



Minnesota Building Permit Technicians Association

Volume 12, Issue 5

September/October 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."

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



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

Thursday, October 29, 2009

The Mermaid Event Center
& AmericInn, Mounds View

Instructor:
Greg Karow

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

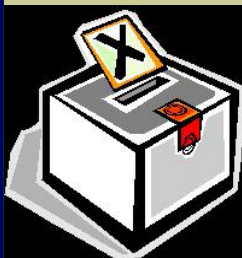
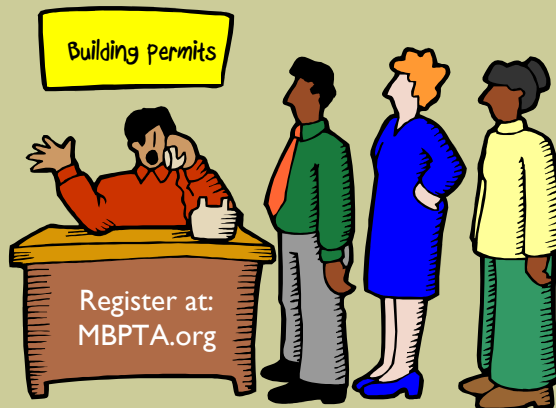


Description:

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.



**ATTENTION:
ELECTION OF OFFICERS
AT NOVEMBER MEETING!
See page 3 for details.**

Message from your President.....

Dear MBPTA Members:

Hello everyone! I hope everyone had a nice summer. It is hard to believe September is here and fall is upon us.



MBPTA held their meeting on July 28th, at the City of New Brighton. The meeting was a success with 20 people in attendance. Joe Hatch, Code Enforcement Officer for City of New Brighton, was our presenter. Joe did a power point presentation on foreclosure and housing issues. Thank you so much Joe for taking the time to speak to our association and to May Vang and the City of New Brighton staff for hosting the meeting.



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**



MBPTA currently has openings on several committees.

2009 ICC Code Council Annual Conference Update - The MBPTA board has decided not to send a representative to the Baltimore convention. Due to budget constraints the board felt the money should be used to benefit the entire membership. The ICC free chapter education benefit was eliminated this year so some of the money budgeted for the convention will be used for the October educational seminar and speaker's fee. Promotional items have been purchased for members to use at future institutes, meetings and events to promote the MBPTA name, logo and website. MBPTA is also doing a charity event providing and serving a meal at the Ronald McDonald House on October 7th.

ANNUAL FALL EDUCATION UPDATE – The MBPTA annual fall education seminar is Thursday, October 29, 2009. The instructor, Greg Karow, will cover permit application and submittal and communication tactics for the Building Department. Brochures are attached with this newsletter and are also on our web site. The cost of the seminar is \$70.00 for members and \$80.00 for non members. Registration includes: seminar, materials, luncheon and a MBPTA tote bag. 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 hopes of high attendance.

Members need to think about the 2010 officer elections. Elections will be held in November. I'm sad to announce I will not be running for 2010 President. Vice-President Barb Williams has been nominated for the President position so MBPTA will be looking for a Vice-President. Secretary I Barb Benesch will not be running as well. Secretary II May Vang has been nominated for that position so we will need a Secretary II and then the Treasurer II position is also still vacant.

My history with MBPTA goes back to when I joined in 1998. I served as treasurer from 1999 to 2003. I was Vice-President in 2007 and President in 2008 and 2009. I have served 8 years as an officer and it is time for new people to assume these positions. I hope all of our members will continue to support the MBPTA and realize the importance of continuing to support the association we all have worked so hard to achieve. Do not let the hard economic times ahead discourage you from becoming involved and supporting MBPTA. We have worked over 10 years to establish this Minnesota and ICC chapter. **Member participation is needed!**

Our next meeting is September 29, 2009, at the City of Golden Valley. Don Sivigny, from the Department of Labor & Industry will give us an update on Energy Code Updates and Radon Mitigation. I look forward to seeing you at the meeting.

Have a great fall season and get out and enjoy the wonderful colors!

Sincerely,
Britt Pease

President, MBPTA



As always, MBPTA will hold an election at the November annual meeting to fill all officer positions. We will be receiving nominations for President, Secretary II, and Treasurer I. Official nominations, however, can be made between the September meeting and up to one week before the annual November business meeting .

ATTENTION: ELECTION OF OFFICERS AT NOVEMBER MEETING!

Nominations shall be submitted to Secretary Benesch for placement on the official ballot. A write-in option will also be available on the ballot the day of the meeting.

NEXT YEAR ALL OFFICERS WILL RECEIVE AN MBPTA MONOGRAMMED SHIRT AND MBPTA WILL PAY \$50 TOWARDS EACH OFFICER'S YEARLY MEMBERSHIP FEE.

Directions:

City of Golden Valley
7800 Golden Valley Road
763-593-8090

*PLEASE PARK IN THE PARKING LOT UNDER THE WATER TOWER. CITY HALL ENTRANCE EAST SIDE OF BUILDING ACROSS FROM PUBLIC SAFETY BUILDING. Inside front door on the right is stair (elevator on left) to second floor. Follow hallway around to the City Council Chambers on your right.

FROM THE WEST: Hwy. 55 east to Winnetka Avenue; left on Winnetka to Golden Valley Road; right on Golden Valley Road ½ block, take left to entrance to City Hall Campus. Park in lot under water tower. Entrance to City Hall is on east side facing the Public Safety Building.

FROM THE SOUTH: A: Hwy. 169 or 694 north to Hwy. 55; Hwy. 55 east to Winnetka Avenue; left on Winnetka to Golden Valley Road; right on Golden Valley Road ½ block, take left to entrance to City Hall Campus. Park in lot under water tower. Entrance to City Hall is on east side facing the Public Safety Building. B: North on Hwy. 100 to Hwy. 55; west on Hwy. 55 to Winnetka Avenue; right on Winnetka to Golden Valley Road; right on Golden Valley Road ½ block, take left to entrance to City Hall Campus. Park in lot under water tower. Entrance to City Hall is on east side facing the Public Safety Building.

FROM THE EAST: West on 94 to Hwy. 55; west on Hwy. 55 to Winnetka Avenue; right on Winnetka to Golden Valley Road; right on Golden Valley Road ½ block, take left to entrance to City Hall Campus. Park in lot under water tower. Entrance to City Hall is on east side facing the Public Safety Building.

FROM THE NORTH: A.: South on Hwy 169 or 694 to Hwy. 55.; Hwy. 55 east to Winnetka Avenue; left on Winnetka to Golden Valley Road; right on Golden Valley Road ½ block, take left to entrance to City Hall Campus. Park in lot under water tower. Entrance to City Hall is on east side facing the Public Safety Building. B. South on Hwy 100 to Hwy. 55; west on Hwy. 55 to Winnetka Avenue; right on Winnetka to Golden Valley Road; right on Golden Valley Road ½ block, take left to entrance to City Hall Campus. Park in lot under water tower. Entrance to City Hall is on east side facing the Public Safety Building.



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

Contact Barb Benesch at:
763-717-4028 or
[barb.benesch@ci.mounds-
view.mn.us](mailto:barb.benesch@ci.mounds-view.mn.us) if you are
planning to attend the
meeting. Please RSVP by:

Friday, September 25

Reminder!

MBPTA meetings are
the LAST Tuesday of
every other month
at 9:30 a.m., unless
notified otherwise.
Don't forget the
seminar on Oct. 29!

***Next Meeting: Tuesday, September 29, 2009
City of Golden Valley, 9:30 a.m.***

Agenda

1. Call to Order
2. Introductions
3. Approval of minutes for July 28, 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:

Immediately following
the meeting Don
Sivigny from the MN
Department of Labor &
Industry (DOLI) will give
a presentation on
radon mitigation and
radon code updates.

Caring for Our Community:

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.

Attention

Carbon Monoxide Alarms Required!

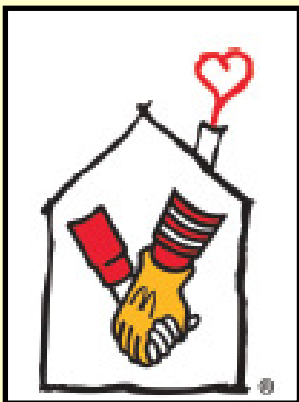
Not only are smoke alarms required in every single family dwelling...**EVERY** single family dwelling must also have an approved and operational carbon monoxide (CO) alarm installed within 10 feet of each room used for sleeping.

Minnesota State Law Requires Carbon Monoxide Detectors...in Every Home!



Countdown to "Cooks for Kids" at the Ronald McDonald House

The MBPTA Cooks for Kids volunteer event is scheduled for Wednesday, October 7th. Our volunteers will be preparing and serving:



Chicken Tacos
Beef Tacos
Chips with Salsa and Guacamole
Spanish Rice
Refried Beans
Taco Toppings, Assorted Bars and Cookies
Coffee, Bottled Water and Juice Boxes

Our volunteers have signed up to prepare one or more of the items above and help serve the meal to the children and their families. Our date and menu have been posted on the Ronald McDonald Website- www.rmhc-um.org. Take a moment to look at the website to see what a great service the Ronald McDonald House provides to families. It is one of the few Ronald McDonald Houses that has a resident dog to make it feel even more like home. All the volunteers receive a tour of the Ronald McDonald house. We will be sure take pictures of the event to share them in the next newsletter.

~ 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 July Meeting

Immediately following the meeting Joe Hatch, Code Enforcement Officer from the City of New Brighton, gave a presentation on Foreclosure and housing issues. Thanks, Joe, for your time and informative presentation!



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



53rd ANNUAL INSTITUTE FOR BUILDING OFFICIALS JANUARY 7-16, 2009

ICC Upper Great Plains Region III Educational Institute

February 8 - 12, 2010
Trade Show: February 10 - 11, 2010



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
09-29-2009 Meeting**

1. Which of the following would require a permit?
 - a). portable heating appliance
 - b). portable cooling appliance
 - c). repairing a leaking plumbing pipe with a new section of pipe
 - d.) clearing of a major stoppage in an underground sewer pipe

2. Final building permit valuation shall be set by the _____?
 - a). owner
 - b). building official
 - c). general contractor
 - d). architect or engineer

3. According to the International Zoning Code, which of the following rooms is not considered “habitable space?”
 - a). kitchen
 - b). bathroom
 - c). bedroom
 - d). living room

4. Generally, a _____ is viewed as a corporation established by the state legislature for the good of those inhabitants that live in a prescribed area.
 - a) county
 - b) jurisdiction
 - c) municipality
 - d) local authority(Legal Aspects of Code administration book)

5. Generally, home rule makes it easier for a municipality to _____.
(Legal Aspects of Code administration book)
 - a). enact local legislation
 - b). enact state legislation
 - c). override federal legislation
 - d). receive federal grant monies

DRAFT MINUTES - Tuesday, July 28, 2009 - New Brighton City Hall

The meeting was called to order at 9:35 am. The following officers were present: President, Britt Pease; Vice-President, Barb Williams; Secretary II, May Vang; Treasurer I, Patti Wasmund. The following members and guests were present: Amy Weitalla, Cecy Lukoskie, Connie Duellman, Gail Keykal, Jackie Onischuk, Jeanne Witczek, Joy Isaacson, Katie Schlundt, Katy Okerstrom, Linda Singer, Mary Fitz, Michelle Engberg, Rhonda McDonald, Sherri Eisenbraun, Patty Boysen, and Joe Hatch.

Introductions took place.

There was a motion by Member Gail Keykal, seconded by Member Rhonda McDonald, to approve the meeting minutes of May 19, 2009. The motion passed unanimously.

Treasurer I, Patti Wasmund, gave the Treasurer's Report for April 2009. She reported a beginning balance of \$8,799.08, total expenses of \$136.89, a deposit of \$1.81, and an ending balance of \$8,664.00. Vice-President, Barb Williams, made a motion, seconded by Member Jeanne Witczek, to approve the Treasurer's Report. The motion passed unanimously.

Committee Reports

Education – U of M

President Britt Pease, Member Michelle Engberg, and Member Linda Singer reported that IPMC will have an advance professional track to attract a broad range of people to the institute in February 2010. Member Engberg did a quick review of the classes for Permit Technicians. She reported that classes are on January 12 and 14, 2010, and that the class is a 3-part series: 1-Ethics, 2-Counter submittal, 3-appeals.

Regions III

Member Engberg stated that we could use volunteers for Regions III education committee.

Communications Committee

Vice-President Williams stated that traffic for our MBPTA site is down for the summer. She also stated that all MBPTA related items are updated on the webpage.

State Advisory Board

Member Singer reported that the last State Advisory Board meeting was cancelled. She added that the next meeting will be in September at Inver Grove Heights and that Member Engberg will be attending that meeting.

10K Lakes

Member Steve Nelson and Member Roger Axel were both unable to attend today's MBPTA meeting, therefore there were no updates. President Pease will update members on 10K when she receives the information.

General Business

Charity Event Update

Treasurer I Wasmund reported that she has a list of roles and responsibilities for all participating members for the Ronald McDonald "Cook for Kids" event. She stated that the recommended volunteer number should stay under 12 people for set up and clean up. President Pease added that we, MBPTA, are open to members who just want to make bars. Member Engberg asked who was covering the cost of food. Member Engberg also suggested that members could donate to help set off the cost of food. President Pease stated that MBPTA will cover the cost of food, and added that this is our organization's charity event. President Pease also noted that we will be taking photos of this event to put in to our MBPTA newsletter. Member Singer suggested that we could consider Habitat for Humanity for a future charity event.

Permit Tech Questions

President Pease reviewed the test questions that were in the MBPTA newsletter.

Open Floor for Comments/Questions/Discussions

There was discussion about our October Seminar. President Pease stressed that the fee for this year's fall education is only \$70 for an all-day seminar and that this includes lunch and a free tote for all who attends.

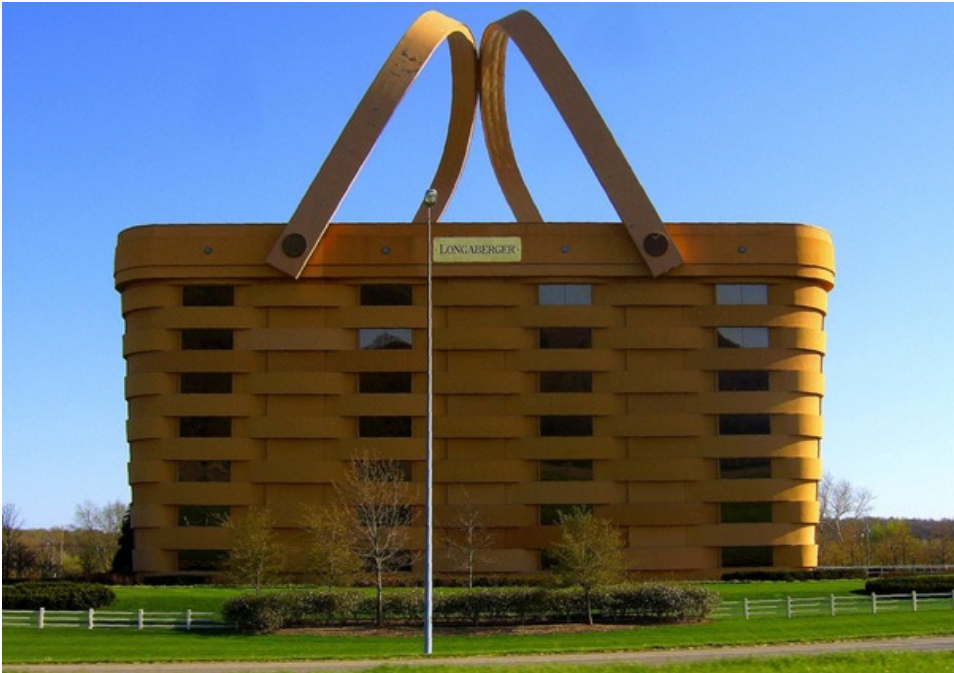
President Pease noted that our next MBPTA meeting will be at City of Golden Valley, and that Don Sivigny with the Department of Labor and Industry will be speaking on Energy Code Updates and Radon Mitigation.

Member McDonald mentioned that she had heard that the State of Minnesota would be taking over building permit plan review for schools, hospitals and other such commercial buildings. Treasurer Wasmund offered to look into this issue and provide further information to MBPTA members.

Promotional items were discussed. Member Engberg stated that she will show samples after meeting. It was noted that final decisions on promotional items will be made at that time.

Adjournment

Member Singer made a motion, seconded by Member Boysen, to adjourn the meeting at 10:05 a.m.



7-story building shaped like a basket is Longaberger's Home Office, Newark, Ohio.

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

ANSWERS TO PERMIT TECH QUESTIONS

1. (c) repairing a leaking plumbing pipe with a new section of pipe – Ref. IBC 105.2
2. (b) building official – Ref. IBC 108.3
3. (b) – bathroom – Ref. IBC 202
4. (c) - municipality - Ref. Legal Aspects of Code Administration – page 11
5. (b) enact state legislation - Ref. Legal Aspects of Code Administration – Chapter 3, under “home rule”)

**ALWAYS
CALL
BEFORE YOU
DIG**

