

**MINNEAPOLIS FIRE DEPARTMENT  
FIRE PREVENTION BUREAU POLICY # 4 - 3  
NEW NON-HIGHRISE BUILDINGS REQUIREMENTS  
(LESS THAN 75 FEET TO HIGHEST OCCUPIED FLOOR)**

Original Issue 1-8-1986

Last Revision 2-4-08

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**ISSUE:**

Construction and certificate of occupancy requirements for *non* high-rise buildings.

**CODE REQUIREMENTS:**

*The Minnesota State Building Code (MSBC) dictates design and construction.*

**PROBLEM:**

The MSBC does not address all construction details or requirements for partial occupancy.

**ACCEPTABLE MEANS of COMPLIANCE:**

1. The building is to meet the requirements of the MSBC and approval of the Minneapolis Building Inspection Division.
2. The building *address* is to be posted on the building and be clearly visible from the street. The rear of residential buildings which face a public way shall also have the address number posted on the rear of the building. The lettering is to be a minimum of 2 inches high and of a contrasting color to the background.
3. Residential occupancies and other buildings that have automatic fire suppression or alarm systems are to have a fire department *key box*. Refer to policy #5-1 for approved type and mounting information.
4. *Manual on/off switches* are required for acknowledging alarms and operating fire safety systems. An indicator light is to be provided for each switch to indicate which system or device has operated.
5. *Elevators* (when required by the elevator code):
  - a. The primary floor for emergency return should be the floor at the level of exit discharge.
  - b. The secondary floor for emergency return should be the floor above the level of exit discharge or the floor above the highest floor that is open to the level of exit discharge.
  - c. When venting of elevator shafts is required by the MSBC, the vent is to be normally closed. Manual remote controls and status indication lights are to be provided at the fire command room or at the ground floor elevator lobby to manually open and close the vent. The vent opening in the roof is to be protected with railings or bars to prevent people from falling into the shaft.
6. Fire pump room lighting: When emergency lighting is required for the building the lighting is to be extended to the fire pump room.
7. Trash chutes: Trash chute doors which are mounted in gypsum board walls are to be specifically U. L. listed for gypsum board mounting.

8. Partial Certificate of Occupancy (PCO) requirements:

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- a. Structural fire proofing, fire rated construction and fire assemblies are to be complete and functional from the lowest level of the building through the floor/ceiling assembly above the highest occupied floor.
  - b. All fire safety systems are to be tested and operational from the lowest level through two floors above the highest occupied floor. Fire pumps & emergency generators are to be complete and operational. The standpipe system is to be complete and operational throughout the building.
  - c. Sprinkler spacing and locations are to be in compliance with NFPA Standards, heat collectors are not acceptable as substitutions for ceilings.
  - d. Stairwell doors and other fire doors are not to be blocked open.
  - e. Areas around stairs and elevator lobbies are to be kept clear of combustible materials.
  - f. All combustible scrap and residue from building materials is to be removed from the building daily .
  - g. Normal and emergency lighting is to be operational on all floors.
9. Enforcement of C. O. and P.C. O. requirements:
- a. A building is not to be occupied or used until a Certificate of Occupancy or a Partial Certificate of Occupancy has been issued.
  - b. When it is found that a building is being occupied before a CO or PCO has been issued, the building will be ordered to be vacated; The owner will be tagged and a misdemeanor citation will be issued. A misdemeanor tag requires a court appearance.
  - c. The building and fire safety systems must be fully operational when building is occupied, even though construction or remodeling may be taking place. The responsibility to maintain these systems lies with both the building manager and the contractors.
  - d. When fire safety systems or building construction are not maintained in an occupied building, a misdemeanor citation will be issued and the problem remedied.  
Exception: A system or part of the building's construction may be temporarily removed from service only with the written approval of the fire marshal.
  - e. When repeated violations are found, citations will be written and either the tenants or construction personnel will be required to vacate the building.