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April 3rd, 2012

City of Owatonna Building Inspection Division

The following policy is being provided in written form to clarify what has been an unwritten policy office/practice.

Pre-permit Inspections: Residential dwelling and residential living units.

It shall be the policy of the Owatonna Building Inspection Division that a pre-permit inspection shall be performed prior to any building permit being issued for the following projects:

- Window replacement and new window installations on existing homes, residential dwelling units and multi-family residential units including rental properties.
- Any interior alterations or remodeling on existing homes, residential dwelling units and multi-family residential units including rental properties.

This policy has been created to provide better communication of code requirements related to these types of projects. The goal of the pre-permit inspection is to assist the owner and contractor to acquire appropriate materials and to communicate code requirements related to the proposed projects prior to permits being issued. Hence, the projects can be completed without unforeseen issues which can become cumbersome and costly if discovered after construction has begun or near the end of construction projects. Examples of the items addressed during these inspections are: safety glazing locations, egress requirements, ceiling heights, stair requirements, smoke detection and carbon monoxide detection required by state statutes, ventilation, and other issues that have in the past caused miscommunication and hardships when discovered after the project has begun.

The 2020 Minnesota State Building Code ([Chapter 1300; administrative rules](#)) gives the building official latitude in creating policies to interpret and enforce the code requirements within the State Building Code and local ordinances. Furthermore, the MN State Building Code also references the building official may require preliminary inspections for proposed construction projects.

There is no fee related to the pre-permit inspection.

[1300.0110 DUTIES AND POWERS OF BUILDING OFFICIAL.](#)

Subpart 1. General. The building official shall enforce the code. The building official may render interpretations of the code and adopt policies and procedures to clarify its application. The interpretations, policies, and procedures shall be in conformance with the intent and purpose of the code. The policies and procedures shall not have the effect of waiving requirements specifically provided for in the code.

[1300.0210 INSPECTIONS.](#)

Subp. 2. Preliminary inspection. Before issuing a permit, the building official may examine, or cause to be examined, buildings, structures, and sites for which an application has been filed.

Respectfully,

Kenneth W. Beck

Ken Beck
City of Owatonna
Building Official

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