Building Code Division

On-line Permit Application
Frequently Asked Questions (FAQ’s)

University of Minnesota

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BCD On-line Permit Application (FAQ’s)

BCD Permit Application Frequently Asked Questions (FAQ’s)

This document contains frequently asked questions for the BCD Permit Application Website. This document will be updated on a regular basis.

**LOGGING-IN**

? **QUESTION:** What if I forget my password?

**ANSWER:** Click on the *Forgot my password* link and enter your email address. You will be asked the security question that you provided when you signed up for your account. Once you answer this, a new password will be emailed to you.

? **QUESTION:** What if I am locked out of my account?

**ANSWER:** Contact Peggy Kristyniak ([kristoo6@umn.edu](mailto:kristoo6@umn.edu)) at 612-625-2437 if you are locked out of your account.
**? QUESTION:** Who is a license professional?

**ANSWER:** Below is a list of licensed professionals:

- Architect
- Backflow Prevention Rebuilder
- Backflow Prevention Tester
- Contractor
- Electrical Contractor
- Engineer
- Master Electrician
- Master Plumber
- Mechanical Contractor Bond
- Other
- Plumbing Contractor
- Power Limited Technician
- Registered Pipe Layer
- Sprinkler Contractor
- University Rep/Project Manager (required on all permits)

**? QUESTION:** Who is a University Rep/Project Manager?

The person in this role is the responsible University representative during the planning, design and construction phases of a project and will ensure the proper plans are being submitted, the contract valuation is correct, and the project is ready to begin the permitting process. This role includes:

- University Project Managers
- University Project Coordinators
- University Team Managers
- Other University personnel as assigned and approved by the appropriate campus
QUESTION: Is a Licensed Professional required on all permits?

ANSWER: Licensed professional information is required for electrical and plumbing permits, and as required by state licensing statutes for architects and engineers. Also, if a licensed professional are required to sign off on a plan, they should be added as a contact. For example, if a Master Plumber is required to sign off on isometric drawing, they would be listed as a contact. A University Rep/Project Manager is required on all permits so that they can view the status of a project.
**QUESTION:** Who is a University Rep/Project Manager?

**ANSWER:** This is a U of M contact on the project that may have the title of Project Manager, Project Coordinator, Team Manager or Owners Rep. This is the employee at the University of Minnesota (CPPM, FM, UConstruction, Coordinate Campus, Research and Outreach Centers) who is responsible to ensure that the work is ready for the permitting process to begin.

**QUESTION:** Can I find a Licensed Professional in the database even if they are not linked to my account?

**ANSWER:** Yes, you can search for Licensed Professional information that is currently available in the permit application database by selecting the license type or entering information in any field and clicking the **Search** button. If no professional type applies, select **Other**. If the professional is not available in our system, you can type in the information. Click on the **Save** button once the licensed professional information is located or entered.

The state license # or certification # is the license or certification number registered by the state of Minnesota for the professional. For professionals that are manually added without a license number, a reference number will be automatically created. If it is not required, a reference number will be assigned by the permit application system.

**BUILDING INFORMATION**

**QUESTION:** What are the campus numbers for each U of M campus?

**ANSWER:** Each campus has an associated 2-digit campus ID number. Refer to BCD website for a list of all campus numbers.

[http://www.bcd.umn.edu/CampusIDNumbers/index.htm](http://www.bcd.umn.edu/CampusIDNumbers/index.htm)
**QUESTION:** What is the quickest way to enter my building location information?

**ANSWER:** The quickest way to enter the project location is to enter the two-digit campus number and the building number and click the **Search** button. This will populate all of the remaining fields.

If you are unaware of the building number but know the building name or a portion of it, see instructions below:

You can search for a building by typing in the entire name or use wild cards (% - percent signs) to help search for a building name if you are unsure of the exact name or spelling.

Enter the campus number and type a partial name to see all of the buildings with the same beginning letters. For example, type TER to select any building name with the letters TER at the beginning of the name such as: Territorial Hall.

Enter the Campus Number and type %alumni% to select any building name that includes the word “alumni”. For example, McNamara Alumni Center.
PERMIT FEES

QUESTION: What payment options are available for permit fees?

ANSWER: Permit fees can be paid by check, credit card or with a U of M EFS account number (available for U of M departments). All fees will display in the Fees section of the application once your permit application has been reviewed and fees have been invoiced.

QUESTION: How do I pay my fees with a check?

ANSWER: Fees assessed will be processed when BCD accepts your check. After payment, your Permit Card and Inspection Card will be issued. You will receive a notification and may then print them from your computer. Please post both on the job site.

Checks should be made payable to the U of MN Building Code Division. Checks can be mailed or dropped off at:

University of Minnesota Building Code Division
270 Donhowe Building
319 15th Ave SE
Minneapolis, MN 55455
For directions, go to: http://www1.umn.edu/twincities/maps/DonhoweB/
QUESTION: How do I pay my fees with a credit card?

ANSWER:
You may pay by credit card only at the time you receive an e-mail stating that your permit is ready to be issued.

Locate the permit number and pay the fees associated.

Once the fees are paid, the permit status will reflect “Issued”.

Print both the Permit Card and Inspection Card and post at the job site.
? QUESTION: I am not able to submit a credit card payment for a permit application?

ANSWER: You may pay by credit card only at the time you receive an e-mail stating that your permit is ready to be issued. Verify that you entered the correct credit card number, expiration date and CVV number (security code). If you continue to receive an error message, this is a problem with your credit card provider and you should contact them. Please pay by check if you are unable to pay with a credit card. Checks can be mailed or dropped off at:

University of Minnesota Building Code Division
270 Donhowe Building
319 15th Ave SE
Minneapolis, MN 55455
For directions, go to: http://www1.umn.edu/twincities/maps/DonhoweB/

? QUESTION: How do I pay my fees with a U of M Budget String?

ANSWER: Enter a correct budget string when you are applying for the permit; you will be notified when the permit is approved. The fees will display as paid and you will be able to print the Permit Card and Inspection Card and post them at the Job Site. The Building Code Division will enter the budget string into PeopleSoft. If you have any questions please call Peggy Kristyniak at 612-625-2437.
<table>
<thead>
<tr>
<th>QUESTION: Is a construction cost breakdown required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A construction cost breakdown is no longer required. The permit application contains the required fields to specify the construction valuation (total contract value) including any associated trade or subcontractor work and costs. The University Rep/Project Manager will verify these costs when the permit is submitted.</td>
</tr>
</tbody>
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**QUESTION: What happens if I don’t attach everything with the permit application?**

Documents can be delivered separately from the permit application. You must indicate how you will be delivering required documents if they are not attached with the permit application.

**DELIVERY OF PLANS**
Please identify how you will be providing plans for this permit. A transmittal must be submitted with all plans delivered. Plans must be submitted within 10 working days of application or the application will be voided and applicant will need to re-apply.

* Plan Delivery: ☐ Plans/Documents will be Hand Delivered
☐ Plans/Documents will be Mailed

* Plans Returned: ☐ Mail □

The permit application will not be accepted until the plans have been received. You will be notified when applications are found to be incomplete. **Permit applications will be cancelled if plans have not been received in 10 days.**

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**QUESTION: How do I search for a permit application?**

**ANSWER:** You can search for a permit application by as many parameters known. You can only search for permits that you applied for or if you are listed on the permit as a project manager or licensed professional. Permits can be searched by:

- Record ID (Permit Number)
- Record Type (Type of permit such as Mechanical, Electrical, etc.)
- Proposed Work Start and End Date
- Building Name
- Locator No (Parcel Number which is campus and building number)
QUESTION: How do I organize my permits?

ANSWER: Use the Collection option to organize your permits such as by project or building, or for a campus-wide or multi-campus project. You can organize your permits in any way that best works for you.

Create a Collection:

1. Click the Add to Collections link.

Add to Existing Collection

Test Collection

Create a New Collection

*Name:

Folwell Hall Project

Description:

Folwell Hall renovation project

Add button

Create a New Collection

3. Select the Create a New Collection radio button and type in the collection name.

4. Click the Add button.

Add permits to an existing collection:

1. Select the permit you want to add to the collection and click the Add to Existing Collections link.
2. Select the **Add to Existing Collection** radio button and select the collection name from the drop-down list.

3. Click the **Add** button to add the selected permit to your collection. Select any additional permits to add to the collection (only one permit can be added to a collection at a time).

4. Click on the **Collections** link in the upper-right corner to display the collection.
**BCD On-line Permit Application (FAQ's)**

**PERMIT STATUS**

**QUESTION:** How do I check the status of my permit application?

You can view the status of your application by clicking the **Search Application Link** from the Permit Application Home Page or from a link on the permit application page.

This will display the permits that you have applied for and the permit status and any actions that may need to be taken by you:

Click on the link for the record display detailed information.

Click on the Processing Status arrow to open the section of the record (if it is closed). Green Check Marks ✅ indicate that the task is completed. An hourglass 🕒 indicates that the task is still in progress. Click on specific task arrow to view more details about the task.
**PERMITS AND PROJECT NUMBERS**

**QUESTION:** How do I associate my project number with the permit?

The University of Minnesota issues project numbers for some building projects. Enter the same project number on each permit application that relates to the same project.

**QUESTION:** How do I print my permit and inspection record?

Once the permit fees are paid and the permit is approved, it will appear with a status of “issued”. Print the permit and inspection record and post at the work site.

Select the permit record.

Select the **Reports** link and select the report name. Post at work site.
? QUESTION: What is required to post at the job site?

All Inspection Cards and Permit Cards are required to be posted at the job site. Inspectors will not provide the requested inspection without these posted documents.