EDINA BUILDING SAFETY POLICY/INFORMATION[1]			
Code Compliance Meeting Requirements subject		MSBC 1300.0130 code reference	
Inspections Department department		approval	
SP-025-B_2 policy number	None revision number	1/17/12 effective date	1 of 1 page number

1. All Building Safety sheets adopted by Fire Department and Inspections Department.
2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.

Purpose: List what's needed for incremental code compliance meetings in order to make them productive and efficient. Code compliance review differs from plan review in that it takes place during the development process of the plans and usually involves multiple stakeholders. Plan review occurs after plan development and permit application and may or may not involve meetings and/or communication with the designers.

Scope: All commercial plans requiring professional design unless specifically excepted by the City of Edina Inspections Department.

1. **30 Percent Meeting**
    a. Checklist Items
        i. Conceptual Plan
            1. Description of the occupancy and use
            2. Description of the other tenant occupancy classifications
        ii. Building Information
        iii. Code review of the building
        iv. Key Plan
    b. Agenda Items
        i. Introduce the project
        ii. Identify potential "Road Blocks"
        iii. Finish with "Action Items" for next meeting
2. **60 Percent Meeting**
    a. Checklist Items
        i. Plans developed to 60% completion
        ii. List of accessible deficiencies – Tenant space versus building upgrades
        iii. Complete Code Review
        iv. Defined Exit Paths
        v. Location and IBC designation of all fire rated assemblies
            1. Consider having mechanical engineer at this meeting
    b. Agenda Items
        i. Review "Action Items" from previous meeting and changes to plan
        ii. Special Considerations such as Alternate Design, Methods and Materials to be identified at this meeting
        iii. Finish with "Action Items" for next meeting
3. **90 Percent Meeting**
    a. Checklist Items
        i. Plans developed to 90% completion
        ii. Substantial completion of Submittal Checklist
    b. Agenda Items
        i. Review "Action Items" from previous meetings and changes to plan
        ii. Page by page overview of the 90% drawings
        iii. Finish with "Action Items" for plan submission and permit application.

Meetings are recorded in order to free attendees from the responsibility of taking detailed minutes as well as to provide an accurate record of the proceedings. Recordings are available to all attendees.