buildings, marinas and boatyards.

Stay current

Building officials: help us keep e-mail and phone numbers current

The state municipal building official list is online at www.dli.mn.gov/CCLD/PDF/bc_bo_list.pdf

If a change is needed, please contact Cindy Chapel at cynthia.chapel@state.mn.us.

Notices are often sent to building officials via e-mail. Municipalities should also report building official designation changes to [Cindy Chapel](#) at CCLD. More information and the applicable forms are online at www.dli.mn.gov/CCLD/Official.asp

Visit the [contact us](#) page to find phone numbers and e-mail addresses for DLI staff.

Common building plan review questions answered by CCLD staff

The questions below are part of an ongoing series featuring frequently asked questions received by CCLD's [Building Plan Review Section](#). The responses are the opinions of the plan review staff and do not represent an official division or State Building Official interpretation.

Q: If access to mechanical equipment on the roof is not required due to the parapet height, can I use a fixed interior vertical ladder?

A: Yes. If access is not required by Minnesota Rules 1305.1209 or 1346.0306, the installation of a vertical ladder would be considered to be exceeding the minimum code requirement. Permanent ladders must be in compliance with applicable Minnesota OSHA requirements.

Q: Two buildings are on the same lot. For the purposes of “area increase for frontage” do I measure to the face of the adjacent building or to the imaginary lot line?

A: An imaginary lot line is part of the definition of ‘fire separation distance’ under IBC Sec. 702. This is used to determine the required fire-resistance rating and opening protection of exterior walls. Fire separation distance is not referenced under IBC Sec. 506.2 for increase due to frontage. Instead the phrase “public way or open space” is used. Therefore the distance is measured to the face of the building. This would also permit the open space of a court to be used, which was not permitted under the Uniform Building Code.

Q: Are sprinklers permitted in elevator machine rooms and elevator shafts?

A: By amendment, both the SBC and SFC prohibit sprinkler protection in elevator shafts, machine rooms and elevator pits (SBC 1305.0903 subp. 5a). However, facilities licensed by the Minnesota Department of Health as a hospital or nursing home are required to comply with federal guidelines which require these spaces to be sprinkled and therefore sprinkler protection of these spaces is permitted for these facilities.

Web updates

Visit www.dli.mn.gov to stay current about activity at the Department of Labor and Industry

A few of the most recent additions:

- View continuing education courses on the [CEU directory page](#).
- Keep up-to-date with code changes at DLI's [rulemaking web page](#).



CCLD marks its final year at Minnesota State Fair

This was the final year that CCLD staff members operated the “Up, Out and Away” display August 26 during the Governor’s Fire Prevention Day at the 2011 Minnesota State Fair.

Since 1998, CCLD staff and other municipal building officials set-up and ran the display that taught kids the importance about how to get up, out and away if there is a fire at their home.

The kids hear a smoke detector alarm, then climb up on a toy box to crank a display window open, climb through the window and go to the “101 Safe PL” mailbox where they learn about fire safety and receive a goodie bag.

Thanks to all CCLD staff and building officials who volunteered at this event throughout the years.

Rich Lockrem, CCLD, helped coordinate the annual event for many years. He attended planning meetings, helped prepare the 900 volunteer bags for the entire Fire Safety Day, scheduled volunteers for CCLD’s display and coordinated display supplies. Kelly Denno, CCLD, sent out the volunteer notification letters and tickets and stuffed goodie bags at the event each year.

Dave Krings, CCLD, was also actively involved in this event. For the 2002 event, Krings constructed the current “Up, Out and Away” display and kept it in top condition each year.

“I would like thank all of the volunteers from CCLD and local building inspection departments that helped staff the booth each year,” Krings said. “Their enthusiasm helped make this a good public relations item for building code departments. The highlight each year was watching the 800 plus children go through the escape window. We hope that none of these kids ever experience a home fire ... but if they do, I believe the ‘Up, Out and Away’ training will help them get to a safe place.”

Don Sivigny, CCLD, was also actively involved in leading many facets of this program including early morning set-ups to and tear-downs after a long day in the sun. “We saw some good weather days and some bad weather

“We hope that none of these kids ever experience a home fire ... but if it they do, I believe the ‘Up, Out and Away’ training will help them get to a safe place”

– Dave Krings, CCLD



Building officials Dave Scherbel, left, and Rick Breezee, standing, help young participants at the “Up, Out and Away” display Aug. 26, 2011.

days, but we always made the best of every day we were there,” Sivigny said. “It has been a pleasure to work with so many good people and organizations over the years.

“I think it is important to do this type of ‘public awareness and education’ to let people know we are all trying to be proactive and prepare people and buildings ahead of time for things that can happen. Too many times people never understand what code officials do until something tragic happens.”

Volunteers from the Madison Lake Fire and Rescue and surrounding fire departments also assisted in this year’s Governor’s Fire Prevention Day. While CCLD will no longer lead this event, going forward, Madison Lake Fire and Rescue will coordinate and run the display at next year’s Fire Prevention Day and at multiple community events throughout the year.

» [View a video slide show from Governor’s Fire Safety Day at the Minnesota State Fair](#)