



# Minnesota Building Permit Technicians Association

Volume 11, Issue 4

July 2008

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

#### **President**

Britt Pease – City of Andover  
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#### **Secretary**

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#### **Secretary II**

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#### **Treasurer I**

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443 Lafayette Road  
St. Paul, MN 55155  
651-284-5804 \*fax 651-284-5749  
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#### **Treasurer II**

Position Vacant



## **2008 International Code Council Annual Conference & Final Action Hearings**

**Minneapolis Convention Center  
September 14–23**

**Minneapolis, Minnesota will welcome the 2008 International Code Council Annual Conference & Final Action Hearings, September 14-23. Conference activities will take place beginning on Sunday, September 14 thru Wednesday, September 17. Final Action Hearings will begin on Wednesday, September 17 concluding on Tuesday, September 23.**



**Attention  
MBPTA**

**Members:**

If you would like serve on an MBPTA Committee, please contact any MBPTA Officer. Volunteers are needed--thank you!

We're on the web...visit us at  
[www.MBPTA.org](http://www.MBPTA.org)

If you would like information regarding the Building Permit Technician program, you can obtain information by visiting the Inver Hills Community College website at [www.inverhills.edu](http://www.inverhills.edu) or the North Hennepin Community College website at [www.nhcc.edu/schedule/](http://www.nhcc.edu/schedule/). The courses are under "Building Permit Technology."

**Please contact Barb Benesch at:  
763-717-4028 or  
[barb.benesch@ci.mounds-view.mn.us](mailto:barb.benesch@ci.mounds-view.mn.us)  
by Friday, February 22nd only if you are planning to attend.**

**NEXT MEETING: Tuesday, July 29, 2008**  
**City of Otsego, 9:30 a.m.**

**Agenda**

1. Call to Order
2. Introductions
3. Approval of minutes for June 20<sup>th</sup>, 2008 meeting
4. Approval of Treasurer's Report
5. Committee Reports
  - A) Education - Regions III Update - Britt  
U of M - Michelle Engberg /Patti Wasmund
  - B) Communications Committee - Barb Williams/Barb Benesch
  - C) State Advisory Board - Linda Singer/Michele Engberg
  - D) 10K Lakes Representative - Steve Nelson
6. General Business
  - A) Open Floor for Comments/Questions/Discussions
7. Adjournment

Immediately following the meeting, Steve Nelson and Cecy Lukoskie from City of Shoreview will be doing a presentation on the 2008 Annual Business Meeting (ABM). (Further information can be found on page 5)

(See Page 4 for directions to Otsego City Hall)

**Caring for our Community:**

Cash or check donations for food to "Hunger Solutions of MN" [www.hungersolutions.org](http://www.hungersolutions.org). Please make your checks payable to "Hunger Solutions of MN" and thanks for giving.

Hello everyone:



## 2008 MBPTA Membership

Annual MBPTA membership dues vary by size and type of your City or organization. The membership period is January 1 through December 31 of each year. The 2008 Membership Application can be found at:

**WWW.MBPTA.ORG**

Benefits of Membership Include:

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

Mail your completed membership form and check to:

Robin Roscoe  
MN Dept. of Labor  
& Industry  
443 Lafayette Road  
St. Paul, MN 55155

Make checks payable to:  
**MBPTA**

**MBPTA currently has open**

**VOLUNTEERS  
NEEDED!**

**ings on several committees.**

**Contact any MBPTA officer  
for further information.**

Summer is finally here and in full swing. I am sure everyone is very busy! Our thoughts and prayers go out to the residents of the City of Hugo. Hugo was devastated by a tornado, which caused massive damage to the City. The City is looking for Permit Works Users to assist them in the next few weeks. Their staff alone cannot keep up with the numbers of people that are coming in to apply for permits. They are very grateful to those of you who could come out to help support them. Contact Debi Close at [dclose@ci.hugo.mn.us](mailto:dclose@ci.hugo.mn.us) at 651-762-3600. Barb Williams our Secretary II, has volunteered numerous days and I am going to try to help a day as well.

Our last MBPTA meeting was on June 20 at the City of New Hope. Unfortunately, I was not in attendance and I thank the board for running things in my absence. The meeting was a success and there were 20 attendees. Dana Snell from the MN Home Ownership Center did a presentation on foreclosure counseling. For additional training and information for professionals, visit the website at [www.hocmn.org/ProfessionalResources.cfm](http://www.hocmn.org/ProfessionalResources.cfm) Thank you so much Dana for taking the time to speak to our association. Thank you to Roger Axel and Gail Keykal, the staff from the City of New Hope for hosting our meeting. Here are some other updates listed below for you to review:

**2008 EDUCATION PLANNING - Regions III Planning Committee** - Michele Engberg and myself attended a meeting on June 9 to plan the February 2008 Regions III Institute. This institute is February 9-13 2009 at the Northland Inn in Brooklyn Park, MN. The Permit Technicians Program Track is offered two days. There will be two classes offered "Legal Aspects of Code Administration" presented by Linda Pieczynski. The other class is on Residential Plan Review presented by Rich Lockrem (Construction, Codes & Licensing Division, State of MN). In addition to these courses, there are many other classes to choose from as well. Linda Pieczynski is also teaching a new class on the 2006 IPMC, Property Inspectors Guide to Codes, Forms and Complaints. Sherman McDaniel is also teaching two courses titled: Jurisdictional Personnel as LEADERS and developing an atmosphere of TRUST. There are many excellent courses for permit technicians to attend. MBPTA should also have a trade show booth at the institute for two days. A flyer will be sent out via e-mail with the course descriptions.

## Message from your President (Cont.)

The next MBPTA is on July 29, at the City of Otsego. Steve Nelson and Cecy Lukoskie from the City of Shoreview will be our speakers. They will be educating us on the Annual Business Meeting (ABM) that will be here in Minneapolis in September. We will be asking members for help and volunteers for different events. This event will be a great opportunity to attend the code hearings. The permit technicians will have a "National Permit Tech Booth" so you will be able to meet other state's permit technician organizations. For more information on the ABM, you may visit the web site at [www.fallfest2008.org](http://www.fallfest2008.org). I hope to see everyone on July 29! Let us hope the rest of the summer brings good weather and safe conditions. Have a great summer everyone!

Sincerely,

*Britt Pease*

President, MBPTA

### ICC Contacts

1-888-ICC-SAFE  
(422-7233)

Web address:

[www.iccsafe.org](http://www.iccsafe.org)

ICC eNews:

<http://>

[www.iccsafe.org/news/  
ePeriodicals/](http://www.iccsafe.org/news/ePeriodicals/)

[Chapters eNewsletter  
/index.html](http://www.iccsafe.org/news/ePeriodicals/Chapters_eNewsletter/index.html)

ICC Chapter eNews

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[www.iccsafe.org/  
membership/chapters/  
eNewsletter/eNew-  
subscribe.html](http://www.iccsafe.org/membership/chapters/eNewsletter/eNew-subscribe.html)



**eNews** - The Int'l Code Council's award-winning electronic newsletter, distributed monthly, keeps members and interested parties up to date with Int'l Code Council programs and relevant industry activities. Read the current issue at [www.iccsafe.org/news](http://www.iccsafe.org/news).

### •Directions to Otsego City Hall

From I-94, take the Highway 101 exit at Rogers (Exit 207). Head north to County Road 39 (90<sup>th</sup> St.) – Take left on 39 . Go 2 miles to Nashua Avenue NE. Take left on Nashua to Otsego City Hall at 8899.

From Highway 10, take the Highway 101 / 169 exit in Elk River. Take left at the top of the ramp heading south to County Road 39. Take right on 39. Go 2 miles to Nashua Avenue NE. Take left on Nashua to Otsego City Hall

### NEWSLETTER EDITOR INFORMATION



As always, please make sure you send all RSVP's and mailing list information to Barb Benesch. 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 you are currently receiving a hard copy through the mail, and you have access to e-mail, please let me know and I will put you on the e-mail list.**

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.



**Barb Benesch, Secretary I**  
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# ~ MBPTA EDUCATION ~

## How to Become a Certified Permit Technician

Books needed for the test

- 2006 IBC (chapters 1-3, 6, 12 and 34)
- 2006 International Zoning Code
- 2002 Legal Aspects
- Basic Code Enforcement 8th printing
- You Can Build It has been removed from the exam

Additional Study Material  
ICC Study CD

## Exam Details and Fees

- \$180.00 computerized
- 60 multiple-choice questions—
- Open Book—2hour limit
- General Administration 39%
- Legal Aspects 22%
- Plans and Documents 25%
- Zoning and Site Development 14%

## **MBPTA July Education** *City of Otsego*

Our July education is on “What is this ICC Annual Conference” learning more about the ABM (Annual Business Meeting) and its events.

Do these questions ever enter your mind when you hear about Building Officials attending and talking about code hearings and annual business meetings? Well, the International Code Council will be holding its Annual Business Conference in Minneapolis this year. An added bonus is that the final action code hearings are being conducted in conjunction with the conference this year. This only occurs every third year, so this will be a big event. As many as 4000 people from all over the world will be in Minneapolis participating in these events. You may visit the web site at [www.fallfest2008.org](http://www.fallfest2008.org) for the information and events. Steve Nelson, Building Official from the City of Shoreview and Cecy Lukoskie (our former MBPTA President) will be presenting an overview of what the conference and code hearings are all about and how they relate to permit technicians. Steve and Cecy hope it will inspire you to come down and join in the events this September at the Minneapolis Convention Center.

## 10K Lakes Summer Educational Conference

Ruttger’s Sugar  
Lake Lodge  
Grand Rapids, MN  
July 16-18, 2008

Mark your calendars!

More information at  
[www.10Klakes.org](http://www.10Klakes.org)

July 29  
September 23  
October 30

November 25

City of Otsego  
City of Eagan  
Annual MBPTA Education  
Mermaid Entertainment Center  
Mounds View  
ABM City of Andover  
(no education at ABM)

2008 Proposed  
Meeting Dates  
and Locations



## How To Become A Certified Permit Technician

### Books needed for the exam

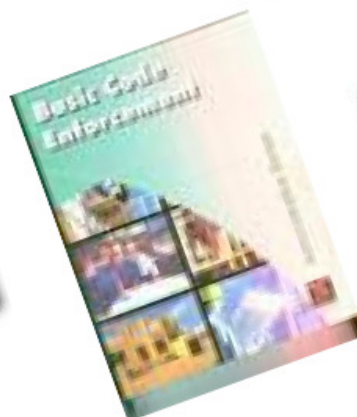
- 2006 IBC (chapters 1-3, 6, 12 and 34)
- 2006 IZC
- 2002 Legal Aspects of Code Administration
- Basic Code Enforcement 8th printing

### Additional Study Material and info

- ICC Study CD
- ICC Permit Technician Study Companion
- Flashcards
- Permit Tech Study Companion
- Visit [www.iccsafe.org/certification/professional](http://www.iccsafe.org/certification/professional) for more test information or [www.promissor.com](http://www.promissor.com) for test site locations.

### Exam Details and Fees

- \$180.00 computerized
- 60 multiple-choice questions—open book—2 hour limit
- General Administration 39%
- Legal Aspects 22%
- Plans and Documents 25%
- Zoning and Site Development 14%



### Book Costs

2006 International Building Code (soft cover)

Price: \$100.00 (Member Price: \$75.00)

2006 International Zoning Code (soft cover)

Price: \$26.50 (Member Price: \$19.75)

Legal Aspects of Code Administration, 2002 Edition

Price: \$38.00 (Member Price: \$28.00)

Basic Code Enforcement Textbook

Price: \$38.00 (Member Price: \$28.00)

### Other Helpful Study Guides

- ◆ Permit Technician Study Companion  
Price: \$48.00 (Member Price: \$38.00)



- ◆ Legal Aspects of Code Administration Companion Guidebook  
Price: \$20.00 (Member Price: \$15.00)

- ◆ On line Permit Technician Practice Exam  
ICC Campus on line  
<http://www.icccampus.org/>  
Price: \$59.00 for 99 days use

- ◆ Check with your local Permit Technician Chapter for Permit Technician Certification Study Sessions.



[www.icccampus.org](http://www.icccampus.org)



**ICC ANNUAL CONFERENCE**  
**Minneapolis Convention Center**  
**September 14-22, 2008**  
**Public code hearings begin**  
**September 22**

**Here's your chance to experience an ICC conference!**  
**It's being held in our own backyard....don't miss it!**

Most of the events are free! There is a fee for the educational programs and some of the events. The Code Hearings are also FREE! Information on the following items can be found on the ICC website:

Education Programs  
Registration & Fees  
Conference Schedule  
Final Action Hearing Schedule  
Companion Program  
Lodging and Transportation  
Exhibitor List  
Special Events:

- The 5th Annual Bob Fowler Motorcycle Ride
  - **TARGET® Tour**
- Minnesota and ICC Region III Hospitality Activity savoring the many culinary flavors of the Midwest at Peavey Plaza
  - Annual Golf Tournament
  - Fellowship Event
- Welcoming Event sponsored by **TARGET®** at the Historic Depot Hotel
- Minnesota and ICC Region III Hospitality Reception at the Millennium Hotel
  - Exhibitors Reception sponsored by **UNDERWRITERS LABS®**
    - Fun Run sponsored by **RADCO®**
    - Annual Banquet

**For a detailed list of all the events go to the ICC web site at**  
**<http://abm.iccsafe.org/2008/splash.html> or**  
**the local website at [www.fallfest2008.org](http://www.fallfest2008.org)**

## HERE IS A BRIEF DESCRIPTION OF SOME OF THE EVENTS:

### **Friday September 12<sup>th</sup> Fowler Rider Meet & Greet Ride (time/place to be determined) & Saturday September 13<sup>th</sup> - Bike run to "Slippery's"**

A 200 mile motorcycle ride to Wabasha MN, through the Mississippi River Valley, Buena Vista Park, Alma, WI & returning via the "Great River Road" to Minneapolis/St. Paul - several stops, including lunch at Slippery's Bar & Grill (The movie "Grumpy Old Men", was filmed here).

### **Saturday September 13<sup>th</sup>, Party at Peavey Plaza - 6:00-11:00 p.m.**

This is a FREE EVENT! Join the Chapters of Region III for this pre-event of entertainment, food and beverages and just a short walk from the hotels. This is an outdoor event located at Peavey Plaza which is located amongst the official ICC Hotels. It is on the corner of 11<sup>th</sup> Street and Nicollet Avenue approximately two blocks from the Hyatt and Millennium and one block from the Hilton.

### **Saturday September 13<sup>th</sup> - Wednesday September 17<sup>th</sup>, 2008 - Hospitality Suite, Millennium 13<sup>th</sup> Floor**

Hospitality will be provided on at the Millennium Hotel. This hotel is centrally located within the Conferences main hotel. The tentative times are not to conflict with ICC or other Minnesota events: Tentative schedule is as follows:

Saturday, 9-13-08	11:00 p.m.
Sunday, 9-14-08	10:00 p.m.
Monday 9-15-08	12:00 p.m.
Tuesday, 9-16-08	8:00 p.m.
Wednesday, 9-17-08	10:00 p.m.

### **Monday September 15, 2008 - 7:00 p.m.-12:00 p.m., Millennium 14<sup>th</sup> Floor - Fall Fest Event**

This event is on top of the Millennium Hotel under the glass dome with spectacular views of the City and the stars. Entertainment, food and beverages will be available as you enjoy the Minneapolis skyline atop the Millennium. This will be a chance for you to network with the attendees to the conference.

### **National Permit Technician Both (EXPO Booth)**

MBPTA will have a "shared" booth with other state permit technicians organizations. This will be a great networking opportunity to promote MBPTA, distribute information on our organization, give out promotional items, meet other permit technicians from other states and meet other conference attendees. We will need MBPTA members to volunteer to staff this booth! Please contact Britt Pease if you are interested at [bpease@ci.andover.mn.us](mailto:bpease@ci.andover.mn.us) or at 763-767-5122.

Expo/National Permit Technician Booth Times: Sunday, September 14, 2:00 - 6:00 p.m.; Monday, September 15, 3:00 - 6:00 p.m.; Tuesday, September 16, 4:00 - 8:00 p.m.

**Volunteers are needed for the Information Booth:** Saturday through Wednesday All Day, 1-2 hour shifts, Peavey Plaza Event--Saturday, September 13, all day, set up through clean up, and Fall Fest Event: Monday, September 15, all day set up through clean up (note when you are available)



You can sign up to volunteer for any of these events  
at [www.fallfest/2008.org](http://www.fallfest/2008.org)



**MBPTA Fall Seminar**  
Mermaid Entertainment Center  
Mounds View, Minnesota

***IRC: Performing Residential  
Plan Review***

**Thursday, October 30, 2008**

***This seminar will be based on the 2006 IRC. The following is a brief description of what will be covered in this one-day seminar:***

**Description:**

Provides a procedure for reviewing residential building plans and specifications based on a condensed version of an ICC two-day seminar covering Chapters 2 through 10 of the 2006 IRC. Allows participant to practice a building plan review during the seminar using actual construction documents and a plan review record.

**Objectives:**

Upon completion, participants will be better able to:

- Perform steps in completing a residential plan review.
- Apply the 2006 IRC to the plan review procedure.
- Identify where minimum code requirements have not been met and cite applicable code sections.



***(Registration Attached)***

***All MBPTA meetings are the LAST Tuesday of every other month at 9:30 a.m., unless notified otherwise.***

## ***Hugo Disaster***



***On the afternoon of Sunday, May 25, an F30 tornado struck the quiet community of Hugo located north of St. Paul. The storm claimed the life of one child and destroyed more than 150 buildings.***

***Thanks to those of you who have assisted Hugo in some way or another. Hugo....if you need further assistance, please let us know! Our thoughts and prayers go out to the City of Hugo and its residents. We are all thinking of you!***

## **DRAFT MINUTES - Tuesday, May 20, 2008 - New Hope City Hall**

The meeting was called to order at 9:35 a.m. The following officers were present at this meeting: Vice-President Jeanne Witczek, Secretary II Barb Williams, Treasurer I Robin Roscoe and Treasurer II Jackie Freppert. The following members and guests were present: Roger Axel, Patty Boysen, Gail Keykal, Patti Wasmund, Suzy Miller, May Vang, Jennifer Harmer, Lisa Kelleher, Jackie Onischuk, Greg LaMere, Debbie Pawlenty, Greg Johnson, Debi Close, Terry Evans, Karen Zacho, Michele Engberg, Connie Duellman, Robbie Hiltz, Jennifer Lavandowska and Kelly Burda.

Introductions took place.

There were no corrections to the minutes. Suzy Miller made a motion, seconded by Michelle Engberg, to approve the minutes of March 25, 2008. The motion passed unanimously.

Treasurer I Roscoe gave the Treasurer's Report for April-May, 2008 noting expenditures of \$770.95 and deposits of \$174.00. She added that there is a disputed amount of \$60.00 with U.S. Bank for delivery of debit cards and she has had a difficult time resolving this.

Barb Williams made a motion, seconded by Patti Wasmund, to approve the April-May, 2008 Treasurer's Report. The motion passed unanimously.

### **Committee Reports:**

**Education / Regions III Update** – Member Michelle Engberg presented the 2009 Region III Educational Institute Program Draft. She pointed out that there would be specific classes under the Construction Technology / Permit Technicians track geared specifically toward permit technicians' needs. The institute will be held the week of February 9, 2009.

Communications Committee – Member Barb Williams had no updates to report.

**State Advisory Board** – Member Michele Engberg informed the members that Member Linda Singer was present at the last board meeting but since she was absent from today's meeting, and she hadn't spoke with her, she does not have an update. She stated that the next board meeting was scheduled for May 22.

**10K Lakes** – Member Steve Nelson was not present. Roger Axel (AMBO, City of New Hope) announced he did not attend the meeting.

### **General Business:**

#### ***Promotional Items***

Member Patti Wasmund brought in promotional item catalogs and discussed the broad variety of items we could order. Member Michelle Engberg thought that whichever items we do order should tie in with the event we are helping with. The members are unsure what type of display area we would have for these items at the Annual Business Meeting.

Member Engberg made a motion, seconded by Robbie Hiltz, to not make a decision on which items to order until we had more information. The motion passed unanimously.

***Open Floor Comments / Questions / Discussions***

Greg Johnson, an ICC Board Member and City of St. Paul building inspector, stopped by our meeting to induct our past president, Cecy Lukoskie and current president, Britt Pease, with pins. Since neither was present, he went on to discuss the upcoming Annual Business Meeting's events. He encouraged members to attend the free 10-day code hearings. The entire event fee is \$375.00 (covers the education and lunch) but the hearings are free. Both Greg and Roger Axel discussed MBPTA drafting a letter of support for Pat Parsley's nomination to the ICC Board explaining that if he is elected, we would have representation for our region. Roger let us know that the nomination letter needs to go to the chairman of the nomination committee, Wally Bailey – ICC's Immediate Past President. Roger believed that the nomination vote will take place Tuesday morning, September 16 at 8:00 a.m.

Roger Axel motioned that we draft the letter of nomination for Pat Parsley. Member Robbie Hiltz seconded. The motion passed unanimously.

Mr. Greg LaMere discussed demolition and business waste complaints. He is a compliance officer for Ramsey County and was here asking for input regarding demolition permits. In an effort to better police what is going into the landfills in Ramsey County, Greg would like each city to fax him their demolition permits since the MPCA only gets 70-80% of the reports.

***Adjournment***

Member Robbie Hiltz made a motion, seconded by Barb Williams, to adjourn the meeting at 10:45 a.m. The motion passed unanimously.

Immediately following the meeting, Dana Snell from the MN Home Ownership Center, a non-profit organization that helps homeowners, spoke on foreclosures. She explained why they have increased so dramatically as well as how they typically happen and what is being done to educate everyone involved in order to reduce their numbers.

***Help Support Minnesota Food Shelves!***

***Help Support those in need! Bring a non-perishable food item for the Minnesota food shelf or you can donate cash — \$1.00 will buy \$9.00 worth of food for the Minnesota food shelf. \*\*Thank you for your continued support!\*\****

The Minnesota food shelf, also known as "Hunger Solutions Minnesota", can be reached at [www.hungersolutions.org](http://www.hungersolutions.org). Mail in donations can be sent to: Hunger Solutions Minnesota, Attn:



***We hope you had a  
safe and fun  
4th of July holiday!***