



Minnesota Building Permit Technicians Association

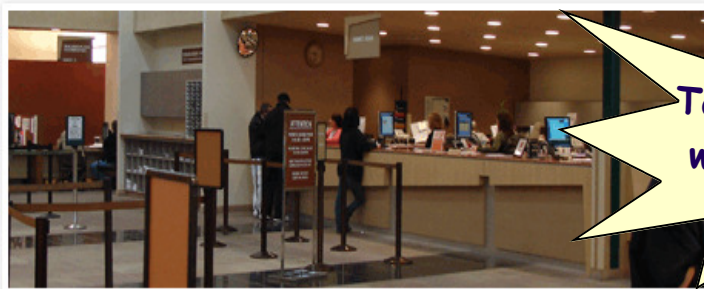
Volume 12, Issue 4

July/August 2009

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

MBPTA 2009 Fall Seminar

Mermaid Entertainment & Event Center, Mounds View



To register go to:
www.MBPTA.org

President

Britt Pease – City of Andover
1685 Crosstown Blvd. NW
Andover MN 55304
763-767-5122 * fax 763-755-8923
Bpease@ci.andover.mn.us

Vice President

Barb Williams - City of Otsego
8899 Nashua Avenue NE
Otsego, MN 55330
763-441-2593 *fax 763-441-8823
barb@ci.otsego.mn.us

Secretary

Barb Benesch - City of Mounds View
2401 County Highway 10
Mounds View, MN 55112
763-717-4028 * fax 763-717-4019
Barb.benesch@ci.mounds-view.mn.us

Secretary II

May Vang - City of New Brighton
803 Old Highway 8 NW
New Brighton, MN 55112
651-638-2043 * fax 651-638-2044
may.vang@newbrightonmn.gov

Treasurer I

Patti Wasmund – Inspectron, Inc.
15120 Chippendale Ave S.
Rosemount, MN 55068
651-322-6626 * fax 651-322-7580
pwasmund@inspectroninc.com

Treasurer II

Position Vacant

**Thursday,
October 29,
2009**

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



2009 International Code Council Conference & Code Development



Code Development Hearings: October 24 thru 31 and November 4 thru 11
Annual Conference: November 1 thru 4

Baltimore, Maryland will be the host for the 2009 ICC Annual Conference & Code Development Hearings. Both the Baltimore Convention Center and the host hotels are steps off Baltimore's Inner Harbor - one of the most photographed and visited areas of the city which has also been one of the major seaports in the United States since the 1700's. The Convention Center is part of the vibrant downtown waterfront community which is very "walkable" and linked by a series of overhead walkways to the Inner Harbor, hotels, shops, attractions and fine dining.



Message from your President.....

Dear MBPTA Members:



Annual MBPTA membership dues vary by size and type of your City or organization. Memberships start as low as \$50 per year. The 2009 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 Net Working Opportunities
- Scholarships for Higher Learning Programs for Members and Children of Members

Mail your completed membership form and check to:

Patti Wasmund – Inspectron, Inc.
15120 Chippendale Ave S.
Rosemount, MN 55068
651-322-6626 * fax 651-322-7580
pwasmund@inspectroninc.com

Make checks payable to: **MBPTA**



VOLUNTEERS NEEDED!

MBPTA currently has openings on several committees.

Hello everyone! I hope everyone had a great 4th of July holiday. Summer is officially half over and it feels like it just began! I think most of us working for municipalities are dealing with (or have already dealt with) lay-offs, staff cuts or possible hour reductions. These unfortunate events leave cities short staffed, overworked and stressed. I can't emphasize enough the importance of **cross training** your inspectors and staff. This will allow departments to work as a team and be able assist our positions.

I was asked by a member to cheer us up so this is my pep talk to everyone! I want permit technicians to realize the importance of becoming certified and/or receiving a college certificate. **MBPTA** has worked hard to become an established association and education should not be overlooked. Try not to get discouraged and strive to achieve your goals and keep your spirits high. Please realize the importance of the job of a permit technician and the importance of this role to a municipality or company as well as the community.

MBPTA held their meeting on May 19th at the City of New Hope. The meeting was a success and 20 people were in attendance. Roger Axel, the Building Official for City of New Hope was our presenter. Roger did a power point presentation showing examples of right and wrong field inspections. Thank you so much Roger for taking the time to speak to our association. Thank you also to Gail Keykal and the City of New Hope staff for hosting the meeting.

ANNUAL FALL EDUCATION UPDATE – MBPTA annual fall education seminar is scheduled for Thursday, October 29, 2009. The instructor, Greg Karow, will cover permit application and submittal and communication tactics for the Building Department. Brochures will be e-mailed to everyone and are on our web site. The cost of the seminar is \$70 for members and \$80 for non members. Registration includes: seminar, materials, luncheon and a MBPTA tote bag. Due to the fact we lost our ICC free day of education, MBPTA is contributing to the expenses for this seminar. In past years this was the only seminar that MBPTA profited from however this will no longer be the case. Realizing cities have budget constraints, MBPTA has kept the cost of this seminar cost low in hope of high attendance.

I hope everyone has a chance to attend these great educational offerings. It is so important to attend our meetings and educational opportunities with other permit technicians, share ideas and show support for our association. Let your bosses know how important it is you attend the meetings and the educational seminar.

President's Message Continued.....

Our next meeting is July 28th at the City of New Brighton. Joe Hatch, Code Enforcement Officer will address housing and foreclosure issues. I know a lot of us are dealing with these problems so it should be a great topic for discussion. I look forward to seeing you at the meeting.

Enjoy the rest of your summer!

Sincerely,

Britt Pease

President, MBPTA

Directions:

New Brighton City Hall
803 Old Hwy 8 NW
New Brighton, MN 55112
651-638-2050

Meeting will be held in the Council Chambers. (There will be a Ronald McDonald "Cook for Kids" Volunteer meeting will be held in the conference room across the hall immediately following our regular meeting.)

From the South:

North bound on 35W to County Road E-2 exit, left turn over 35W (west bound) until stop sign at 5th Avenue NW, turn right, pass 3 way stop light (at that intersection the street becomes Old Hwy 8 NW). Go pass the Fire station, turn right at 8th Street NW, and park in the east parking lot behind City Hall.

From the North:

South on 35W to west freeway 694 exist on the first exit at 10th Street NW & Long lake Road exit. Turn left and go to second stop light (at Old Hwy 8 NW) turn right about a block and ½ (City Hall is the left). Turn left at 8th Street NW and park in East parking lot, behind City Hall.

From West:

East bound on freeway 694, exit on 10th Street NW & Long Lake Road exit. Turn right and go to second stop light (at Old Hwy 8 NW) turn right about a block and ½ (City Hall is the left). Turn left at 8th Street NW and park in East parking lot, behind City Hall.

From East:

West bond on freeway 694, exit on 10th Street NW & Long Lake Road exit. Turn left and go to second stop light (at Old Hwy 8 NW) turn right about a block and ½ (City Hall is the left). Turn left at 8th Street NW and park in East parking lot, behind City Hall.



NEW!
**Career as a Permit
Technician Brochure**
\$6 for packet of 25
Order online now
from ICC
1-888-ICC-SAFE
Or ICCSAFE.ORG
Catalog #7328S

Attention MBPTA
Members:

If you would like
serve on one of
our Committees,
please contact any
MBPTA Officer.
Volunteers are
needed.

Thank You!

We're on the web...visit us at
www.MBPTA.org

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, July 24** if
you are planning to
attend the meeting.

Reminder!

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

***Next Meeting: Tuesday, July 28, 2009
City of New Brighton, 9:30 a.m.***

Agenda

1. Call to Order
2. Introductions
3. Approval of minutes for May 19, 2009 meeting
4. Approval of Treasurer's Report
5. Committee Reports -
 - A. **Education** – U of M Annual School report – Michele Engberg , Regions III – Update Roger Axel/Britt Pease
 - 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. Charity Event Update - Patti Wasmund
 - B. Permit Tech – Question and Answer Review
 - C. Open Floor for Comments/Questions/Discussions
7. Adjournment

Meeting Education: Caring for Our Community: "Cook for Kids" Meeting:

Immediately following the meeting Joe Hatch, Code Enforcement Officer from the City of New Brighton, will give a presentation on Foreclosure and housing issues.

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

There will be a Ronald McDonald "Cook for Kids" Volunteer meeting held in the conference room across the hall from the Council Chambers immediately following the presentation. Lunch from Jimmy Johns will be served. Please RSVP to President Pease at bpease@andover.mn.us if you will be attending this meeting for a lunch count.

~ 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 and ICC Permit Technician Study Companion
- Flashcards
- Attend OPTA Quarterly Study Sessions

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%

For more information go to www.mbpta.org

MBPTA May Meeting

Roger Axel, Building Official for the City of New Hope, gave a wonderful presentation on field inspections at our May MBPTA meeting.

**THANKS
ROGER!**

Permit Technician Program



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/. The courses are under "Building Permit Technology." Or you can check out our website at www.MBPTA.org



May MBPTA Meeting at the City of New Hope

ICC Contacts

1-888-ICC-SAFE
(422-7233)
Web address:
www.iccsafe.org



Do you have an idea for a meeting topic???? Do you know of someone who would like to speak at one of our meetings? Please contact an MBPTA officer with your suggestions. We will appreciate your ideas!



**Permit Tech
Test Questions
07-28-2009 Meeting**

1. The code does not recognize which of the following an official department record?

- a). fees collected
- b). reports of inspections
- c). permits and certificates issued
- d.) actual number of customers served

2. Which of the following types of work does not require a building permit?

- a). driveway located 4 feet above grade
- b). 6-foot-high solid masonry fence
- c). 3-foot-high retaining wall supporting a surcharge
- d). 180-square-foot one-story detached accessory building

3. Causing work to remain accessible and exposed for inspection purposes shall be the responsibility of the _____?

- a). contractor
- b). permit applicant
- c). person requesting the inspection
- d). design professional in responsible charge

4. What is occupancy classification of a movie theatre complex?

- Group A-1
- Group A-2
- Group A-3
- Group B

5. A space in a building used for living, sleeping, eating or cooking is considered a(n) _____.

- a). dwelling unit
- b). livable space
- c). habitable
- d). occupiable space

DRAFT MINUTES - Tuesday, May 19, 2009 - New Hope City Hall

The meeting was called to order at 9:34 a.m. The following officers were present at this meeting: President Britt Pease, Vice-President Barb Williams, Secretary I Barb Benesch, Secretary II May Vang, and Treasurer I Patti Wasmund.

The following members and guests were present: Jeanne Witczek, Rhonda McDonald, Robbie Hiltz, Michelle Engberg, Patty Boysen, Katy Okerstrom, JoAnne Beckes, Debi Close, Lisa Kelleher, Krista Buth, Tammy Siemsen, Jan Rosemeyer, Gail Keykal, Roger Axel, and Greg Johnson.

Introductions took place.

Member Jeanne Witczek made a motion, seconded by Vice-President Williams, to approve the minutes of March 31, 2009. The motion passed unanimously.

Treasurer I Wasmund gave the Treasurer's Report for April 2009. She reported a beginning balance of \$8,700.08, expenses of \$136.89, deposits of \$1.81, and an end balance of \$8,664.00. Member Rhonda Anderson made a motion, seconded by Member Robbie Hiltz, to approve the Treasurer's Report. The motion passed unanimously.

Committee Reports

Education

President Pease and Member Michele Engberg attended a Regions III Institute education planning meeting. President Pease and Member Engberg reported that Linda Pieczynski, who taught the Legal Aspects course previously, will teach an "Advanced Legal Aspects" class. The second day class offering is entitled "2006 IPMC Property Guides to Codes, Forms, and Complaints". These classes are offered to Permit Techs, Building Officials, and Housing Inspectors.

The next Annual Institute meeting will be held the third week of June. Member Engberg expressed that she would like MBPTA members suggests topics for Annual School and would like to know what would draw both members and non-members to the Annual Institute. Members were encouraged to e-mail ideas to President Pease, Member Engberg, or Member Okerstrom.

Communications Committee

President Pease requested that if there were updates for the MBPTA webpage, members should e-mail President Pease, Vice-President Williams, or Secretary I Benesch. There was a brief discussion regarding the Department of Labor and Industry's (DOLI) webpage. It was noted that DOLI's license verification page has a new look and members are not finding all the links for contractor license and bond verification.

State Advisory Board

Member Engberg reported that there is a new dean at North Hennepin. There was a brief discussion regarding the board meeting. It was noted that class enrollments are down according to class surveys. President Pease informed members that she has the minutes from the last State Advisory Board meeting, which were provided to her from Member Singer, and that if anyone was interested in viewing the minutes they could e-mail her.

10K Lakes

Member Steve Nelson was not present to report, so President Pease asked if Member Roger Axel had any information from 10k. Member Axel stated that the summer conference will take place on July 16-17, 2009, in Grand Rapids.

Continued on next page....

General Business

Greg Johnson Update

President Pease stated that Member Greg Johnson asked MBPTA to endorse him as he pursues the Secretary/Treasurer position with ICC. Member Johnson was present to answer questions and concerns that members had. Some members inquired, once appointed, what he could do for our organization? After a lengthy discussion, Member Engberg made a motion, seconded by Secretary I Benesch, to endorse and support Greg Johnson for his application seeking the Secretary/Treasurer position with ICC. endorsement to ICC. Motion passed unanimously. Secretary I Barb Benesch will send out a letter of endorsement.

Charity Event Update

Treasurer I Wasmund contacted Ronald McDonald House regarding the most recent dates available for "Cook for Kids" charitable event. Currently, all MBPTA officers and five members have volunteered for this event. Treasurer I Wasmund will e-mail additional information to members as it becomes available.

Permit Tech Questions

President Pease reviewed the Permit Technician certification quiz questions that were in the MBPTA newsletter.

Open Comments/Questions/Discussions

President Pease reminded members that immediately after our regular meeting, there would be an Education/Planning meeting.

Member Gail Keykal suggested that MBPTA extend an invitation for our seminar/education day to other surrounding states.

Adjournment

Member Roger Axel made a motion, seconded by Member Jeanne Witczek, to adjourn the meeting at 10:22 a.m.



**Mounds View Fire Marshal/Building Official
to Serve on Public Safety Committee**

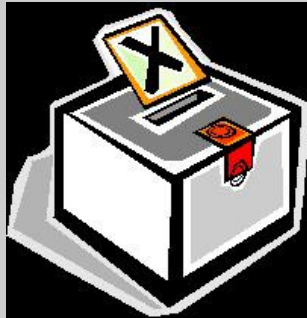
Mounds View Fire Marshal/Building Official Kathi Osmonson has been selected to serve on the International Residential Code Building/Energy Code Committee of the International Code Council.

"As a code development committee member, Kathi will have a tremendous responsibility that will protect public safety in Mounds View and across America," said Code Council Board President in Las Cruces, New Mexico, Fire Chief Adolf Zubia. "As one of 12 members on the committee, Kathi will review, deliberate and recommend changes to our residential construction code that will have a positive impact on building safety, energy efficiency and fire prevention."

Codes are updated on a three-year cycle. Kathi will begin her committee service this fall during public hearings. She will hear testimony advocating changes to the International Residential Code and advise committee action which will help to form the 2012 *International Residential Code* that is adopted in 48 states plus Washington, D.C., and the U.S. Virgin Islands.

Kathi was chosen for this important position from applicants Nationwide because of her involvement in fire and life safety education, fire investigations, code development and code enforcement. She has been the chairman of the Association of MN Building Official's Code Development Committee and her code enforcement experience, plus teaching inspections for MN Community Colleges, all of which bring unique value to the committee.

M.B.P.T.A. Officer Election Coming in November 2009



ANSWERS TO PERMIT TECH QUESTIONS

1. (d) actual number of customers serviced – Ref. IBC 104.7
2. (b) 6-foot-high solid masonry fence – Ref. IBC 105.2
3. (b) – permit applicant – Ref. IBC 109.1
4. (a) Group A-1 – Ref. IBC 303.1
5. (c) habitable – Ref. IBC 202 (definitions)

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



Happy Birthday America!



"Cook for Kids" at the Ronald McDonald House
Would YOU like to help out?



RONALD McDONALD
HOUSE CHARITIES
UPPER MIDWEST

SAVE THE DATE:
WEDNESDAY, OCTOBER 7, 2009...

...is the date MBPTA Volunteers will cook and serve a meal for the families staying at the Ronald Mc Donald House in Minneapolis. Jackie Onischuk, Jeanne Witczek, Katie Schlundt, Katy Okerstrom, Linda Singer, Mary Fitz, May Vang, Barb Benesch, Barb Williams, Britt Pease, and Patti Wasmund have all volunteered to help. In addition to serving the food, MBPTA will be buying and preparing the food. These activities will take place the week of September 28 through October 2nd. If you are interested in making bars or cookies or helping in meal preparation contact Patti Wasmund at pwasmund@inspectroninc.com.

Remember: We make a living by what we do, but we make a life by what we give -
Winston Churchill.

There will be a Ronald McDonald "Cook for Kids" Volunteer meeting held in the conference room across the hall from the New Brighton City Hall Council Chambers immediately following our regular meeting on July 28th. Lunch from Jimmy Johns will be served. Please RSVP to President Pease at bpease@andover.mn.us if you will be attending this meeting for a lunch count.