



## **Commercial Building Registration Program**

The Fire Prevention Bureau has initiated a new comprehensive Commercial Inspection Program, known as CIP. The program requires all commercial buildings to register with the Minneapolis Fire Department annually. The purpose of the program is to inspect all existing commercial properties in the City of Minneapolis on a cyclical basis. The Minneapolis Fire Department is responsible for issuing Commercial Building Certificates of Registration and establishing the cyclical inspection program. The goal is to complete inspections on all commercial structures over a five (5) year cycle or less. The City currently has an estimated 5600 commercial structures which house an estimated 12,000 businesses. The CIP program would involve the utilization of Fire Captains to conduct commercial inspections for less complex occupancies such as business, mercantile, and gas stations. More complex occupancies will be inspected by Fire Inspection Coordinators assigned to the Fire Prevention Bureau. Requiring all commercial buildings to register with the Fire Department will provide the Fire Prevention Bureau with important information about the commercial buildings in the City such as what the current use of the building is. The Fire Code inspections conducted as part of the program will insure that the commercial buildings in the City of Minneapolis are safe and up to the Minnesota State Fire Code consistent with the current use.

The Commercial Building Registration Fee is calculated by the total square footage of the commercial portions of each building according to the following fee table.

Size of Commercial Building	Fee
0 – 5,000	\$50.00
5,001 – 10,000	\$94.00
10,001 – 100,000	\$277.00
100,001 – 250,000 square feet	\$403.00
250,001 – 1,000,000 square feet	\$620.00
1,000,001 – 2,000,000 square feet	\$827.00
2,000,001 square feet and over	\$910.00

### **Frequently Asked Questions**

1. What are the goals of this proposed ordinance?

The goal is to increase and maintain the safety of commercial buildings in the City of Minneapolis.

2. Why is the Commercial Registration annual when inspections are done every 5 yrs or less?

The Registration Fee is to register the building with the City; it is not an inspection fee. The Commercial Registration Program is patterned after the Rental Licensing Program. Every building will receive a full inspection on a cyclical basis of 5 yrs or less. Most buildings also require one or more reinspections before they are in compliance. There are other services such as building familiarizations and surveys, Fire Alarm System inspection and maintenance reviews, and Fire

Suppression System inspection and maintenance reviews that will still be done annually as part of the program.

3. Does a church have to pay the fee?

Every building that is not for residential use is considered a commercial building according to the Fire Code and must register annually with the Minneapolis Fire Department.

4. Why am I getting more than one bill from the Fire Department?

The Commercial building registration is different than a HAZMAT permit or any other permit issued by the Fire Department.

5. How often do I have to pay this bill?

This is an annual fee. The permit will expire August 31 of every year to be renewed September 1<sup>st</sup> of every year

6. How often will my building be inspected?

At least once every 5 years but likely more often.

7. Can I pay with a credit card over the phone?

No. All payments must be submitted by check with the payment stub to the PO Box listed on the billing. We are working on a pay by credit card online option for future billings.

8. Isn't this covered by my property taxes?

No. This is a new program passed into ordinance by the City Council in March of this year. The ordinance requires all commercial buildings to register with the Minneapolis Fire Department annually.

### Ordinance Language

#### **ORDINANCE 2009-Or-020**

**By Ostrow**

**Intro & 1st Reading: 10/15/2008**

**Ref to: PS&RS**

**2nd Reading: 3/6/2009**

### **Amending Title 9, Chapter 174 of the Minneapolis Code of Ordinances relating to the Fire and Police Protection: Minneapolis Fire Department; Fire Prevention Bureau.**

The City Council of The City of Minneapolis do ordain as follows:

Section 1. That Chapter 174 of the Minneapolis Code of Ordinances be amended by adding thereto a new Article IV, including new Sections 174.400 – 174.400 to read as follows:

#### **ARTICLE IV. COMMERCIAL BUILDING REGISTRATION REQUIREMENTS**

**174.400. Commercial building defined.** *Commercial building* is defined as any building subject to the requirements of the building and fire codes approved for an occupancy use other than residential occupancy. For those buildings with mixed occupancy uses inclusive of residential occupancy, the provisions of this article shall apply to the non-residential occupancy portions of such buildings.

**174.410. Certificate of registration required.** The owner of any commercial building shall obtain an annual renewable certificate of registration indicating that the building and its associated uses and occupancies are in

compliance with all requirements of the fire code. No building, or portion of a building upon the judgment of the fire marshal, shall continue to be occupied without such valid certificate of registration after a reasonable time, as fixed by written order of the fire marshal pursuant to section 174.430(3).

**174.420. Issuance of certificate of registration.** The certificate of registration required pursuant to this article shall be issued after inspection by the fire marshal or the fire marshal's designee reveals that the use and occupancy of the commercial building is in conformity with the Minnesota State Fire Code. The owner and occupants of any commercial building shall cooperate in facilitating any inspections required pursuant to this article and reinspection fees may be charged pursuant to section 1.120 of this Code for any required reinspection finding noncompliance conducted after the due date for compliance with a duly-issued order. The certificate of registration required pursuant to this article shall be required one (1) year after the initial occupancy of any commercial building and annually thereafter, and shall be required annually for any existing commercial building. The certificate of registration shall contain the following information:

- (1) The building certificate number.
- (2) The address of the building.
- (3) The name and address of the owner.
- (4) A description of that portion of the building for which the certificate is issued.
- (5) A statement that the described portion of the building has been inspected for compliance with the requirements of the fire code for the group and division of occupancy and the use for which the occupancy is classified.
- (6) The name of the building contact or official.

**174.430. Renewal required.** For every commercial building governed by this article, a periodic inspection shall be scheduled by the fire marshal. When the results of such inspection shall show that the commercial building fails in any respect to comply with the provisions of the fire code, the fire marshal shall notify the owner to this effect and specify wherein such commercial building fails to comply with the requirements of the provisions of the fire code. The fire marshal shall take the necessary action to secure compliance with the provisions of the fire code, so that no immediate hazard to health or safety of the occupants or public is allowed to continue.

- (1) *Temporary certificate.* If the fire marshal finds that no substantial hazard will result from occupancy of any commercial building or portion thereof before any required code compliance is completed, a temporary certificate of registration may be issued for the portion or portions of a commercial building prior to the completion of any required code compliance by the entire commercial building.
- (2) *Posting.* The certificate of registration shall be posted in a conspicuous place on the premises and shall not be removed except by the fire marshal.
- (3) *Denial, suspension and revocation.* The fire marshal may, in writing, suspend or revoke a certificate of registration issued under the provisions of this article whenever the certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the commercial building or portion thereof is in violation of any ordinance or regulation or any of the provisions of this Code. Whenever a certificate of registration is denied, suspended or revoked, the fire marshal shall notify the owner or operator of the commercial building in writing. The notice shall be served upon the owner or operator of the commercial building in person or by first class mail and it shall inform the owner or operator of the right, within twenty (20) days after the date of the notice to request an appeal of the denial, suspension or revocation to the fire code appeals board. If an appeal is timely received the hearing before the fire code appeals board shall take place within a reasonable period thereafter.

**174.440. Fee.** The annual fee for the issuance of a commercial building certificate of registration shall be as specified in Table A as applicable.

TABLE A

Size of Commercial Building	Fee
0 – 5,000	\$50.00
5,001 – 10,000	\$94.00
10,001 – 100,000	\$277.00
100,001 – 250,000 square feet	\$403.00
250,001 – 1,000,000 square feet	\$620.00
1,000,001 – 2,000,000 square feet	\$827.00
2,000,001 square feet and over	\$910.00
Late Fee (Over 30 days)	Add 25%

Adopted 3/6/2009.

Yeas, 9; Nays, 3 as follows:

Yeas – Lilligren, Glidden, Remington, Goodman, Hodges, Samuels, Hofstede, Ostrow, Johnson.

Nays – Colvin Roy, Gordon, Schiff.

Absent – Benson.