

**Maintenance/Improvement
Permit Request**

Return to: Minnesota State Fair
Concessions & Exhibits Department
1265 Snelling Ave N, St. Paul, MN 55108-3099
651-288-4456 • sales@mnstatefair.org

Office Use Only. Check Off Box, Sign and Date

☐ Sales _____
☐ Building official _____
☐ Sean/date permit issued _____
No permit required _____
Date called _____
Date letter mailed _____

Office Use Only

Date received _____
Permit # _____
Permit Fee _____
Plan Review Fee _____
State Surcharge _____
Total Fee _____

Type of work to be undertaken (check those that apply)

___ Electric Installation/Repair/Alterations	___ New Construction	___ Excavation/Digging
___ Exterior Building Repairs/Alterations	___ Landscaping	___ Locating Utilities
___ Interior Building Repairs/Alterations	___ Installation	___ Painting
___ Plumbing Installation/Repair/Alterations	___ Fencing	___ Equipment
___ Gas Service Installation/Repair/Alterations	___ Tent Placement	___ Other _____ (please specify)

Describe the work you propose to undertake: _____

(Use additional sheets for further explanation/drawings.)

Company License Name: _____ License Number: _____

Contact Person: _____

Daytime Telephone #: _____

Email: _____

Property Location Address: _____

Block # _____ Building _____ Lot/Site _____

Will a contractor undertake the proposed work? ___ yes ___ no

Total Project Cost Estimate \$ _____

Plans/drawings must show any existing buildings and/or structures on the property in reference to lot lines and surrounding buildings, as well as where additional repairs or alterations will be made, with measurements. Three sets of construction plans are required before any project is reviewed and a permit will be issued. The plans must be signed; one set signed by an architect licensed in the State of Minnesota.

Separate permits are required for electrical, plumbing and mechanical work. Minnesota State Health Department approval of plans may also be required.

Onsite contractors/persons in charge of work must check in prior to beginning work and receive the approval of Sean Casey, Director of Operations, at the Operations Building, 1880 Como Ave., phone 651-288-4436.

Licensee or Contractor

Signature: _____

Date: _____

Approved by Building Official Minnesota State Fair

Signature: _____

Date: _____

Notification of Maintenance/Improvement

Any maintenance, improvement, remodeling, construction, installation, excavation, alteration or change a concessionaire or exhibitor wishes to undertake, whether portable or fixed, involving gas, sewer, water or electrical service, structural erection or modification, must first have the approval of the Concessions & Exhibits Department.

Minnesota State Fair building permit/code requirements are the current Minnesota State Building Code.

Except as noted below, no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed (except for portable structures), converted or demolished unless a separate permit for each building or structure has obtained from the State Fair's building official.

Exempt work:

- a. One-story detached accessory buildings used as storage sheds, or similar uses, provided that the projected roof area does not exceed 120 square feet.
- b. Moveable cases, counters and partitions not over 5 feet 9 inches in height.
- c. Painting, papering and similar finish work in an existing structure.
- d. Work with a value of \$500 and is not structural in nature.

Exemption from the permit requirements of this code shall not be deemed to be a granting of authorization for any work to be done in any manner which is in violation of the provisions of the code or any laws, ordinances or requirements of the State Fair.

Prior to any work being scheduled or started on any existing structure within the fairgrounds, a permit request must be submitted to the Concessions & Exhibits Department, complete with plans, photos, drawings and/or specifications necessary before any work is undertaken.

When required by the building code, plans shall be reviewed by the fair's building official, and when those plans show conformance with the code, the fair's building official may approve the issuance of a permit.

Plans shall be provided for review as required by the provisions of the State Building Code, including such items as required specifications, calculations, etc.

Plan design shall be accomplished as required by MN. Statutes 326.02 through 326.15 and as further modified by rules of Chapter 1800 & 1805 of the Board of Architecture, Engineering, Land Surveying and Landscape Architecture. Requirements for plans to be prepared by MN registered architects and engineers shall be as noted in Section 1300.0130 of the Minnesota State Building Code as adopted.

The designer shall identify the work to be undertaken as to:

- Construction type per the International Building Code (IBC)
- Occupancy as noted in the International Building Code

The designer shall also provide a site plan showing position of the structure in relationship to the property upon which it is to be placed and in relation to surrounding structures or public ways with dimensions.

Electrical permit forms obtained from the State Board of Electricity will be required and such inspections shall be performed by State Fair inspectors (Metropolitan Inspection Service). Notifications to M.I.S. shall be the responsibility of the contractor.

Plumbing permits are required for new plumbing systems and parts of existing systems which have been altered. Permits are obtained from the Minnesota Department of Health. The Minnesota State Fair shall inspect gas piping of new systems and existing systems which have been altered.

It may also be required that plans be presented to the Minnesota Department of Health and/or Agriculture for review and approval. Copies of their approval and comments must be provided to the fair's building official for their use and files

Utility Installation – Construction Work

All proposed construction work to be undertaken by license holders, including, but not limited to, excavation, water, sewer, electric or gas installation requires project approval. All proposed installations (with written documentation for such) must be submitted to the Concessions & Exhibits Department at the State Fair for project approval. If granted, documentation will be passed on to the fair's Director of Operations who will verify documentation and plans and authorize issuance of a permit. Permits must be paid for and posted at the job site before any work may begin.

Proposed work may be done by any individual or company licensed to do business in the State of Minnesota but must meet all applicable state and local codes and pass appropriate inspection.

Any work requiring excavation must also be pre-approved in the same manner as above and requires total restoration of fairgrounds property. This includes any temporary structures and/or tents proposed for usage on the grounds.

Note: All installations which require excavation must have ground restoration completed by Aug. 1.

Onsite contractors/persons in charge of work must check in and receive the approval of Sean Casey, Director of Operations, at the Operations Building, 1880 Como Ave., 651-288-4436, and prior to starting work.