



## Request for City Council Committee Action from the Department of Regulatory Services

**Date:** January 25, 2010

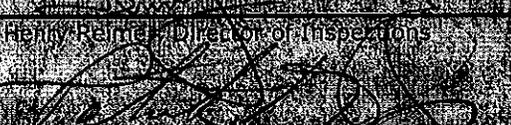
**To:** Elizabeth Glidden, Chair REE Committee

**Referral to:**

**Subject:** Proposed revisions to the Director's Fee Schedule - Change 'Elevator-Annual Registration' to 'Elevator-Annual Registration and Inspection'. Change fees according to the attached table.

**Recommendation:** The Construction Code Services (CCS) Division of the Regulatory Services Department recommends the committee approve the revisions to the Director's Fee Schedule based on the information contained in the attached staff report and other supporting documentation.

### Department Information

Prepared by: Steve Hanson, Assistant Building Official, 612.673.5872
Approved by: 
Patrick Higgins, Assistant City Coordinator for Emergency Preparedness and Regulatory Services
Henry Raimel, Director of Inspections 
Patrick Higgins, Deputy Director of Construction Code Services
Presenters: Joe Higgins, Building Official, 612.673.5821; Scott Hutchins, District Supervisor, 612.673.5886; Steve Hanson, Assistant Building Official, 612.673.5872; Lynn Ogren, Project Coordinator, 612.673.5862

## **Financial Impact**

- Action is within the Business Plan
- Other financial impact – This action will result in a fee increase for owner's of existing elevators to cover the cost of the inspections and related record keeping. This will result in increased permit revenue. This type of fee is provided for in Minneapolis Code of Ordinances 91.90 (a) (3). The authority to establish a fee for this is provided for in Minnesota State Statute 326B.184 (formerly 16B.747). These documents are attached to this request.

## **Community Impact**

- Other – Owners of existing elevators will be required to provide access to their elevators so inspectors may perform an annual inspection. They will be required to pay an inspection fee for this service according to the attached revised Director's Fee Schedule. Notification of this program has already been sent to all owners of existing elevators. The fee for the inspection will be added to the already existing mailing of the annual elevator registration billing.

## **Supporting Information**

- Affected portions of Director's Fee Schedule
- Minnesota Rules Chapter 1307.0010
- Minnesota State Statute 326B.184 (formerly 16B.747)
- Minneapolis Code of Ordinances section 91.90

# **Revisions to Director's Fee Schedule for Annual Elevator Inspection Program**

**Staff Report – January 25, 2010**

## **Purpose**

The purpose of this report is to explain the revisions to the Director's Fee Schedule that are necessary to cover costs associated with the implementation of the annual elevator inspection program.

## **Background**

The Construction Code Services (CCS) Division of the Regulatory Services Department is charged with enforcement of the elevator requirements of the Minnesota State Building Code (MSBC). Previously an annual inspection program was suggested by the MSBC but not required as part of the enforcement. Enforcement of an annual inspection program is now mandated.

CCS started working on the development of an annual inspection program in 2009 with the intention of implementing the program early in 2010. In order to cover costs associated with an annual inspection program it is necessary to make revisions to the Director's Fee Schedule.

## **Status**

The annual inspection program has been developed and is in the early stages of implementation. The first annual inspection of existing elevators will be performed during 2010. Three additional elevator inspectors were hired in order to complete the inspections and related reporting. These positions were existing open FTE's so no new positions were required. There are now five elevator inspectors in CCS who perform inspections for all new installations of elevators and the annual inspection of existing elevators.

## **Subject for Committee Consideration**

A line item already exists in the Director's Fee Schedule for 'Elevator – Annual Registration'. This fee exists to cover the costs associated with creating and maintaining the database for all existing conveyance devices (elevators, escalators, etc.). There is an annual billing that occurs to collect this fee.

CCS recommends that 'Elevator – Annual Registration' be changed to 'Elevator – Annual Registration and Inspection'. It is also recommended to increase the fee to cover the costs associated with the annual inspection. The fee will be added to the existing annual billing statement.

## **Legal Authority**

The legal authority for implementation of the annual inspection program and related fees comes from several sources. These are:

1. the Minnesota State Building Code, Minnesota Rules Chapter 1307.0010;
2. Minnesota State Statute 326B.184 (formerly 16B.747), and;
3. Minneapolis Code of Ordinances 91.90 (a) (3).

## **Summary**

CCS respectfully requests approval of the following changes to the Director's Fee Schedule covered in this report:

1. Change the existing language of 'Elevator – Annual Registration' to 'Elevator – Annual Registration and Inspection', and;
2. Change the fee according to the attached table from the Director's Fee Schedule.

## **Revisions to Director's Fee Schedule for Annual Elevator Inspection Program**

### **Supplement to Staff Report – January 27, 2010**

#### **Purpose**

The information provided in this supplement is intended to provide background information related to the determination of fee amounts, necessary staffing levels and costs, notification to affected parties, and a brief history of the elevator code adoption.

#### **Staffing and Fees**

There are 3,970 existing conveyance devices (elevators, escalators, etc.) in the city of Minneapolis. Approximately 75% of those devices are passenger elevators and escalators. The other 25 % are devices such as dumbwaiters, equipment lifts, and other miscellaneous devices.

Construction Code Services (CCS) determined that three (3) elevator inspectors were needed to perform the annual inspections required by the Minnesota State Building Code (MSBC) for elevators. The estimated costs associated with three FTE's are \$300,000 annually. The fees were established with the intent of covering the costs of the FTE's. The inspection fee for passenger elevators and escalators was established at \$85.00. The inspection fee for the remaining devices was established at \$55.00. Based on the 3,970 total existing conveyance devices the proposed inspection fees will generate approximately \$307,000 annually.

The proposed fees are comparable to other communities with such a program and are authorized by state statute.

#### **Notification of New Program**

The proposed establishment of the annual inspection program has been communicated to owners of existing conveyance devices. Two separate letters were mailed to the owners during 2009. The first was sent on 07/17/2009, and the second was sent on 10/27/2009. The letters are attached to this report.

#### **Minnesota State Building Code for Elevators**

The Minnesota State Building Code (MSBC) was first adopted in 1972. Elevator requirements have been a part of the MSBC in various forms since that time. The main focus of the early elevator code was for the inspection of new installations. Provisions were in the code for establishing an inspection program for existing devices but were not mandatory.

In 2007 the MSBC requirements for elevators were revised to include mandatory inspections of existing devices. Cities were given the option of creating their own program or relying on the state to perform the inspections. Establishment of an annual inspection program was put in the Regulatory Services Business Plan in 2008 with the intent of beginning the program sometime in 2009. As a public safety initiative, the program complies with the core values of the department.

The notification of the new program was sent to owners of existing devices in 2009. Some inspections of existing devices took place in late 2009 but the billing of the related fees is not scheduled to be sent until February 2010.

### **Summary**

The establishment of an annual inspection program for existing conveyance devices will bring the city of Minneapolis into compliance with the requirements of the MSBC. The proposed revisions to the Director's Fee Schedule presented for your approval will provide for cost recovery of the program. The existing elevator registration program will continue as it is with the only change being the addition of the annual inspection fee to the billing for the registration program.

Thank you for your consideration of this request.

## **2009 Minnesota Statutes**

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### **326B.184 FEES FOR LICENSURE AND PERMIT.**

Subdivision 1. **Permits.** No person may construct, install, alter, or remove an elevator without first filing an application for a permit with the department or a municipality authorized by subdivision 4 to inspect elevators.

Subd. 2. **Annual operating permit.** No person may operate an elevator without first obtaining an annual operating permit from the department or a municipality authorized by subdivision 4 to issue annual operating permits. A \$100 annual operating permit fee must be paid to the department for each annual operating permit issued by the department, except that the original annual operating permit must be included in the permit fee for the initial installation of the elevator. Annual operating permits must be issued at 12-month intervals from the date of the initial annual operating permit. For each subsequent year, an owner must be granted an annual operating permit for the elevator upon the owner's or owner's agent's submission of a form prescribed by the commissioner and payment of the \$100 fee. Each form must include the location of the elevator, the results of any periodic test required by the code, and any other criteria established by rule. An annual operating permit may be revoked by the commissioner upon an audit of the periodic testing results submitted with the application or a failure to comply with elevator code requirements, inspections, or any other law related to elevators.

Subd. 3. **Contractor licenses.** The commissioner may establish criteria for the qualifications of elevator contractors and issue licenses based upon proof of the applicant's qualifications.

Subd. 4. **Permissive municipal regulation.** A municipality may conduct a system of elevator inspection in conformity with this chapter, State Building Code requirements, and adopted rules that includes the inspection of elevator installation, repair, alteration, and removal, construction, routine and periodic inspection and testing of existing elevators, and the issuance of annual operating permits. The municipality shall employ inspectors meeting the minimum requirements established by Minnesota Rules to perform the inspections and to witness the tests. A municipality may establish and retain its own fees for inspection of elevators and related devices in its jurisdiction. A municipality may establish and retain its own fees for issuance of annual operating permits for elevators in its jurisdiction. A municipality may not adopt standards that do not conform to the uniform standards prescribed by the department.

If the commissioner determines that a municipality is not properly administering and enforcing the law, rules, and codes, the commissioner shall have the inspection, administration, and enforcement undertaken by a qualified inspector employed by the department.

**History:** 1989 c 303 s 8; 1995 c 166 s 12,13,17; 1997 c 206 s 9; 2007 c 140 art 4 s 25,61; art 13 s

4

**MINNESOTA RULES, CHAPTER 1307  
ELEVATORS AND RELATED DEVICES**

**1307.0005 TITLE.**

This chapter is known and may be cited as the "Elevators and Related Devices Code." As used in this chapter, "the code" and "this code" refer to this chapter.

**1307.0010 PURPOSE AND SCOPE.**

The provisions of parts 1307.0010 to 1307.0110 are to safeguard life, limb, property, and public welfare by establishing minimum requirements relating to the design, construction, installation, alteration, repair, removal, and operation and maintenance of passenger elevators, freight elevators, handpowered elevators, dumbwaiters, escalators, moving walks, vertical reciprocating conveyors, stage and orchestra lifts, endless belt lifts, wheelchair lifts, and other related devices. The requirements for the enforcement of these provisions are established by this chapter, and by municipal option, according to Minnesota Statutes, section 16B.747, subdivision 3.

**1307.0015 Repealed, 23 SR 2051**

**1307.0020 CODES ADOPTED BY REFERENCE.**

Subpart 1. **Incorporation by reference.** The following are incorporated by reference, are not subject to frequent change, and are made part of the Minnesota State Building Code as amended in this chapter: Chapter 30 of the 2006 International Building Code, published by the International Codes Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041; ASME A17.1-2004 with 2005 A17.1A Addenda and the Supplement ASME A17.1S-2005 Safety Code for Elevators and

Escalators; ASME A17.3-2002 Safety Code for Existing Elevators and Escalators; ASME A17.5-2004 Elevator and Escalator Electrical Equipment; ASME A18.1-2005 Safety Standard for Platform Lifts and Stairway Chairlifts; ASME A90.1-2003 Safety Standard for Belt Manlifts; ASME B20.1-2003 Safety Standard for Conveyors and Related Equipment as published by the American Society of Mechanical Engineers, United Engineering Center, 345 East 47th Street, New York, New York 10017. These are available in the office of the commissioner of labor and industry. Portions of this chapter reproduce text and tables from Chapter 30 of the 2006 International Building Code. The International Building Code is copyright 2006 by the International Code Council, Inc. All rights reserved.

**Subp. 2. Repealed, 23 SR 2051.**

Subp. 3. **Emergency personnel.** ASME A17.4-1999 Guide for Emergency Personnel is the reference document for emergency personnel.

**1307.0025 Repealed, 31 SR 935**

**1307.0027 DEFINITIONS.**

Subpart 1. **Scope.** The definitions in this part apply to parts 1307.0010 to 1307.0110.

Subp. 2. **ASME A17.1-2004.** "ASME A17.1-2004" means the ASME A17.1-2004 with 2005 A17.1A Addenda and the Supplement ASME A17.1S-2005, Safety Code for Elevators and Escalators.

Subp. 3. **ASME A17.3-2002.** "ASME A17.3-2002" means the ASME A17.3-2002

be effective April 1, 2004. Thereafter the director's fee schedule shall be subject to automatic annual adjustment pursuant to the terms of subsection (a) and shall be made available to the public at least thirty (30) days prior to going into effect.

(c) The building permit fee amounts herein established shall be effective April 1, 2004 and shall be subject to automatic annual adjustment each April first thereafter in a percentage equal to annual increases in the consumer price index (CPI) for the period ending December 31 of the preceding calendar year. In the event CPI for the preceding calendar year is less than three (3) percent, the annual increase will be three (3) percent. Such building permit fees and subsequently adjusted building permit fees shall be published and maintained in the director's fee schedule referenced in section 91.70 and shall be based on the following valuation categories:

Valuation Categories

\$1.00 to \$500.00

\$501.00 to \$2,000.00

\$2,001.00 to \$25,000.00

\$25,001.00 to \$50,000.00

\$50,001.00 to \$100,000.00

\$100,001.00 to \$500,000.00

\$500,001.00 to \$1,000,000.00

\$1,000,001.00 and up

(90-Or-070, § 2, 3-16-90; 95-Or-016; § 4, 2-10-95; 2002-Or-025, § 3, 4-5-02; 2003-Or-040, § 5, 4-4-03; 2004-Or-030, § 6, 4-2-04; 2006-Or-053, § 1, 5-12-06; 2006-Or-135, § 1, 11-17-06; 2008-Or-018, § 1, 2-29-08; 2008-Or-098, § 1, 12-12-08; Ord. No. 2009-Or-012, §§ 1, 2, 2-20-09)

**91.80. Reserved.**

## ARTICLE II. BUILDING PERMIT FEES

**91.90. Required generally.** (a) The director of inspections before issuing (1) any permit for the wrecking, moving, raising and holding or erection of any building or structure, or portion thereof, (2) any permit for an addition to any existing building or structure or for any alterations or repairs to any existing building or structure, or (3) any annual maintenance permit as provided for in the Minnesota State Building Code, upon application therefor, shall require the payment by the applicant for such permit of value-based fees in the amounts herein set forth.

(b) Building valuation for the purpose of establishing building permit fees shall be as set forth by the valuation data published by the Building Code Division, Department of Administration, State of Minnesota, as may be amended from time to time, or the applicant's value, including all labor and materials, whichever greater. The valuation to be used in computing the permit and plan-check fees shall be the total contract price of all construction or maintenance work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent work or permanent equipment. Nothing in this method of determining valuation for building permit fees shall be construed as supplementing or decreasing the fees for other permits required by this Code.

(c) The building permit fee amounts herein established shall be effective April 1, 2004 and shall be subject to automatic annual adjustment each April first thereafter in a percentage equal to annual increases in the

consumer price index (CPI) for the period ending December 31 of the preceding calendar year. In the event CPI for the preceding calendar year is less than three (3) percent, the annual increase will be three (3) percent. Such building permit fees and subsequently adjusted building permit fees shall be published and maintained in the director's fee schedule referenced in section 91.70 and shall be based on the following valuation categories:

*Valuation Categories*

\$1.00 to \$500.00  
 \$ 501.00 to \$2,000.00  
 \$2,001.00 to \$25,000.00  
 \$25,001.00 to \$50,000.00  
 \$50,001.00 to \$100,000.00  
 \$100,001.00 to \$500,000.00  
 \$500,001.00 to \$1,000,000.00  
 \$1,000,001.00 and up

(Code 1960, As Amend., § 201.010; Ord. of 9-27-74, § 1; Ord. of 3-27-75, § 2; 78-Or-257, § 4, 12-22-78; 79-Or-006, § 2, 1-12-79; 87-Or-165, § 1, 9-11-87; 88-Or-033, § 4, 3-4-88; 89-Or-216, § 1, 11-9-89; 90-Or-070, § 3, 3-16-90; 95-Or-016, § 5, 2-10-95; 95-Or-043, § 1, 3-31-95; 2000-Or-126, § 1, 12-15-00; 2002-Or-025, § 4, 4-5-02; 2004-Or-030, § 7, 4-2-04; 2009-Or-012, § 2, 2-20-09)

**91.95. Reserved.**

**Editor's note:** Ord. No. 2003-Or-040, § 6, adopted April 4, 2003, repealed § 91.95 which pertained to exceptions. See the Code Comparative Table.

**91.100. Plan-checking fees.** When the valuation of the proposed construction exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan-checking fee shall be paid to the director of inspections at the time of submitting plans and specifications for checking. Said plan-checking fees for all buildings shall be sixty-five (65) percent of the building permit fees as set forth in section 91.90, except that for expedited plan-checking services as set forth in section 89.20, the fee shall be one hundred (100) percent of the building permit fees as set forth in section 91.90.

Where plans are incomplete, or changed so as to require additional plan checking, an additional plan-check fee shall be charged at a rate established by the director of inspections.

Applications for which no permit is issued within one hundred eighty (180) days following the date of application shall expire by limitation and plans submitted for checking may thereafter be returned to the applicant or destroyed by the director of inspections. The director of inspections may extend the time for action by the applicant for a period not exceeding one hundred eighty (180) days upon written request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan-check fee. (Code 1960, As Amend., § 201.030; Ord. of 9-27-74, § 3; 78-Or-257, § 5, 12-22-78; 90-Or-099, § 1, 4-13-90; 91-Or-242; § 1, 12-6-91; 95-Or-016, § 6, 2-10-95; 2000-Or-098, § 1, 10-13-00)

**91.105. Special inspection fees.** The fee for special inspections of a transitory project, including but not limited to carnivals, festivals and special events, or for special inspections to be performed during hours

# Current Directors Fee Schedule

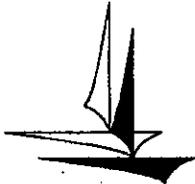
## Director's Fee Schedule effective April 1, 2009

Page

Permit Type	Type	Ordinance	2009 Fees	Footnote
Elevator	Minimum Fee - Residential or Commercial	91.40	\$89.75	a
Elevator	Installation, repair, alteration, etc	§1 612 (1)	1.50% of the total valuation	a
Elevator	Temporary construction use	§1 612 (2)	\$98.50	a
Elevator - Annual Registration	Power driven passenger & freight	§1 620 (1)	\$50.50 for all	
Elevator - Annual Registration	Dumbwaiter	§1 620 (2)	\$31.50	
Elevator - Annual Registration	Moving stairway (each)	§1 620 (3)	\$31.50	
Elevator - Annual Registration	Cocklift	§1 620 (4)	\$31.50	
Elevator - Annual Registration	Hand powered elevator	§1 620 (5)	\$31.50	
Elevator - Annual Registration	Mariff	§1 620 (6)	\$31.50	
Elevator - Annual Registration	Single family dwelling unit	91.820	N/A	
	Inspection outside of normal business hours. (Minimum charge 2 hours or total hourly cost to city which ever is the greatest.)	§1 912 Table E	\$107.00	
Environmental Inspection				
Environmental Permits	Storage and processing of hazardous waste not generated at the same address per site	48.40	\$1,349.50	
Environmental Permits	Hazardous waste generating facility per site	48.40	\$265.00	
Environmental Permits	Abrasive blasting permit per site	59.50	\$134.50	
Environmental Permits	Temporary crushing	59.40	\$1,348.50	
Environmental Permits	Aboveground and underground storage tank removal per tank	48.310	\$134.50	
Environmental Permits	Aboveground and underground storage tank installation per tank	48.310	\$134.50	
Environmental Permits	Aboveground and underground storage tank abandonment per tank	48.310	\$337.25	
Environmental Permits	On-site remediation - each, except wells	48.310	\$1,349.50	
Environmental Permits	Well construction (Includes \$20 state core function fee.) - per well	48.310	\$217.50	
Environmental Permits	Well sealing (Includes \$5 state core function fee) - per well	48.310	\$202.50	
Environmental Permits	Oil/water separator per device	48.310	\$134.50	
Environmental Permits	Sediment trap per device	48.310	\$134.50	
Environmental Permits	Contaminated soil storage per site	48.310	\$202.75	
Environmental Permits	Discharging domestic waste into the sanitary sewer system per event	50.70	\$101.50	
Environmental Permits	Discharging industrial waste into the sanitary sewer system per event	50.70	\$101.50	
Environmental Permits	Discharging directly into the storm drain system per event	50.70	\$101.50	
Environmental Permits	After hours work construction, maintenance, demolition - private project per day per site	56.20	\$134.50	

## Proposed Directors Fee Schedule

Permit Type	Type	Ordinance	2008 Fees	Footnote
Elevator	Minimum Fee - Residential or Commercial	0140	\$69.75	a
Elevator	Installation, repair, alteration, etc	01810 (1)	1.00% of the total valuation	a
Elevator	Temporary construction use	01810 (2)	\$68.50	a
Elevator - Annual Registration /Inspection	Power driven passenger & freight	01820 (1)	\$135.00 for all	
Elevator - Annual Registration /Inspection	Dumbwaiter	01820 (2)	\$88.50	
Elevator - Annual Registration /Inspection	Moving stairway (each)	01820 (3)	\$116.50	
Elevator - Annual Registration /Inspection	Roller	01820 (4)	\$88.50	
Elevator - Annual Registration /Inspection	Hand powered elevator	01820 (5)	\$88.50	
Elevator - Annual Registration /Inspection	Manual	01820 (6)	\$88.50	
Elevator - Annual Registration	Single family dwelling unit	01820	N/A	
	Inspection outside of normal business hours. (Minimum charge 2 hours or total hourly cost to city which ever is the greatest.)	01810 Table E	\$107.00	
Environmental Inspection				
Environmental Permits	Storage and processing of hazardous waste not generated at the same address per site	4840	\$1,340.00	
Environmental Permits	Hazardous waste generating facility per site	4840	\$265.00	
Environmental Permits	Abrasive blasting permit per site	5550	\$194.00	
Environmental Permits	Temporary crushing	5940	\$1,340.00	
Environmental Permits	Aboveground and underground storage tank removal per tank	48310	\$134.00	
Environmental Permits	Aboveground and underground storage tank installation per tank	48310	\$134.00	
Environmental Permits	Aboveground and underground storage tank abandonment per tank	48310	\$337.25	
Environmental Permits	On-site remediation - each, except wells	48310	\$1,340.00	
Environmental Permits	Well construction (includes \$20 state core function fee.) - per well	48310	\$217.00	
Environmental Permits	Well sealing (includes \$5 state core function fee) - per well	48310	\$202.00	
Environmental Permits	Oil/water separator per device	48310	\$194.00	
Environmental Permits	Sediment trap per device	48310	\$134.00	
Environmental Permits	Contaminated soil storage per site	48310	\$202.75	
Environmental Permits	Discharging domestic waste into the sanitary sewer system per event	5070	\$101.00	
Environmental Permits	Discharging industrial waste into the sanitary sewer system per event	5070	\$101.00	
Environmental Permits	Discharging directly into the storm drain system per event	5070	\$101.00	



**Minneapolis**  
City of Lakes

**Regulatory Services**

**Construction Code Services**

250 South 4th Street – Room 400  
Minneapolis MN 55415

Fax (612) 673-5814  
TTY (612) 673-3300

July 17, 2009

To Whom It May Concern:

**REGARDING: Annual Elevator Inspection Program**

The City of Minneapolis is initiating an elevator inspection program in accordance with the requirements of Chapter 1307 of the Minnesota State Building Code section 67 Subpart 15. This program will provide for the legally required annual inspection of all elevators, escalators, material handling devices, and dumbwaiters located within the jurisdiction of the City of Minneapolis. The November 1<sup>st</sup>, 2009 elevator billing statement will include the fees for the 2010 inspection service. It will include an annual charge of \$85.00 for each elevator and escalator, and a fee of \$55.00 will be charged for each material handling device, and dumbwaiter. These annual inspection fees will be in addition to the annual certificate of registration fees.

In response to the timely payment of the elevator inspection and registration fees the City of Minneapolis regulatory services department will issue a 2010 elevator cab card. This card is required to be prominently displayed within the cab of all elevators and on all of the other devices. This card must be readily accessible to the City of Minneapolis inspector conducting the annual inspection. After December 31, 2009 devices located within the City of Minneapolis failing to display the required cab card will be subject to removal from service. Any questions you might have regarding the annual elevator inspection program within the City of Minneapolis should be directed to Scott Hutchins, City of Minneapolis District Supervisor. His contact information is below.

Sincerely,

**Patrick Higgins**  
City of Minneapolis Building Official



October 27, 2009

To Whom It May Concern:

REGARDING: Elevator annual registration and inspection program

Regulatory Services

Construction Code Services

250 South 4th Street – Room 400  
Minneapolis MN 55415

Fax (612) 673-5814  
TTY (612) 673- 3300

In July of this year, the City of Minneapolis Regulatory Service department sent a letter informing you of the initiation of an annual elevator inspection program in Minneapolis. This program is in accordance with the requirements of Chapter 1307 of the Minnesota State Building Code section 67 Subpart 15. As part of the implementation of the new program, the date of your next billing statement is changing. Historically, your statement for the upcoming year has been sent to you in October, with payment due December 15<sup>th</sup>. This year you will not receive the October statement. Instead beginning in 2010 your statement will be sent in early January, with payment due by February 28<sup>th</sup>. Statements will continue to be sent in January of each year henceforth. The statement you receive in January of 2010 will include the new annual elevator inspection fees for 2010. Those fees include an annual charge of \$85.00 for each elevator and escalator, a fee of \$55.00 will be charged for each material handling device, dumbwaiter and vertical platform lift. These annual inspection fees are in addition to the 2010 annual certificate of registration fees.

In response to the timely payment of the elevator inspection and registration fees in February, the City of Minneapolis regulatory services department will issue a 2010 elevator certificate of registration and inspection card. This card, or a City of Minneapolis approved facsimile, is required to be prominently displayed within the cab of all elevators and on all of the other devices. The 3.5" X 7.5" registration card must be readily accessible to the City of Minneapolis inspector conducting the annual inspection. After March 31, 2009 devices located within the City of Minneapolis failing to display the required registration card will be subject to removal from service. You do not need to call the City of Minneapolis to schedule your annual inspection. A City

January 26, 2010

of Minneapolis Elevator Inspector will contact you to schedule your 2010 elevator inspection. Any questions you might have regarding the annual elevator inspection program within the City of Minneapolis should be directed to Scott Hutchins, City of Minneapolis District Supervisor. His contact information is below.

Sincerely,

Patrick Higgins  
City of Minneapolis Building Official

Questions can be submitted to:

Scott Hutchins  
District Supervisor  
City of Minneapolis Regulatory Services  
Construction Code Services  
250 South 4<sup>th</sup> St - Room 300  
Minneapolis, MN 55415-1316  
(612) 673-5886  
Scott.Hutchins@ci.minneapolis.mn.us