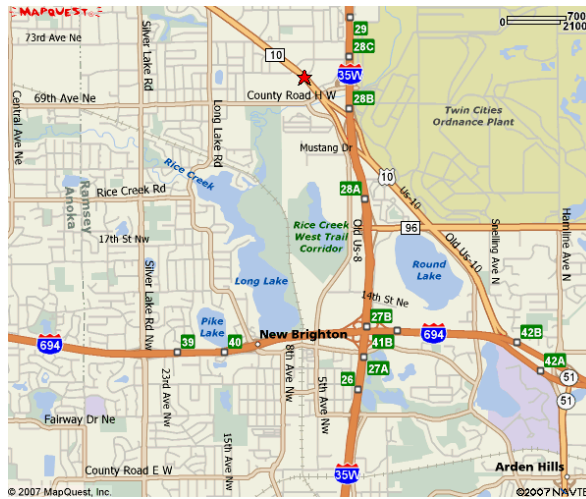


Circle One: Member Non-Member
Registration deadline October 17, 2009

Please make all checks payable to MBPTA
and mail to: Patti Wassund, c/o Inspectron, Inc.,
15120 Chippendale Ave. S., Suite 104, Rosemount, MN 55068

Early Bird Special: \$70 Members - \$80 Non-Members
After September 15: \$80 Members - \$90 Non-Members

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The Minnesota Building Permit Technicians

2009 Fall Seminar



Permit Application & Plan Submittal/Communication Skills for the Building Department

Thursday, October 29, 2009



Permit Application & Plan Submittal/ Communication Skills for the Building Department



Instructor:
Greg Karow

Thursday, October 29, 2009

*The Mermaid Event Center
& AmericInn, Mounds View*

Registration 8:00 am - 8:30 am
Seminar 8:30 am to 4:30 pm

Description:

This seminar will cover permit application, submittal and communication tactics for the Building Department.

Morning: Our morning will begin with plan submittal documents for projects that require minor review for code compliance such as decks, garages, and porches. The use of Code will be specific to these types of projects. A process will be established to deal with over the counter permits. Case studies and examples will be used extensively.

Afternoon: Our afternoon has been designed to assist Building Department staff in developing communication skills specific to our industry. Topics will include terminology, body language, effective listening, dealing with difficult customers, managing abusive people and providing customer service that works.

Early Bird Special:
\$70 Members - \$80 Non-Members
After September 15:
\$80 Members - \$90 Non-Members
(Walk-Ins Welcome if Space is Available)

Registration includes:
seminar, materials,
luncheon, and tote bag

Coffee, Juice, Rolls,
Italian Buffet, Cookies

Earn Continuing Education Units:
ICC Awards 0.7 CEU Credits
State of MN Awards 2.5 CEU Credits

Questions regarding the seminar should be directed to MBPTA
President, Britt Pease at 763-767-5122
or bpease@ci.andover.mn.us

~Caring for our Community~

Help MBPTA bring a child a smile this holiday season. Bring a toy for:



This course is for any individual interested in gaining or refreshing their knowledge in plan submittal, minor plan review and building department communications.

- Supervisors
- Permit Technicians
- B.I.T Students
- Housing Code Officials
- Building Officials
- Building Inspectors
- Clerical Staff



Sorry, there are no refunds on cancellations.

**Please complete the form on the
reverse side and mail with payment to:**

Patti Wasmund
c/o Inspectron, Inc.
15120 Chippendale Ave. S., Suite 104
Rosemount, MN 55068

651-322-6626

pwasmund@inspectroninc.com