



# The City of Owatonna

## Building Inspection Division

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To Whom it May Concern:

With regard to part 1300.0130, subpart 9 of the Minnesota State Building Code, when documents are required to be prepared by a licensed design professional, the City of Owatonna Building Inspection Division does require the project/property owner designate a licensed architect or engineer of record. Please note that the “licensed design professional in responsible charge” shall be responsible for reviewing and coordination submittal documents prepared by others. Portions of design documents will not be accepted from sources other than the designated design professional of record.

Incomplete plan documents will not be accepted or reviewed by the Owatonna Building Inspection Division until submitted in whole.

### Subp. 9. Design professional in responsible charge.

- A. The building official may require the owner to engage and designate on the building permit application a licensed design professional who shall act as the licensed design professional in responsible charge. If the circumstances require, the owner shall designate a substitute licensed design professional in responsible charge who shall perform the duties required of the original licensed design professional in responsible charge. The building official shall be notified in writing by the owner if the licensed design professional in responsible charge is changed or is unable to continue to perform the duties.  
The licensed design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.  
When structural observation is required by the code, the inspection program shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur.
- B. For the purposes of this part, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.  
Deferral of any submittal items shall have the prior approval of the building official. The licensed design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.  
Submittal documents for deferred submittal items shall be submitted to the licensed design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and that they have been found to be in general conformance with the design of the building. The deferred submittal items shall not be installed until their design and submittal documents have been approved by the building official.
- C. Work regulated by the code shall be installed according to the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

**Statutory Authority:** MS s [16B.59](#); [16B.61](#); [16B.64](#); [326B.02](#); [326B.101](#); [326B.106](#); [326B.13](#)

**History:** [27 SR 1471](#); [32 SR 5](#); L 2007 c 140 art 4 s 61; art 13 s 4; [39 SR 91](#)

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