



# MNSPECT

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302



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**MNSPECT MINUTE**  
July 2016

### Inspection Personnel:

- Scott Qualle, Designated Building Official
- Ty Turnquist, Operations Director, Senior Commercial Plans Examiner
- Kossi Noglo, Relationship Manager
- Nick Qualle, Senior Residential Plans Examiner/Field Inspector
- Derek Qualle, Rental/Field Inspector
- Dale Engelmann, Senior Plumbing Plans Examiner/Plumbing Inspector
- Steve Maki, Field Inspector
- Dean Mau, Senior Fire Plans Examiner
- Tracy Montgomery, Office Manager
- Wendy Morrissey, Administrative Assistant
- Brandy Blauert, Operations Assistant
- Tamara Stuart, Administrative Assistant

Welcome Tamara!

HAPPY 4<sup>TH</sup> OF JULY – PLEASE BE SAFE!

## A DECORATION TIP FOR YOUR HOUSE!

*For your door.*



*For your window.*



Not only is a posted permit card unique (not everyone can just go to the store and get one of these fancy items) and attractive in its own way, we find that a posted permit card serves multiple purposes and, most importantly, it is required.

- Permit cards all have this requirement printed on them in one form or another:

**THIS CARD MUST BE VISIBLY POSTED, ACCESSIBLE, AND PROTECTED FROM WEATHER AND PHYSICAL DAMAGE FOR THE DURATION OF THIS PERMIT.**

OR

“This card and reviewed construction plans must be posted at the worksite and maintained until all inspections have been approved.”

- If the permit card is posted, it is easy for the inspector to find and to determine the status of the project.
- The permit card notifies neighbors, municipal staff, and the building inspection department that a permit has been issued for the work in progress at your property.
- The permit card serves as a reminder to call for your inspections.

While we are talking about Permit Cards, let's take a minute to talk about the important information that is provided on the card. Being familiar with your permit card can aid in making sure your project is completed in compliance with the building code.

Permit Cards will tell you:

- ✓ What inspections are required and in what order the inspections should occur – the required inspections are circled or otherwise marked on your card. They are positioned in the order the inspections should take place.
- ✓ What phone number to call and when to call for your inspection. Remember, you should call a minimum of one day ahead of when you will need the inspection; more notice may be needed if you want a particular time of day.
- ✓ The date the permit was issued and a reminder that permits are valid for 180 days after the date of issuance. This date resets after each required inspection.
- ✓ The completed permit card provides documentation that all inspections were completed – including the final inspection. This information could be beneficial when dealing with insurance companies or a future property sale. In addition, we do not recommend making final payment to your project contractors until their inspections are signed off!

### SPOTLIGHT



### TAMARA STUART

Tamara is our new Administrative Assistant. Her primary responsibilities will be helping contractors and residents with their inspection scheduling needs, answering phones, and helping to process permits. In addition, she is eager to take on daily clerical duties and helping with big projects. Tamara has 30+ years of office experience and strives to be a “team” player. Tamara’s interest include family time, watching movies, checking out new restaurants, shopping, and working out. Her husband, Roger, is a kids’ pastor and her daughter is a sophomore in high school. Tamara is looking forward to learning about the building code so she can become an integral part of the MNSPECT staff.

### DECORATION TIPS FOR INSIDE YOUR HOUSE:



Smoke Detectors



Fire Extinguishers



Carbon Monoxide Detectors



Window Fall Protection



Compliant guard & hand rails