



# Minnesota Building Permit Technicians Association

Volume 11, Issue 2

March 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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Andover MN 55304  
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[Bpease@ci.andover.mn.us](mailto:Bpease@ci.andover.mn.us)

#### Vice President

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2401 County Highway 10  
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763-717-4028 \* fax 763-717-4019  
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#### Secretary II

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8899 Nashua Avenue NE  
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763-441-2593 \*fax 763-441-8823  
[barb@ci.otsego.mn.us](mailto:barb@ci.otsego.mn.us)

#### Treasurer I

Robin Roscoe – MN Dept. of Labor  
& Industry  
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St. Paul, MN 55155  
651-284-5804 \*fax 651-284-5749  
[robin.roscoe@state.mn.us](mailto:robin.roscoe@state.mn.us)

#### Treasurer II

Jackie Freppert– City of Arden Hills  
1245 W. Highway 96  
Arden Hills, MN 55112  
651-792-7812 \*fax 651-634-5137



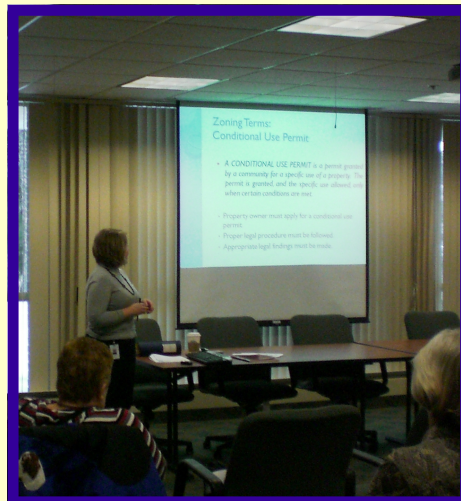
## 2008 International Code Council Annual Conference & Final Action Hearings

**September 14-22, 2008, Minneapolis Convention Center**

We are looking for volunteers to assist with the various functions and events that will occur during the annual ICC conference in Minneapolis. If you are interested, please contact Pat Higgins from the City of Minneapolis, at 612-673-5821 or by e-mail at [Patrick.Higgins@ci.minneapolis.mn.us](mailto:Patrick.Higgins@ci.minneapolis.mn.us).

We are also looking for volunteers to help staff the Permit Technician Ad Hoc Committee booth at the conference. We know not everyone can attend the actual conference, however, it is not a requirement that those who help with the booth be attendees of the conference. So if you are interested, please contact Samantha Morrow, Office Manager/Permit Supervisor for the City of Garland, Texas at [SMorrow@ci.garland.tx.us](mailto:SMorrow@ci.garland.tx.us).

**Thanks in advance for your support of the 2008 ABM!**



Susan Thomas, City of Minnetonka

*February Meeting Education  
A very special thank you goes out to Susan Thomas, Principal Planner at the City of Minnetonka. Susan gave a wonderful and informative presentation using the International Zoning Code 2006. Thank you also to Jeanne Witczek and the City of Minnetonka for hosting the meeting.*

*Dear Members:*



## 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**

**VOLUNTEERS  
NEEDED!**

**MBPTA currently has openings on several committees.**

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

First, I want to personally thank our former MBPTA President Cecy Lukoskie for doing an excellent job the last two years. I am honored that I had the opportunity to work with her as well as the past board members. It is an exciting year for Cecy as she is serving on the newly formed **ICC AD HOC COMMITTEE**. We look forward to updates on this great new committee. Thanks Cecy for all your dedication and contributions that you gave to the MBPTA. I am looking forward to working with you in 2008.

Welcome past and present members to 2008! Spring is right around the corner. The first day of spring is March 20, 2008. It really feels like this was a long winter! MBPTA had our first meeting on February 26 at the City of Minnetonka. The meeting was a success and there were 29 attendees. Susan Thomas, the Principal Planner for City of Minnetonka was our presenter. Susan did a power point presentation on zoning codes & terms. She referenced the 2006 International Zoning Code, which is one of the books for the ICC Permit Technician Exam. Thank you so much Susan for taking the time to speak to our association. Thank you also to City of Minnetonka staff for hosting our meeting.

**EDUCATION PLANNING** – The Education Committee is working hard on planning this year's meetings and education. The Annual Business Meetings (ABM) will be in September at the Minneapolis Convention Center. The MBPTA will have a trade show booth three nights at the ABM. There will be a great need for many volunteers for this event. MBPTA will work with Pat Higgins from City of Minneapolis and Steve Nelson from City of Shoreview to coordinate volunteers for this event. This will be an excellent year for MBPTA to network with other States permit technician organizations.

**MBPTA GOAL – PERMIT TECHNICIAN CERTIFICATION** – A new goal for our organization for 2008 is to increase the number of Minnesota ICC certified permit technicians. At the last MBPTA meeting, Patti Wasmund explained that one of the MBPTA goals for this year is to increase the number of Certified Permit Technicians in Minnesota by

25%. Currently, there are 14 Certified Permit Technicians in Minnesota. We only need four people to pass the test this year to reach the goal of a 25% increase! If you are like me, you probably have thought about taking the test, but have not had time to look into how to register, where the test is given and making the time to study for the test. There are many options for dates and times if you take the computer test. There are five cities in Minnesota that have testing centers – there are two testing centers in the Twin Cities one in Edina and one in Maplewood. Registration costs \$180. Go to the [www.pearsonvue.com](http://www.pearsonvue.com) website and select “view all” in the left hand box on the screen. Then in the right hand box, scroll down to ICC International Code Council and select it. The Testing Services screen pops up and you can either register for the test on that screen or select Locate Test Centers – Minnesota. You can select the test center that is convenient for you and see a schedule of when the test is offered. ICC also sells a 2006 Permit Technician Study Companion guide to help you prepare for the test. Roger Axel, Building Official for City of New Hope is a member and he mentioned he is willing to take the exam to help increase our numbers. This is an exciting goal for our group to achieve this year. If you are interested and want more information, log onto our web site at [www.mbpta.org](http://www.mbpta.org) go to links – GET ICC CERTIFIED or e-mail me at [bpease@ci.andover.mn.us](mailto:bpease@ci.andover.mn.us). Thank you to Patti Wasmund for pursuing this goal for our association. I hope to see a significant increase in ICC Certified Permit Technicians in 2008.

**LOOKING FOR MORE VOLUNTEERS** – MBPTA continues our search for volunteers to actively participate in our committees. As MBPTA grows, there may be a need to form new committees. If you are not actively participating in MBPTA, I would encourage you to join our team. The input you give to MBPTA is valued and necessary for this organization to remain a success and for future growth. I would like to see new faces this year and I hope to see everyone at our next meeting on March 25. Remember “Think Spring”!

Sincerely,  
*Britt Pease,*  
President, MBPTA

**Directions to Arden Hills City Hall:** Phone: 651.792.7800, 1245\_West\_Highway\_96, Arden Hills, MN 55112 (The meeting will be held in our City Council Chambers.)

**From Downtown Minneapolis/I-35W:**  
Start out going North on I-35W  
Take the Highway 96 exit – Exit 28A  
Turn Right onto Highway 96 E  
Turn Left into the City Hall parking lot

**From Downtown St. Paul/I-35E:**  
Start out going North on I-35E  
Merge onto US-10 W  
Take the Lexington Avenue exit  
Turn Right onto Lexington Avenue  
Turn Left onto Highway 96 W  
Turn Right into the City Hall parking lot.

## **Brent Snyder Award Goes to Roger Axel**

As President of the Upper Great Plains Region III it is my privilege to recognize the first recipient of the Brent Snyder Education Award. First I must say a few words in honor of Brent Snyder, the man for whom this award is aptly named.

Brent had 40 years of code enforcement and training experience before his untimely death in 2006. His career as a code official and code instructor exemplifies the professional character we must all strive to achieve. His dedication and service to the public and to his fellow code officials is widely known and appreciated. Brent served as the Building Official for the cities of Reno NV, Provo Utah, Rangely CO, and Pacifica CA. He served on the ICBO Education committee from 1981 to 1985 and on their board of directors from 1985-1990. He held seven ICBO certifications and was the very first recipient of the Bobby Fowler award. In his instructor capacity he virtually traveled the globe.

This year's recipient of this award is following in these footsteps. All of this activity has taken its toll. He has no time for hair! And he accomplishes all these things with a grin, a patient wife. Ladies and Gentlemen-Your Brent Snyder Education Award recipient-Roger Axel.



### **BUILDING OFFICIAL STEVE NELSON HONORED WITH AL KLEINBECK AWARD**

At the Region III conference, professional colleagues from the Association of Minnesota Building Officials (AMBO) and 10,000 Lake Chapter honored long-time Shoreview Building Official, Steve Nelson by awarding him with the Al Kleinbeck Award as the State Code Official of the Year. Steve was recognized for his many contributions to both AMBO and the 10K Lakes Chapters.

### **Brent Snyder Award**

Presented to any member of the International Code Council is eligible for this award.

Qualifications: 1) Exhibit a dedication to code training for others. 2) Made contribution to fostering training. 3) Relate real-life experiences to code training experience. 4) Dedication to fostering uniform code enforcement. 5) Devotion to friends and family. 6) Exhibits a healthy perspective on life. 7) Exhibits a sense of humor.

Each of these qualifications would need to be spelled out in an essay form of application on behalf of the nominee. Award should be given annually with the award presentation being made at the first available fall meeting of the ICC membership. If possible the presentation each year should be made by president of Upper Great Plains Region III Chapter.

## **2008 KEN NORQUIST SCHOLARSHIP APPLICATION**

The 10,000 Lakes Chapter of the International Code Council will award at least one (1) One Thousand Dollar (\$1,000.00) educational scholarship dedicated to a person enrolled in an accredited Building Inspection Technology program. Qualified candidates must be currently enrolled in, and demonstrate carrying a minimum of six (6) credits in the Building Inspection Technology program in the last 12 months; or engaging in an internship approved by the BIT program. Scholarships will be awarded In August of 2008. An application can be obtained at [www.10klakes.org](http://www.10klakes.org)

**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, March 25, 2008**  
**City of Arden Hills, 9:30 a.m.**

**Agenda**

1. Call to Order
2. Introductions
3. Approval of minutes: February 26, 2008
4. Approval of Treasurer's Report
5. Committee Reports
  - A. Education - Follow up meeting after regular meeting.
  - B. Communication Committee - Barb Williams/Barb Benesch
  - C. State Advisory Board - Linda Singer/Michele Engberg
  - D. 10K Lakes Representative - Steve Nelson
6. General Business
  - A. MBPTA Goals Update - Patti Wasmund
  - B. Award Presentation for Cecy Lukoskie
  - C. Open Floor for Comments/Questions/Discussions
7. Adjournment

Immediately following the regular MBPTA meeting, Arden Hills City Planner James Lehnhoff will give a presentation on the history of the TCAAP (Twin City Army Ammunition Plant) property and how tentative zoning is developed for such a large parcel of undeveloped property within the metro area.

**Caring for our Community**

Bring a non-perishable food item for the Minnesota food shelf. Or donate cash, \$1.00 will buy \$9.00 worth of food for the Minnesota food shelf.

### 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!\*\***

### Permit Technician Ad Hoc Committee Met in Palm Springs, California in February



The following Cities/States were represented at the meeting:

John Darnall - Tumwater WA, Brenda Chapman - Winter Garden FL, Lori Chemiak - Winnipeg - Canada, Wayne Cichon - Poughkeepsie NY, Bonnie Lanz - Milwaukie OR, Cynthia Linker - Black Hawk CO, **Cecilia Lukoskie - Shoreview MN**, Marlene Manzannares - Golden CO, Samantha Morrow - Garland TX, Judy Pozarich - Yakima WA, Jennifer Martin - Lenexa KS, Christine Rose - Fargo ND, Margie Badurina - Grove City OH, Laura Scott - Westerville OH, Patty Bond - Westerville OH, Greg Johnson - St. Paul MN

#### 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/Chapters\\_eNewsletter/index.html](http://www.iccsafe.org/news/ePeriodicals/Chapters_eNewsletter/index.html)

ICC Chapter eNews

<http://www.iccsafe.org/membership/chapters/eNewsletter/eNew-subscribe.html>



#### 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**

Fax (763) 717-4019 \* Phone (763) 717-4028

[Barb.benesch@ci.mounds-view.mn.us](mailto:Barb.benesch@ci.mounds-view.mn.us)

[barb.benesch@ci.mounds-view.mn.us](mailto:barb.benesch@ci.mounds-view.mn.us)



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

# ~ 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%

## March Education

At . . . . . City of Arden Hills

Immediately following the regular MBPTA meeting, Arden Hills City Planner James Lehnhoff will give a presentation on the history of the TCAAP (Twin City Army Ammunition Plant) property and how tentative zoning is developed for such a large parcel of undeveloped property within the metro area.

## City of St. Louis Park Holds Training Seminars Available to the General Public

### ~ 2008 SEMINARS ~

Friday, March 14, 2008

Verbal Judo

Friday, April 25, 2008

Courage: Do You Have It?

Thursday, May 15, 2008

We Live in a Mixed-Bag World

For more information visit: [www.stlouispark.org/pdf/Training\\_07\\_08.pdf](http://www.stlouispark.org/pdf/Training_07_08.pdf)

March 25

City of Arden Hills

May 26

City of New Hope

July 29

City of Otsego

September 23

City of Eagan

October

Annual MBPTA Education  
(Location TBD)

November 25

ABM City of Andover  
(no education at ABM)

2008 Proposed  
Meeting Dates  
and Locations

## **DRAFT MINUTES - Tuesday, February 26, 2008 - Minnetonka City Hall**

The meeting was called to order at 9:38 a.m. The following officers were present at this meeting: President Britt Pease, Vice-President Jeanne Witczek, Secretary I Barb Benesch, Secretary II Barb Williams, Treasurer I Robin Roscoe and Treasurer II Jackie Freppert. The following members and guests were present: Connie Duellman, Michele Engberg, Roger Axel, Patty Boysen, Gail Keykal, Roger Axel, Katie Schlundt, Patti Wasmund, Robbie Hiltz, Suzy Miller, May Vang, Jan Rosemeyer, Sarah Brandel, Connie Edwards, Jackie Onischuck, Jennifer Harmer, Jeanne McManus, Debi Close, Steve Nelson, Karen Zacho and Debbie Pawlenty.

President Pease welcomed the 2008 Board and then introductions took place.

There were no corrections to the minutes. Robbie Hiltz made a motion, seconded by Patty Boysen, to approve the minutes of November 27, 2007. The motion passed unanimously.

Treasurer I Roscoe gave the Treasurer's Report for January and February 2008, noting expenditures of \$486.89 with deposits of \$2,900. She also reported the balance in our account (copy of the reports are attached).

### Committee Reports:

**Education/Annual School** - President Pease briefly talked about the U of M and Region III Institutes. Member Engberg reminded members of the survey that took place in 2007 regarding the desired education for the 2008 institutes and that we accomplished that goal at the annual institutes this year. She added that there was a great turn out for both institutes. She also briefly went over what was offered for education and added that all the classes that were designed specifically towards the building permit technician consisted of approximately half permit techs and half building inspectors or officials. She went on to say that our pin display cases and newly framed certificate were displayed this year and wanted to thank Member Wasmund for her work on framing the certificate and Steve Nelson for allowing us to use his pin collection in our display.

She also thanked those who "manned" the booths at the institutes and expressed what a great way for our group to connect with people and encouraged us to attend the educations whenever possible.

Member Roger Axel also talked briefly about the Region III Institute. He indicated that there were approximately 300 participants per day for a total of approximately 1,500 people, including vendors.

He informed members that the first education meeting would take place next month. President Pease expressed her interest in attending those meetings.

It was announced that Steve Nelson, Building Official for the City of Shoreview, was awarded Building Official of the Year and the Brent Snyder award went to Roger Axel this year and he expressed how honored he was to receive the award. The awards were presented at the Region III banquet.

Member Axel explained how the Region III meeting would be "on the fast track" this year due to the 2008 ABM taking place in Minnesota. He expressed what a big event this was for our state and added that not only people from around the country would be here, but in the past, people from all over the world have attended including people from Australia, Japan, New Zealand and Europe.

President Pease was delighted to tell the group that Marlene Bach, founder of MBPTA in 1997, stopped by the MPBTA booth at the Region III Institute. Marlene was proud and excited to see how the organization had grown. We hope to have her as a speaker at a future meeting.

**ABM and Permit Tech Ad Hoc Committee** - At this time Member Steve Nelson recapped Member Lukoskie's recent trip to Palm Springs, California, for the Permit Tech Ad Hoc meeting. He reviewed several items that the committee discussed. President Pease requested that Member Lukoskie write up an article for the next newsletter so that we can further enlighten members on what was discussed at that meeting. Member Nelson added that he believes our Minnesota Permit Tech chapter is a model chapter for other nation-wide groups and that we are a very important part of the Code industry. He also briefly discussed the Code hearings and explained that this is where final action takes place and that voting members of ICC can actually override a committee's action and encouraged members to attend if possible. He also mentioned that the big code action this year was the proposal to incorporate the requirement of sprinkling in single family homes.

Member Nelson also talked a little bit about the ABM planning committee, which he explained is not a “formal committee” and anyone is invited to attend the meeting. He mentioned that representatives from all Region III Chapter participated in the meeting, some via conference calling. He added that not only would education for the ABM be planned but also a host of hospitality events. He urged that anyone who is interested to contact him.

**Bylaws** - President Pease noted that the Bylaws were ready to sign and be notarized immediately following the meeting.

**Communication** - It was mentioned that our MBPTA website had a “face lift”. Member Williams added that she has made some positive changes to the website and briefly reviewed what could be accessed from the site.

**10K Lakes** - Since Member Borken was not present, Member Steve Nelson briefly recapped the 10K Lakes meeting informing the group that their next meeting would take place on March 5<sup>th</sup> at the City of Shoreview. He also announced that this year’s summer conference would be taking place at Sugar Lake Lodge in Grand Rapids the week of July 13<sup>th</sup>. He reminded members that all chapter presidents are invited to the event free of charge and encouraged the rest of the members to attend. He added that, not only was the education good, it was a very nice facility and the rooms go quickly. It was suggested that more information be included in the next newsletter.

**State Advisory Board** - Member Engberg gave an update on the State Advisory Board. She mentioned that she attended the January meeting and that both she and Linda Singer would be alternating attendance at the meetings since they are held at Inver Hills one week and North Hennepin the next. Member Engberg briefly talked about an update to the Inver Hills website and a presentation they had regarding “service learning” which she explained as students volunteering in the community for educational credit. She added that this probably was not a good fit with the BIT program at this time since the majority of the volunteering had to do with maintenance-type jobs rather than building inspections. She also added that a new BIT instructor was approved. Again, it was suggested that an update regarding the State Advisory Board meeting be placed in the newsletter.

#### **General Business:**

**Code of Ethics** – President Pease asked members if they wanted further review of the Code of Ethics before taking action on it. She added that this item could be tabled if members felt they needed more time to review it.

Patti Wasmund made a motion, seconded by Roger Axel, to approve the Code of Ethics based on changes that were discussed at the November 27, 2007, meeting. The motion passed unanimously. President Pease indicated that copies of the resolution would be available at the next meeting.

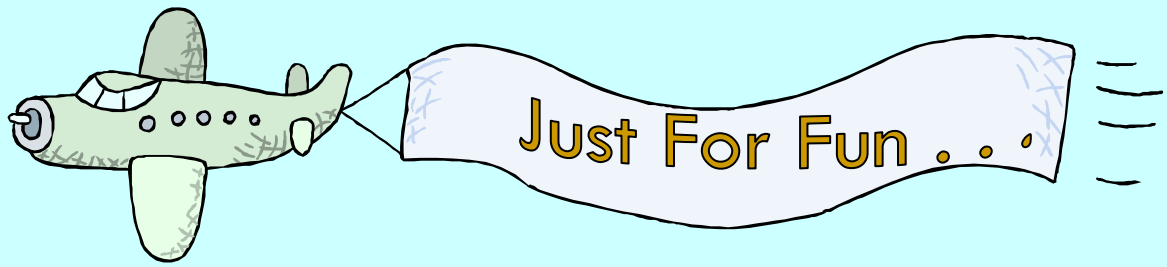
**MBPTA Goal Presentation** – President Pease explained to members that she and Member Wasmund had briefly talked at the last meeting regarding Permit Technician Certification. Member Wasmund requested to speak to the group regarding this subject. She informed members that there were only 14 certified building permit technicians in the State of Minnesota. She added that she, and the board, has set a goal to increase this number by 25 percent in 2008 by providing more information and to help prepare members for the test. She then passed around a sign up sheet for those who were interested in joining the e-mail support group.

**Open Floor** – President Pease informed the group that at the Contractor Licensing seminar at the Region III Institute, Instructor Charlie Durenberger from the Minnesota Department of Labor and Industry, mentioned that they are now requiring that all new home permits applied for by the applicant must be reported to DOLI within three business days. A form provided by DOLI must be completed and sent to them along with a copy of the building permit application. This form was provided in our packet of educational materials.

















Member Nelson reminded members of the scholarships that are available through 10K Lakes to members and their children. Scholarships are also available to any BIT student. Applications are available on-line at [www.10klakes.org](http://www.10klakes.org).















There being no further business, Suzy Miller made a motion, seconded by Gail Keykal, to adjourn the meeting at 10:40 a.m.

Immediately following the meeting, Susan Thomas, Principal Planner for the City of Minnetonka, gave a presentation using the 2006 International Zoning Code to help members prepare for ICC Certification.



# Water Trivia

1. How much water is used on average to hand wash dishes?	
	a. 10 gallons
	b. 20 gallons
	c. 100 gallons
2. What is the total amount of water used to manufacture a new car, including tires?	
	a. 500 gallons
	b. 39,090 gallons
	c. 100,000 gallons
3. How much water can a leaky toilet waste in one day?	
	a. 20 gallons
	b. 1 gallon
	c. 100 gallons
4. How much water does one person use daily?	
	a. 22 gallons
	b. 50 gallons
	c. 168 gallons
5. Does water regulate the Earth's temperature?	
	a. No
	b. Yes
	c. Sometimes
6. What does a person pay ( on a national average) for drinking water per day?	
	a. 1 dollar

	b. 27 cents
	c. 80 cents
7. How much treated water is actually consumed as drinking?	
	a. 10%
	b. 22%
	c. Less than 1%
8. If drinking water and soda were equally costly, how much would your water bill increase?	
	a. 100%
	b. 1000%
	c. 10,000%
9. How much of the world's water is undrinkable or salty?	
	a. 97%
	b. 66%
	c. 48%
10. How much water must a person consume per day from all including food, to maintain health?	
	a. 2 ½ quarts
	b. 1 gallon
	c. 6 cups
Answers: 1. b, 2. b, 3. a, 4. c, 5. b, 6. b, 7. c, 8. c, 9. a, 10. a	