



Minnesota Building Permit Technicians Association

Volume 11, Issue 5

September 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

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Secretary II

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Treasurer I

Robin Roscoe – MN Department
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443 Lafayette Road
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Treasurer II

Position Vacant



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)

We need at least 50 people to register in order to get our seminar materials free from ICC!

NEXT MEETING: Tuesday, September 30, 2008
City of Eagan, 9:30 a.m.

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

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 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
by Friday,
September 26, only
if you are planning to
attend.

Agenda

1. Call to Order
2. Introductions
3. Approval of minutes for July 29, 2008 meeting
4. Approval of Treasurer's Report
5. Committee Reports
 - A) Education – Regions III Update – Britt Pease
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
 - E) Bylaws—Patti Wasmund/Michele Engberg
6. General Business
 - A) Consideration of Resolution Supporting Enactment
of the Community Building Code Administration Grant
Act
HR 4461/S2458 (copy attached to e-mail)
 - B) Open Floor for Comments/Questions/Discussions
7. Adjournment

Immediately following the meeting, Charlie Durenberger (manager for enforcement division) and Jim Peterson (supervisor plumbing division) from the Department of Labor & Industry, will be our educational speakers. (See Page 6 for more information)

Caring for our Community:

Cash or check donations for food to "Hunger Solutions of MN" www.hungersolutions.org. Please make your checks payable to "Hunger Solutions of MN" and thanks for giving.



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.**

Hello everyone:

Well summer sure went by once again too fast this year. When the State Fair starts I think to myself, where does summertime go?

Now that fall is approaching there are some exciting events ahead for our organization. The 2008 International Annual Conference & Final Action Hearings are being held in Minneapolis. The dates are September 14-23 at the Minneapolis Convention Center. MBPTA will be a part of a "National Permit Technician" expo booth. We are very excited to share this booth with other state's permit tech organizations. Other participating states are Ohio, Colorado, Kansas City, New Jersey, North Central Texas, Oregon and Washington State. The expo booth will have a ICC banner entitled "Got Permit Techs?", along with pins and promo items to distribute to get our name out there. Cecy Lukoskie (our former MBPTA President) and Steve Nelson (Building Official City of Shoreview) have been heavily involved with organizing many of these events. Our MBPTA board and other members have volunteered their time to be a part of this expo, as well as the education offerings, code hearings, etc. There is still time to sign up to volunteer. Visit the web site at www.fallfest2008.org to learn more about the events and to sign up to volunteer. You may also visit our web site at www.mbpta.org for more information or feel free to contact myself if you have any questions. This is a huge event and a great opportunity to network and promote our association. I hope to see many of you in Minneapolis in September.

Our last MBPTA meeting was on July 29th at the City of Otsego. Our speakers, Cecy Lukoskie and Steve Nelson did a PowerPoint presentation on the ICC/ABM conferences that are being held here in Minneapolis in September. Thank you so much Cecy and Steve for taking the time to speak to our association. Thank you to Barb Williams and the staff from the City of Otsego for hosting our meeting. Here are some other updates listed below for you to review:

Message from your President (Cont.)

The next MBPTA is on September 30th, at the City of Eagan. Our speakers Charlie Durenberger, Manager of Enforcement from DOLI (Dept. of Labor & Industry) and Jim Peterson, Supervisor for Plumbing Inspections will be our educational speakers. I hope to see many of you in attendance for this is our last meeting before the November Annual Business Meeting and board elections. This is a good time for our members to think about running for an officer position. All the positions are available at the November election. Remember we are all here to help newly elected officers and support them in any way needed. I would be willing to run for President one more year, but I would like to see someone run for Vice President who will be able to take over for President for 2010. This is if I'm elected for President in 2009. I can only stay on as President one more year and then the torch needs to be passed on!! So think about becoming a part of your organization, which is a very important one. Happy Fall and hope to see everyone at the September 30th meeting.

Sincerely,

Britt Pease

President, MBPTA

Don't forget our Toys-For-Tots
drive at the November 25th meeting!



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.

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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Barb.benesch@ci.mounds-view.mn.us
barb.benesch@ci.mounds-view.mn.us

Request for Changes to the MBPTA Bylaws

The following proposed changes were submitted by the Bylaws Committee and will be voted on by MBPTA members at the November meeting. Please review the proposed changes and forward any comments or suggestions to President Britt Pease at britt.pease@ci.andover.mn.us

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Article VII, Parliamentary Authority and Rules or Order  
Article VII, Officer and Their Election

Suggested Change: Renumber the Articles—It appears that there are 2 Article VII's.

Reason for Suggested Change: Correction.

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Article V, Section 3

Article VII, Parliamentary Authority and Rules or Order
Article IX, Section 4

Suggested Change: Change capitalization of "bylaws" to be consistent so that when referring to bylaws in general terms, lower case is used and when referring to "bylaws" when defining a committee or title, upper case is used.

Reason for Suggested Change: Consistency.

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Article II, Purpose and Objectives, Section 2, B

Article IX, Duties of Officers, Section 4, Secretaries

Suggested Change: Delete the crossed out "Secretary".

Reason for Suggested Change: Correction.

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Article II, Purpose and Objectives, Section 2, Objectives

Suggested Change: Change the letter "C" to read: "To promote the value and recognition of Permit Technicians and to secure a proper place in the administrative organization".

Reason for Suggested Change: To clearly state the objective and not be redundant. Qualified personnel and minimum standards are covered in objective B.

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

~ 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 September Education City of Eagan

Our educational speakers for the September 30th meeting will be Charlie Durenberger (Supervisor of Enforcement) and Jim Peterson (Plumbing Inspections) from the State Department of Labor & Industry. They will be discussing the "Residential Building Contractor Program" and the new ICEC Program. This is a new program entitled "Independent Contractor Exemption Certification". Please bring your questions or issues on contracting licensing, plumbing codes or enforcement issues. This educational session will be open for any and all questions for our speakers to answer.

Remaining 2008 Meeting Dates and Locations

September 30	City of Eagan
October 30	Annual MBPTA Education (Mermaid Entertainment Center, Mounds View)
November 25	ABM City of Andover (no education at ABM)

Directions to Eagan City Hall

Eagan City Hall
3830 Pilot Knob Road
Eagan, MN 55122

From North

Go South on I-35E to Pilot Knob/Yankee Doodle Exit, Exit on Pilot Knob and turn Right, going South. Eagan City Hall is on corner of Wescott and Pilot Knob. Parking available on 1st and 2nd Levels. We will be meeting in the Eagan Room on the 2nd Floor.

From South

Go North on I-35E to Pilot Knob/Yankee Doodle Exit, Exit on Pilot Knob and turn Right, going South. Eagan City Hall is on corner of Wescott and Pilot Knob. Parking available on 1st and 2nd Levels. We will be meeting in the Eagan Room on the 2nd Floor.

From East

Go West on I-494 to Pilot Knob Exit, Exit on Pilot Knob and turn Left, going South. Eagan City Hall is on corner of Wescott and Pilot Knob. Parking available on 1st and 2nd Levels. We will be meeting in the Eagan Room on the 2nd Floor.

From West

Go East on I-494 to Pilot Knob Exit, Exit on Pilot Knob and turn Left, going South. Eagan City Hall is on corner of Wescott and Pilot Knob. Parking available on 1st and 2nd Levels. We will be meeting in the Eagan Room on the 2nd Floor.



How To Become A Certified Permit Technician

Books needed for the exam

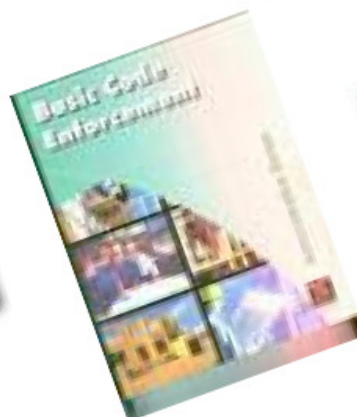
- 2006 IBC (chapters 1-3, 6, 12 and 34)
- 2006 IZC
- 2002 Legal Aspects of Code Administration
- Basic Code Enforcement 8th printing

Additional Study Material and info

- ICC Study CD
- ICC Permit Technician Study Companion
- Flashcards
- Permit Tech Study Companion
- Visit www.iccsafe.org/certification/professional for more test information or 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

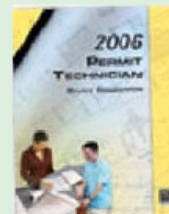
Price: \$38.00 (Member Price: \$28.00)

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

DRAFT MINUTES - Tuesday, July 29, 2008 - Otsego City Hall

The meeting was called to order at 9:37 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, and Treasurer I Robin Roscoe.

The following members and guests were present: Patty Boysen, Patti Wasmund, Jennifer Harmer, Lisa Kelleher, Michele Engberg, Connie Duellman, Kathy Pepin, Katie Schlundt, Sarah Brandel, Laurie Anderson, Anne McKibbin, Cecy Lukoskie and Steve Nelson.

Introductions took place.

There were no corrections to the minutes. Patti Wasmund made a motion, seconded by Cecy Lukoskie, to approve the minutes of May 20, 2008. The motion passed unanimously.

Treasurer I Roscoe gave the Treasurer's Report for June-July, 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 Jeanne Witczek, to approve the June-July, 2008 Treasurer's Report. The motion passed unanimously.

Committee Reports:

Education/Annual School

For the U of M Annual Institute, Members Patti Wasmund and Michelle Engberg discussed co-sponsorship with MAACO involving a full day overview of Indoor Air Quality covering such subjects as radon and mold. They also talked about the fact that there are no specific permit tech tracks being offered – the classes that the permit techs will want to take are numerous and will fall under the building official tracks.

Communications Committee

Member Barb Williams discussed new development of an online discussion group through MSN User Groups®. It will be similar to 10K's discussion website with members being able to post questions, current events, etc. in a 'chat-like' forum. She stated it should be up and running by our next meeting in September at the Eagan City Hall.

State Advisory Board

Member Linda Singer was not present. Member Engberg stated that they will be meeting again in September and should have an update at that time.

10K Lakes

Member Steve Nelson stated the summer conference, held in Grand Rapids on Sugar Lake was a success. There were 6 scholarships awarded. He also stated they would be changing their education meetings to White Bear Lake and their monthly meetings to Maple Grove.

Bylaws Committee

While not on the agenda, members Patti Wasmund and Kathy Pepin wished to let the members know that the by law report will be presented to all the members in September in order to review/make changes. Members will vote on the by laws at November's annual meeting.

July 29, 2008 MBPTA Minutes (continued)

General Business

Endorsement Letter

With regards to drafting a letter for Pat Parsley's endorsement, Britt confirmed that a letter had been drafted before the May 20th meeting and will be double-checking with Roger Axel.

Open Floor for Comments / Questions / Discussion

Member Kathy Pepin asked if there would be specific rooms set up for permit technicians at the ICC Annual Conference in September. Immediate past President Cecy Lukoskie stated that the Millennium Hotel may be a possibility on Sunday or Tuesday. She stated that it would be nice to have some sort of a get together before the event, meeting in one area. Member Steve Nelson suggested specific invitations to registrants be mailed out with Laura Scott providing the registrant list.

MBPTA President Britt Pease announced she is currently cancer free and, besides some stomach issues, feels wonderful. She recently volunteered in Hugo's Building Department and thanked all who have volunteered there. She stated that a list of volunteers will be made up in recognition of their efforts.

Adjournment

President Pease made a motion, seconded by Secretary Benesch, to adjourn the meeting at 10:10 a.m. The motion passed unanimously.

Immediately following the meeting, member Steve Nelson and Cecy Lukoskie discussed the upcoming ICC Annual Conference and Final Code Hearings, outlining exactly what was taking place and where.

This banner will be displayed at the expo booth at the 2008 ICC International Code Conference!



got Permit Techs?

Sponsored by

Building Permit Technicians of Central Ohio Committee, Colorado Association of Permit Technicians, Inc., Kansas City Metro Association of Permit Technicians, Minnesota Building Permit Technicians Association, New Jersey Association of Technical Assistants, North Central Texas Permit Technicians Chapter, Oregon Permit Technicians Association, and Washington State Association of Permit Technicians.



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.

2008 MBPTA Officer Nominations....are now being accepted!



**President
Secretary I
Treasurer I**

**Vice-President
Secretary II
Treasurer II**

(Please e-mail your nominations to barb.benesch@ci.mounds-view.mn.us)

Thanks to the following people who volunteered at the City of Hugo to assist with tornado disaster relief:

1. Dan Buuck – Fairbault
2. Lisa Hogstad – Lino Lakes
3. Jill Norlander – Lino Lakes
4. Patti Dillon – Cottage Grove
5. Barb Benesch – Mounds view
6. Britt Pease – Andover
7. Katie Schlundt – Roseville
8. Sue Phillips – Ham Lake
9. Mary Fitz – Fridley
10. Patti Wasmund – Inspectron
11. Carol Dunsmore – Chanhassen
12. Barb Williams – Otsego
13. Julie Hultman – Oak Park Heights
14. Cindy Shilts – Stillwater
15. Robbie Hiltz – Anoka
16. Geven Rabe – New Brighton
17. John Noble – Stillwater
18. Deb Ramsey – Oakdale
19. Gloria Thor - Oakdale
20. Doug Nord – State of Minnesota
21. Barry Greive – State of Minnesota
22. Mike Fricke – State of Minnesota
23. Tim Daugherty – Minneapolis
24. Ken Staloch – Minneapolis
25. Gerald Proulx – Roseville
26. Marlene Bach – Minneapolis
27. Liz Riel – Minneapolis
28. Doug Determan – Minneapolis
29. Don Munson – Roseville
30. Patrick Higgins – Minneapolis
31. Todd Hoekstra – Minneapolis
32. Al Olson – Minneapolis
33. Mark Jones – Oakgrove
34. Gary Jensen – White Bear Lake
35. Vern Bartlett – Independent Inspector



14669 Fitzgerald Ave. N.
Hugo, MN 55038
Phone - 651-762-6300
Fax - 651-426-2859

Help Support Minnesota Food Shelves!

The Minnesota food shelf, also known as "Hunger Solutions Minnesota", can be reached at www.hungersolutions.org. Mail in donations can be sent to: Hunger Solutions Minnesota, Attn: Jessica Frances, 555 Park Street, Suite 420, St. Paul, MN 55103.

ICC Contacts

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

Web address:

www.iccsafe.org

ICC eNews:

<http://>

www.iccsafe.org/news/ePeriodicals/Chapters_eNewsletter/index.html

ICC Chapter eNews

<http://>

www.iccsafe.org/membership/chapters/eNewsletter/eNew-subscribe.html

