

# CHAPTER 1800

## BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING, LANDSCAPE ARCHITECTURE, AND INTERIOR DESIGN

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#### GENERALLY

#### 1800.0200 CLASSES OF REGISTRANTS.

There shall be three classes of registrants as follows:

A. Class 1: those who were registered without examination prior to July 1, 1933, and by exemption subsequent to 1933. Registration by exemption or by mere submission of record with references was discontinued in 1938.

B. Class 2: those registered by comity under the provisions of the law.

C. Class 3: those registered following examination, either oral or written, or both.

**Statutory Authority:** *MS s 326.06*

#### 1800.0300 IN-TRAINING CLASSIFICATIONS.

There shall be a classification of engineer-in-training, a classification of land surveyor-in-training, and a classification of landscape architect-in-training. For examination of engineer-in-training see parts 1800.2500 to 1800.3000, for land surveyor-in-training see parts 1800.3500 to 1800.3800, and for examination of landscape architect-in-training see parts 1800.1500 to 1800.2000.

**Statutory Authority:** *MS s 326.06*

#### 1800.0400 APPLICATION FOR REGISTRATION.

Subpart 1. **Information required.** Before making formal application for examination, the applicant is requested to submit to the board, on a preliminary letter form, information relative to:

A. place and date of birth;

B. time and place of schools attended and studies completed;

C. status relative to graduation from such schools or completion of studies;

D. degree or degrees received;

E. whether the engineer-in-training, land surveyor-in-training, or landscape architect-in-training examination has been successfully completed; and

F. a chronological record of personal employment, with all dates and with complete information relative to duties and type of work performed, and particularly outlining the applicant's responsibilities in charge of the whole or any part thereof. The preliminary letter form will be furnished an applicant upon request to the board office.

**Subp. 2. Evaluation of information.** This information will be evaluated by the appropriate member or members of the board and if the applicant is found ineligible for admission to the examination at that time, he or she will be so notified and given the reasons therefor and no expense will have been incurred by the applicant. If the applicant is apparently eligible at that time for admission to the examination, such applicant will be so notified and a form will be sent on which to make formal application for licensure subject to the rules of the board.

**Subp. 3. Forms and filing.** Applications for licensure shall be under oath and made on forms prescribed and furnished by the board and shall be filed with the executive secretary of the board at least 60 days before the date set for the professional examinations accompanied by the payment of the examination fee as specified in part 1800.0500, subparts 5 and 6.

Applications for examination as engineer-in-training, land surveyor-in-training, or landscape architect-in-training shall be made under oath and on forms prescribed and furnished by the board and shall be filed with the executive secretary of the board accompanied by the examination fee as specified in part 1800.0500, subpart 6.

Application forms will be furnished to individual applicants but will not be furnished in quantities to intermediaries.

**Statutory Authority:** *MS s 326.06*

### 1800.0500 FEES.

**Subpart 1. Requirements.** Application for examination for certification as engineer-in-training, or licensure, including renewal of licensure, as an architect, professional engineer, land surveyor, or landscape architect, shall be accompanied by a fee in the amount provided for in this part. The fee for examination for certification as land surveyor-in-training shall be paid upon approval of the application by the board.

**Subp. 2. Refunds; validity of application.** License or license renewal fees may not be refunded. Examination fees may be refunded except for a \$20 administrative charge. Applications for examination shall be valid for a period of one year following notification of the date of examination, except as hereinafter provided. An applicant who fails to appear for examination shall be required to resubmit an application, together with an examination fee, unless the failure to appear is due to circumstances which, in the opinion of the board, justify relief from the requirement. Any application upon which no action has been taken for three years after the date of its receipt by the board shall be void.

**Subp. 3. Initial licensure and renewal.** The fee for licensure, or renewal of licensure, as an architect, professional engineer, land surveyor, or landscape architect is \$70 per biennium. The initial license fee is prorated at six-month intervals during each biennium. The fee for months 24 to 18 is \$70; for months 18 to 12, \$52.50; for months 12 to 6, \$35; and for months 6 to 0, \$17.50. The renewal fee shall be paid biennially on or before June 30 of each even-numbered year. The board may delete from the roster of licensees the name of any licensee who fails to timely pay the required renewal fee. The renewal fee, when paid by mail, is not timely paid unless it is postmarked on or before June 30 of each even-numbered year.

**Subp. 4. Delayed renewal fee.** A renewal fee is a delayed renewal fee within the meaning of Minnesota Statutes, section 326.10, subdivision 5, if it is not postmarked on or before June 30 of the year specified in subpart 3. The delayed renewal fee is \$30 for the first three months of the lapsed period and \$60 for months 4 to 24. A licensee who was originally licensed by examination by the board and who permits the license to lapse for more than two years must retake the appropriate professional licensing examination unless exempted by the board. The delayed renewal fee is computed from July 1 of any even-numbered year and is in addition to the renewal fee provided in subpart 3.

**Subp. 5. Certification or licensure examination fee.** The fee for examination for certification or licensure as an architect, professional engineer, land surveyor, or landscape architect is as follows:

A. Architect Registration Examination (ARE), 1992 \$480.

B. Professional engineer:

(1) fundamentals of engineering examination, \$40, effective October 1, 1992, and thereafter;

(2) principles and practice of engineering examination, \$80, effective October 1, 1992, and thereafter.

An applicant for examination in more than one branch of engineering shall submit a separate examination fee for each additional branch of engineering for which the applicant has applied for examination.

An applicant, currently licensed as a professional engineer (civil) may apply for registration as a professional engineer (structural) by submitting an examination fee of \$170.

C. Land surveyor:

(1) fundamentals of land surveying examination, \$50, effective October 1, 1992, and thereafter;

(2) principles and practice of land surveying examination, \$100.

D. Landscape Architect Registration Examination (LARE), 1992 \$415, 1993 \$445.

**Subp. 6. Reexamination fees.** The fee for retaking all or any part of any examination for certification or licensure is as follows each time the examination, or any part of it, is retaken:

A. Architect, architect registration examination:

(1) division A, predesign, \$50;

(2) division B, site design;

(a) written, \$35;

(b) graphics, \$70;

(3) division C, building design, \$100;

(4) division D/F, structural technology, general and long span, \$45;

(5) division E, structural technology, lateral forces, \$30;

(6) division G, mechanical, plumbing, electrical, and life safety, \$50;

(7) division H, materials and methods, \$50;

(8) division I, construction documents and services, \$50.

B. Professional engineer:

(1) fundamentals of engineering, \$40;

(2) principles and practice of engineering, \$70;

(a) special structural I, \$60;

(b) special structural II, \$110.

C. Land surveyor:

(1) fundamentals of land surveying, \$50;

(2) principles and practice of land surveying:

(a) part III, \$40;

(b) part IV A, \$40;

(c) part IV B, \$20;

(d) parts III and IV A, \$80;

(e) parts III and IV B, \$60;

(f) parts IV A and IV B, \$60.

D. Landscape architect:

(1) test 1, Legal and Administrative Aspects of Practice, 1992 \$25, 1993 \$29;

(2) test 2, Programming and Environmental Analysis, 1992 \$30, 1993 \$34;

(3) test 3, Conceptualization and Communication, 1992 \$75, 1993 \$80;

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- (4) test 4, Design Synthesis, 1992 \$70, 1993 \$75;
- (5) test 5, Integration of Technical and Design Requirements, 1992 \$90, 1993 \$95;
- (6) test 6, Grading and Drainage, 1992 \$80, 1993 \$85; and
- (7) test 7, Implementation of Design through Construction Process, 1992 \$45, 1993 \$47.

Subp. 7. **Additional fees.** In addition to all other fees for examination or registration, as provided in this part or Minnesota Statutes, section 326.10, subdivision 1, the following schedule of fees is applicable:

A. for each application for registration by comity under Minnesota Statutes, section 326.10, subdivision 1, clause (2), applicable to any person registered in another state or territory of the United States, or in any province of Canada, or in any foreign country, a fee of \$100;

B. for reissuance of a revoked, lost, destroyed, or mutilated certificate of licensure or certificate as an engineer-in-training, land surveyor-in-training, or landscape architect-in-training, \$25;

C. for certified copies or reproduction of any document required to be supplied on behalf of any applicant for registration in another state, the cost of reproducing the document, will be ten cents per sheet;

D. for monitoring licensing examinations for applicants of boards of other states at overseas test sites, the fee shall be \$25, payable by the applicant.

**Statutory Authority:** *MS s 214.06; 326.06*

**History:** 8 SR 1777; 12 SR 2574; 14 SR 2988; 17 SR 711

## 1800.0600 CERTIFICATE OF REGISTRATION.

Certification of an applicant's technical qualifications by the National Council of Architectural Registration Boards (NCARB), National Certification Committee of the National Council of Engineering Examiners (NCEE), or the Council of Landscape Architectural Registration Boards (CLARB) may be accepted by the board as establishing such qualifications, and the applicant, in such instances, will not be required to pass further examination.

**Statutory Authority:** *MS s 326.06*

## 1800.0700 REJECTION OF APPLICATION.

A person whose application for registration has been rejected shall be fully informed of the reasons for rejection. A new application, in such instances, may be filed at any time after the lapse of six months next succeeding the date of the previous rejection.

**Statutory Authority:** *MS s 326.06*

## 1800.0800 PROOF OF QUALIFICATION TO PRACTICE.

It is required that the applicant submit evidence to the board indicating that the applicant is qualified to practice in the profession or field of major practice thereof, in which she or he seeks registration. The burden of proof is upon the applicant who should therefore make every effort to present qualifications fully and clearly. Qualifications shall be established by one or more of the following methods:

- A. by passing a written examination;
- B. by successfully completing an oral examination;
- C. by submitting satisfactory exhibits of technical qualifications;
- D. by submitting a council certificate prepared by the National Council of Architectural Registration Boards, for architect applicants only;
- E. by submitting an NEC council record prepared by the National Certification of the National Council of Engineering Examiners, for engineer applicants only;
- F. by submitting a council certificate prepared by the Council of Landscape Architectural Registration Boards, for landscape architect applicants only;
- G. for registration by comity as an architect or engineer under provisions of Minnesota Statutes, section 326.10, subdivision 1, paragraph 2, and experience as the board may thereunder require together with evidence of current registration and proof of good standing;

H. for registration by comity as a land surveyor or an applicant shall be subject to the provisions of Minnesota Statutes, section 326.10, subdivision 1, paragraph 2. In addition thereto, the applicant shall be required to take such examinations as the board deems necessary to determine qualifications, but in any event the applicant shall be required to take a written orientation examination of not less than four hours duration.

**Statutory Authority:** *MS s 326.06*

**History:** *17 SR 1279*

### **1800.0900 QUALIFICATION PROCEDURES.**

Subpart 1. **Exhibits.** Exhibits in connection with oral or written examination shall be submitted when requested by the board.

Subp. 2. **Change of status.** An architect, engineer, land surveyor, or landscape architect licensed by exemption and desiring a change of status may apply therefor and the applicant's qualifications for such change will be determined by written examination.

Subp. 3. **Examination required.** An applicant must take all parts of the in-training examination at one time. The applicant must pass the in-training examination prior to taking the professional examination, if applicable. See part 1800.2800.

The applicant must take all parts of the professional examination at one time.

Subp. 4. **Reexamination.** An applicant who does not receive a passing grade in an examination may make application to retake that examination. Such application shall be accompanied by a reexamination fee as required under part 1800.0500, subpart 6. The board may require an applicant failing an examination two or more times to submit evidence of improved qualifications before an additional retake examination is permitted. Only an acceptable reason for nonappearance for a scheduled examination will permit the applicant to be rescheduled for such examination.

Subp. 5. **Date and place of examination.** Oral examinations may be given each year at such times as may be designated by the board. Written examinations will be given twice each year for engineer and land survey applicants and once each year for architectural and landscape architectural applicants. Persons who file applications for licensure by examination and are determined to be eligible for admission to the examination will be informed by letter of the date and place of the examinations.

Subp. 6. **Registration in another state.** An applicant duly registered in another state and whose registration is current, upon notification from the Minnesota board that the application has been received and is in order may practice the applicant's profession while his or her application is pending pursuant to Minnesota Statutes, section 326.13. An application which has not been acted upon by the board within six months from the date of submission of the application, because of failure of the applicant to furnish the board with qualifying information pertaining to the registration, shall be denied.

The plans and specifications which are prepared by the applicant during the period in which the application is pending must bear the certification stamp of the state in which the applicant is registered along with a statement that she or he has applied for registration in Minnesota and that the application is pending. This stamp must be placed on each sheet of the set of drawings prepared for the project, and on the title sheet of the specifications.

The Minnesota board does not require the use of a seal. If the state in which the architect or engineer is registered has a seal or provisions for signing and dating plans, specifications, and reports, this will be acceptable. If the seal does not provide for signing and dating the plans, the architect or engineer shall sign and date the plans under the seal imprint on each plan certified.

**Statutory Authority:** *MS s 326.06*

**History:** *17 SR 1279*

### **EXAMINATION OF ARCHITECT APPLICANTS**

### **1800.1000 EDUCATION AND EXPERIENCE.**

Subpart 1. **Written examination requirement.** An applicant for licensure as an architect shall pass a written examination as provided in part 1800.1200. Written examinations are

required of all applicants except those licensed under part 1800.0800, items D and G, that apply to those architects licensed in one or more states other than Minnesota. An applicant for licensure under part 1800.0800, items D and G, must satisfy the Minnesota licensing requirements that were in effect at the time of the applicant's original licensure in the other state.

**Subp. 1a. Admission to written examination.** To qualify for admission to the written examination, an applicant shall present evidence that the applicant has obtained at least 13 qualifying credits as provided in this part. At least ten of the qualifying credits must be for education and at least three of the qualifying credits must be for experience. The qualifying credits shall be granted as provided in subparts 5 and 6.

Subp. 2. [Repealed, 14 SR 2988]

Subp. 3. [Repealed, 14 SR 2988]

Subp. 4. [Repealed, 14 SR 2988]

**Subp. 5. Credits for education.** Qualifying credits for education shall be granted as follows:

A. An applicant who has graduated from an architectural curriculum accredited by the National Architectural Accrediting Board (NAAB), shall, at the time of graduation or within two years after graduation, receive ten qualifying credits for education.

B. An applicant holding a four-year baccalaureate preprofessional degree in environmental design or architectural studies shall be granted credit depending on the number of years of architectural design courses successfully completed. An applicant with three years of design courses shall be granted eight qualifying credits. An applicant with two years of design courses will be granted six qualifying credits. In no case shall the applicant holding a preprofessional degree be granted less than six qualifying credits for education.

C. An applicant holding a four-year baccalaureate degree from the following curricula shall be given six qualifying credits for education:

(1) curricula in architectural, chemical, civil, electrical, mechanical, or structural engineering accredited by the Accreditation Board for Engineering and Technology (ABET);

(2) curricula in landscape architecture accredited by the American Society of Landscape Architects Committee on Education; or

(3) curricula in interior design accredited by the Foundation on Interior Design Education Research.

D. An applicant holding a two-year associate degree in architectural technology or architectural drafting from a community college or technical college shall receive two qualifying credits for education.

E. For the purposes of this subpart, 32 semester credit hours or 48 quarter credit hours is considered to be one year of education. Fractions of a year of education shall be given credit in the amount earned.

F. An applicant holding a degree or having completed coursework from a foreign college or university shall be granted credit toward the requirements of this subpart on the same basis as a graduate of a United States college or university if the board determines that the educational requirements for the degree are equivalent to the requirements of this subpart. The applicant shall furnish a copy of the applicant's grade transcript, including course descriptions of courses successfully completed, in English, with the initial application for evaluation by the board.

**Subp. 6. Credits for experience.** Qualifying credits for experience shall be granted as follows:

A. The applicant's total experience must meet the requirements for qualifying experience in subpart 7.

B. Experience must be acquired after graduation, except that continuous experience in periods of ten or more weeks gained before graduation shall be counted if gained as specified in subpart 7 after graduation from high school.

C. Each year of experience gained under the direct supervision and control of a licensed architect shall count for one qualifying credit.

D. Each year of architecturally related experience gained under the direct supervision and control of a licensed professional engineer, licensed landscape architect, or an interior designer certified by the American Society of Interior Designers shall count for one-half qualifying credit.

**Subp. 7. Qualifying experience defined.** As used in this part, qualifying experience consists of experience gained in each of the following areas of the practice of architecture in accordance with the minimum number of hours shown.

**A. Design and construction:**

- (1) programming and client contact, 80 hours;
- (2) site and environmental analysis, 80 hours;
- (3) schematic design, 120 hours;
- (4) building code analysis, 80 hours;
- (5) code research, 120 hours;
- (6) design development, 320 hours;
- (7) construction documents, 1,240 hours;
- (8) specifications and materials, 120 hours; and
- (9) document checking, 120 hours.

**B. Construction and administration:**

- (1) bidding procedures, 80 hours;
- (2) construction office, 120 hours; and
- (3) construction observation, 120 hours.

**C. Office management:**

- (1) office procedures, 120 hours; and
- (2) professional activities, 80 hours.

The number of hours shown are minimum time requirements for the areas of practice listed and do not represent three years of experience. More experience may be gained in any of these areas of practice to total 5,600 hours or three years of experience. Persons requiring more than three years of experience shall document qualifying experience in the amount of 1,867 hours for each year required.

**Subp. 8. Future admission requirements.** Effective January 1, 1991, admission to the registration examination is limited to holders of a degree from a curriculum accredited by the National Architectural Accrediting Board (NAAB), or architectural education equivalent to that curriculum as determined by the board. Persons with board approved applications as of January 1, 1991, are permitted to continue the examination process until licensed to practice architecture in Minnesota.

**Statutory Authority:** *MS s 326.06*

**History:** *L 1987 c 258 s 12; 14 SR 2988; L 1989 c 246 s 2*

## 1800.1100 PROCEDURES.

**Subpart 1. Completion date.** An applicant may request to be admitted to an examination if the applicant has completed, or will have completed the educational and experience requirements in part 1800.1000 by the time of the examination.

**Subp. 2. Preliminary admission request.** Applicants shall submit to the board a preliminary request for admission to the licensing examination. The request shall be submitted on a form provided by the board and must include a detailed listing of all architecturally related experience gained in accordance with part 1800.1000. The experience listing shall include the name and mailing address of the applicant's supervising licensed architect or other supervisor for each period of employment. A transcript of grades showing the date of award of any degree earned shall accompany the submittal. Upon approval of the preliminary request by the board, the applicant shall be provided formal application materials. The preliminary request shall be submitted to the board by February 1 for the June examination and by August 1 for the December examination.

**Subp. 3. Formal admission application.** Applicants shall by April 1 for the June examination and by October 1 for the December examination submit a formal application for

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admission to the licensing examination on a form provided by the board. The formal application shall include one signed copy of board rules of professional conduct and a fee as specified in part 1800.0500, subpart 5, item A.

Subp. 4. **Obtaining application.** Application materials may be obtained by calling or writing the board office.

**Statutory Authority:** *MS s 326.06*

**History:** *14 SR 2988*

## 1800.1200 WRITTEN EXAMINATION.

Subpart 1. **Architect Registration Examination.** The Architect Registration Examination (ARE) shall be administered twice annually at a time and place determined by the board to those applicants determined by the board to meet the requirements of part 1800.1000 for admission to the examination. Any person failing one or more parts of the ARE shall retake the failed parts.

Subp. 2. [Repealed, 14 SR 2988]

Subp. 3. [Repealed, 14 SR 2988]

Subp. 4. [Repealed, 14 SR 2988]

Subp. 5. **Equipment during examinations.** Silent, hand-held, battery-operated electronic calculators may be used as required during the ARE.

**Statutory Authority:** *MS s 326.06*

**History:** *14 SR 2988*

## EXAMINATION OF LANDSCAPE ARCHITECT APPLICANTS

### 1800.1500 EDUCATION AND EXPERIENCE.

An applicant for registration as a landscape architect shall be required to pass a written and oral examination as provided herein. To qualify for such examination, the applicant shall present satisfactory evidence that the following requirements have been met:

A. Graduated from a landscape architecture curriculum of a university or college accredited by the American Society of Landscape Architects Committee on Education.

B. Completed at least three years of satisfactory diversified experience, after graduation, under the supervision of registered landscape architects.

C. An applicant may also qualify provided that satisfactory evidence is submitted to the board that the education and subsequent experience of such applicant are substantially equivalent to the above requirements as set forth in the following table:

Classification	Professional Education (years)	Professional Experience* (years)	Total Education and Experience
Graduate of ASLA Accredited Landscape Architectural Curriculum			
5-year course	5	3	8
4-year course	4	4	8
Other Related Degree Plus Graduate of ASLA Accredited Graduate L.A. Curriculum	5	3	8



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Graduate of NonAccredited Landscape Architectural Curriculum			
5-year course	4	5	9
4-year course	3	6	9
Other Related Field Degree Plus Graduate of NonAccredited L.A. Curriculum	4	5	9
Graduate of NAAB Accredited Architectural Curriculum	3	7	10
Graduate of ECPD Accredited Engineering Curriculum	3	7	10
Graduate of NonAccredited Architectural Curriculum	2	9	11
Graduate of NonAccredited Engineering Curriculum	2	9	11
Graduate of Two Years Technical College in Landscape Architecture	2	9	11
No Professional Education	0	13	13

\*Professional experience must be acquired after graduation except that continuous experience gained in increments of 90 days or more, before graduation will be evaluated by the board. Professional experience is defined as equivalent to satisfactory diversified general practice under the supervision of registered landscape architects.

D. For nongraduates, each year of approved landscape architectural education successfully completed at college level shall receive full credit.

E. Employment by government agencies, engineering firms, general contractors, in areas directly related to landscape architectural construction, may be substituted for professional experience, as defined above; one full year of such experience will be considered the equivalent of one-half year of full-time professional experience, but not over two years of credit toward professional experience will be given for such experience.

F. Employment by government agencies, including the military, when diversified and comparable to employment in the office of a registered landscape architect with a verified record of substantial practice shall receive full credit with no time limitation. Such work shall be directly related to landscape architecture and shall be under the direct supervision of a registered landscape architect. This provision shall also apply to those registered landscape architects employed in a capacity of manager.

G. Employment by organizations that have employees performing landscape architectural services in connection with projects owned or used by that organization when said employment is directly related to landscape architectural work and is under the direct supervision of a registered landscape architect shall receive full credit with no time limitation. This provision shall also apply to those registered landscape architects employed in a capacity of manager.

H. Employment or practice in such fields as interior design, architecture, engineering, city planning and periods of employment with such organizations as VISTA, HUD, Peace Corps, and advocacy planning shall receive full credit up to a maximum of two years when such work is related to landscape architecture.

I. An advanced degree from ASLA Committee on Education accredited landscape architecture curriculum shall receive full credit up to a maximum of two years. Teaching and research in an ASLA Committee on Education Accredited curriculum shall also receive full credit as determined by the board.

J. Other training, education, teaching, or practical experience of a landscape architectural nature will be subject to review and determination by the board.

**Statutory Authority:** *MS s 326.06*

**History:** *L 1987 c 258 s 12; L 1989 c 246 s 2*

## 1800.1600 APPLICATION AND ORAL EXAMINATION.

The board shall review the applicant's experience record and conduct a personal interview of each applicant for admission to the examination process. The personal interview shall consist of direct examination by the board to include such additional exhibits of drawings, specifications, photographs of work, and letters of reference, as the board may direct.

**Statutory Authority:** *MS s 326.06*

## 1800.1700 WRITTEN EXAMINATIONS.

Written examinations shall be provided by the National Council of Landscape Architectural Registration Boards (CLARB). Handbooks, tables, reference books, bound notes, and hand-held, nonprogrammable, battery-operated, electronic calculators are permitted when authorized by the board.

**Statutory Authority:** *MS s 326.06*

## 1800.1800 LANDSCAPE ARCHITECT-IN-TRAINING.

An applicant for certification as a landscape architect-in-training shall present satisfactory evidence to the board that they have either:

A. Graduated from an accredited landscape architectural curriculum appearing on the list of accredited curricula current at the time of applicant's graduation as published by the American Society of Landscape Architects (ASLA) Committee on Education; or

B. Completed ten years of satisfactory diversified experience, when such experience is directly related to landscape architectural work and is approved by the board. Each scholastic year of study satisfactorily completed in a curriculum accredited by the ASLA Committee on Education or its educational equivalent shall be considered equal to two years of landscape architectural experience.

**Statutory Authority:** *MS s 326.06*

## 1800.1900 PROFESSIONAL PRACTICE EXAMINATION.

An applicant for registration as landscape architect by examination shall be admitted to the professional practice examination in landscape architecture provided the applicant has successfully completed the landscape architect-in-training examination and completed total combined education and experience as noted in table contained in part 1800.1500, item C.

**Statutory Authority:** *MS s 326.06*

**1800.2000 QUALIFICATION FOR REGISTRATION WITHOUT WRITTEN EXAMINATION.**

The board shall, with reference to applications received from persons not residing in Minnesota, issue a certificate of registration as a landscape architect when a CLARB certificate is furnished to the board. Applicants shall submit a treatise to the board.

**Statutory Authority:** *MS s 326.06*

**EXAMINATION OF ENGINEER APPLICANTS****1800.2500 EDUCATION AND EXPERIENCE.**

**Subpart 1. Written examination requirement.** An applicant for licensure as a professional engineer shall pass a written examination as provided in this subpart. Written examinations are required of all applicants except those licensed under part 1800.0800, items E and G, that apply to those professional engineers licensed in one or more states other than Minnesota. An applicant for licensure under part 1800.0800, items E and G, must satisfy the Minnesota licensing requirements that were in effect at the time of the applicant's original licensure in the other state. The written fundamentals of engineering (EIT) examination shall be waived by the board if the applicant meets the requirements in part 1800.2800.

**Subp. 2. Admission to written examination.** To qualify for admission to the written examination, the applicant shall present evidence of:

A. Graduation from an engineering curriculum accredited by the Engineering Accrediting Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET) at the time of graduation; and

B. Completion of a minimum of four years of qualifying engineering experience, if the applicant has graduated from a baccalaureate curriculum in engineering accredited by the ABET-EAC. Three years of qualifying engineering experience is required, if the applicant has graduated from a masters or doctoral curriculum in engineering from an institution with an ABET-EAC accredited baccalaureate curriculum in that discipline of engineering. Not more than two years credit shall be allowed for qualifying engineering experience, gained before graduation from an accredited engineering curriculum. The two years experience before graduation must have been gained after completion of the second year of approved engineering education. The experience shall be credited at the rate of 50 percent up to the maximum allowable credit of two years.

**Subp. 3. Exception for nonaccredited education.** An applicant who does not meet the requirements of subpart 2 may qualify for admission to the examinations if evidence is submitted to the board that education and qualifying engineering experience completed meet the following requirements:

A. The education requirements of an applicant whose education was not obtained in an engineering curriculum accredited by the Accreditation Board for Engineering and Technology shall be accepted only if the education is determined by the board to be equivalent to the content of the accredited curriculum required for a bachelor of science degree in engineering. The applicant shall be required to submit a transcript of grades, along with descriptions of courses taken from the educational institution from which the applicant graduated, for evaluation by the board to determine the credit to be allowed for that education.

B. If the applicant holds a degree from a nonaccredited four-year engineering curriculum, that person will be required to document six years of qualifying and verifiable engineering experience following graduation. If the applicant also holds a master's or doctoral degree in engineering, the applicant shall document five years of qualifying and verifiable engineering experience following graduation. Up to two years credit shall be allowed for qualifying and verifiable engineering experience gained before graduation, as provided in subpart 2, item B.

**Statutory Authority:** *MS s 326.06*

**History:** 14 SR 2988

**1800.2600 ORAL EXAMINATION.**

An applicant shall appear before the board for oral examination and submit two exhibits of engineering work the applicant has performed if:

A. the experience record does not clearly indicate the required qualifying engineering experience;

B. the applicant does not hold a degree from an approved engineering curriculum;

or

C. the applicant qualifies for waiver of the fundamentals of engineering examination as provided in part 1800.2800.

An applicant residing in an overseas area shall submit one exhibit of the applicant's engineering work with a written critique of that exhibit in lieu of the oral examination.

**Statutory Authority:** *MS s 326.06*

**History:** *14 SR 2988*

## 1800.2700 WRITTEN EXAMINATION.

**Subpart 1. Two-part examination.** The written examination consists of the two parts described in subparts 1a and 2.

**Subp. 1a. Fundamentals examination.** Part I is the fundamentals of engineering examination that may be taken upon graduation from an engineering curriculum meeting the requirements of part 1800.2500. The passing of this examination gives the applicant the status of engineer-in-training as defined in Minnesota Statutes, section 326.10, subdivision 7. The applicant shall not again be required to take this examination. The applicant shall take and pass the fundamentals of engineering examination (EIT) before being permitted to take the professional examination.

**Subp. 2. Professional examination.** Part II is the professional examination covering the principles and practice of engineering examination, is an examination in a field of major practice and is required as outlined in this subpart. Examinations are presently offered in the following fields of major practice in engineering: aeronautical/aerospace, agricultural, ceramic, chemical, civil, electrical, fire protection, geological, industrial, manufacturing, mechanical, metallurgical, mining/minerals, nuclear, petroleum, sanitary, and structural.

**Subp. 3. Scope of examinations.** The scope of the fundamentals of engineering examination, EIT and the principles and practice of engineering examination is as follows:

A. Fundamentals of engineering examination, EIT: multiple-choice questions in mathematics and the basic and engineering sciences as presented in accredited college or university engineering curriculum. Allotted time: eight hours.

B. Principles and practice of engineering examination: problems embracing knowledge of professional practice and applied economics as acquired in connection with the planning, design, and construction of engineering work during the required period of qualifying engineering experience. This part of the examination, together with the oral examination or exhibit with written critique, shall not be permitted until the full required period of qualifying engineering experience has been completed. Allotted time: eight hours.

**Subp. 4. Purpose of the principles and practice of engineering examination.** The principles and practice of engineering examination is given to determine the proficiency of the applicant in professional practice. This examination shall include questions designed to test whether the applicant has learned to apply the knowledge and understanding of the basic and engineering sciences gained through training and experience to the solution of engineering problems.

**Subp. 5. Equipment during examination.** Handbooks, reference books, bound tabular material and notes, and silent, hand-held, electronic calculators are permitted for use during examinations when authorized by the board.

**Statutory Authority:** *MS s 326.06*

**History:** *14 SR 2988*

## 1800.2800 ENGINEERS QUALIFIED BY GRADUATION, LONG EXPERIENCE, AND EXAMINATION.

The fundamentals of engineering examination must be waived in those cases where the applicant furnishes evidence of:

A. graduation from an accredited engineering curriculum, or receipt of a graduate degree based upon at least one academic year of resident study in a department whose under-

graduate curriculum is accredited by the Accreditation Board for Engineering and Technology (ABET); being at least 40 years of age; and having a verified professional engineering record of 20 years or more of qualifying engineering experience;

B. holding membership in a British Institute of Engineering as a chartered engineer by examination or other national certification by examination as approved by the board; or

C. having a doctorate degree in engineering from an educational institution whose baccalaureate curriculum is accredited by ABET-EAC or whose education is equivalent thereto.

An applicant qualifying under item A, B, or C shall pass a written professional practice examination of at least eight hours duration. To qualify for waiver of the fundamentals of engineering examination under item A, the applicant's engineering experience shall show responsible charge of engineering projects for at least ten years and advancement in the character of the work performed. The experience gained before reaching the age of 20 years shall not be credited as a part of the required engineering experience, except that graduation from an accredited baccalaureate engineering curriculum shall be considered equivalent to four years of engineering experience. Credit shall not be given for more than a total of four years experience because of undergraduate educational qualifications.

**Statutory Authority:** *MS s 326.06*

**History:** *14 SR 2988*

#### **1800.2805 QUALIFYING EXPERIENCE DEFINED.**

As used in this part and parts 1800.2600, 1800.2700, and 1800.2800, qualifying experience consists of varied, progressive, nonrepetitive, practical experience at engineering work. developing the ability to apply the theoretical knowledge gained during academic training in making sound judgments in solving engineering problems. The varied experience must include increments of design, planning, technical specification, codes and standards research and analysis, engineering economics, safety, observation, and inspection of construction of products. Experience shall be written in detail and submitted with the application for evaluation and approval by the board.

**Statutory Authority:** *MS s 326.06*

**History:** *14 SR 2988*

#### **1800.2900 PROCEDURES.**

**Subpart 1. Application deadline.** An applicant shall submit an application for admission to the fundamentals of engineering examination explained in part 1800.2700, subpart 1a, by February 1 for the April examination or by August 1 for the October examination. Application shall be made on a form provided by the board and shall include the fee specified in part 1800.0500, subpart 5, item B, subitem (1). A transcript of grades showing the date of award of the degree earned shall be submitted before the applicant may be certified as engineer-in-training.

**Subp. 2. Preliminary request for professional examination.** An applicant shall submit a preliminary request for admission to the principles and practice of engineering examination explained in part 1800.2700, subpart 2, by November 1 for the April examination or by June 1 for the October examination. The request shall be made on a form provided by the board and shall include a detailed listing of engineering experience gained. The experience listing shall include the name and mailing address of the applicant's supervisor for each period of employment. The board shall verify listed experience by sending an employer reference form to each listed supervisor. A transcript of grades showing the date of award of the degree earned shall accompany the completed form, unless previously submitted. Upon approval of the preliminary request by the board, the applicant will be so notified and provided formal application materials.

**Subp. 3. Formal application for professional examination.** An applicant shall submit a formal application for admission to the principles and practice of engineering examination by January 2 for the April examination or by August 1 for the October examination. Application shall be made on a form provided by the board and shall include one signed copy of board

rules of professional conduct and a fee as specified in part 1800.0500, subpart 5, item B, sub-item (2).

Subp. 4. **Obtaining application material.** Application materials may be obtained by calling or writing the board office.

**Statutory Authority:** *MS s 326.06*

**History:** *14 SR 2988*

**1800.3000** [Repealed, 14 SR 2988]

## EXAMINATION OF LAND SURVEYOR APPLICANTS

### 1800.3500 EDUCATION AND EXPERIENCE.

Each applicant for licensure as a land surveyor shall be required to appear before the board for the purpose of an oral examination and to pass written examinations as provided hereinafter. Oral examinations may not be required of those comity applicants licensed under part 1800.0800, item G which rule applies to those licensed in one or more states other than Minnesota. In the case of comity applicants, the same minimum requirements will be demanded as existed in Minnesota at the time of the original licensure as land surveyor in such other state. To qualify for oral and written examination, applicants shall present satisfactory evidence that they have:

A. Graduated from a four-year land surveying curriculum, approved by the board.

B. Completed at least three years of qualifying land surveying experience, after graduation, satisfactory to the board.

C. Prospective applicants may qualify for licensure by examination provided they submit to the board satisfactory evidence that their education and subsequent experience are substantially equivalent to the requirements set forth in the following table:

Classification	Education in Years	Experience in Years	Total Education & Experience
**Graduate of 4-year land surveying curriculum approved by the board	4	3	7
Graduate of other Bachelor of Science Curriculum approved by the board	3	5	8
***NonGraduate	0-3	6-9	9

\* Requirements effective January 1, 1977.

\*\* All applicants for licensure as land surveyor will be required to hold a degree from a bachelor of science curriculum approved by the board or its educational equivalent effective January 1, 1985.

\*\*\* A minimum of two years of qualifying education will be required as of January 1, 1981.

D. The education requirement of an applicant whose education was not obtained in a bachelor of science curriculum approved by the board will be accepted only if such education is determined by the board to be equivalent to such curriculum. The applicant will be required to submit a transcript of grades for evaluation by the board to determine the credit to be allowed for such education. The applicant will be informed, in writing, of any course requirements lacking for equivalent education.

E. All applicants for licensure, by examination, as land surveyor in Minnesota must have completed one year of education leading to a bachelor of science degree including eight quarter credits of surveying to take the land surveyor-in-training examination and

must have completed two years of education leading to a bachelor of science degree including 16 quarter credits of surveying or related courses to take the final examinations for land surveyor. This requirement is effective January 1, 1981.

**Statutory Authority:** *MS s 326.06*

#### **1800.3600 REQUIREMENTS FOR ADMISSION TO EXAMINATION.**

Subpart 1. **Authority to order examination.** The board may subject an applicant to such examinations as may be deemed necessary to establish the qualifications of such applicant. Oral and written examinations shall be held at such times and places as the board may direct.

Subp. 2. **Land surveyor-in-training.** Any applicant who is a graduate of or is within three months of graduating from a four-year land surveying curriculum approved by the board or has equivalent education, may be admitted to the fundamentals of land surveying examination (LSIT). Nongraduates must have a minimum of two years of approved education and three years of qualifying experience.

Subp. 3. **Professional practice.** The applicant must have successfully completed the fundamentals of land surveying examination (LSIT) and have had a total of seven or more years of combined land surveying education and qualifying land surveying experience as shown in the table herein. After the applicant has submitted a formal application for admission to the professional practice examination, such applicant may be required to appear before the board for an oral examination. The applicant may be called to appear for an oral examination where evidence of personal qualifications will be reviewed and the educational and experience record evaluated to determine eligibility for admission to the professional practice examination.

**Statutory Authority:** *MS s 326.06*

#### **1800.3700 EXAMINATIONS.**

Subpart 1. **Fundamentals of land surveying (LSIT).** Fundamentals of land surveying (LSIT) consists of an eight-hour examination. Failure of either the morning or afternoon portion of the examination will require the applicant to retake the entire eight-hour examination. Successful completion of this examination qualifies the applicant for a land surveyor-in-training certificate.

Subp. 2. **Professional practice.** Professional practice consists of two four-hour examinations. Failure of one or both of the four-hour sections of this examination will necessitate retaking the failed section. Successful completion of the professional practice examination qualifies the applicant for licensure as a land surveyor in Minnesota upon payment of the license fee.

Subp. 3. **Reference materials.** Reference materials may be used when permitted by the board.

**Statutory Authority:** *MS s 326.06*

#### **1800.3800 SYLLABUS FOR WRITTEN EXAMINATION.**

A syllabus for written examination in land surveying has been approved by the board. It may be revised or updated periodically, as required. A copy of the current syllabus may be obtained from the board office by the prospective applicant prior to making application for examination.

**Statutory Authority:** *MS s 326.06*

### **CERTIFICATES**

#### **1800.4000 CERTIFICATES OF RECORD.**

The board shall issue to each applicant who successfully completes the fundamentals of engineering examination, or land surveyor-in-training examination, a certificate indicating that the applicant's name has been recorded as such in the office of the board. The board shall, upon written application, issue to each applicant who holds a degree from a landscape architectural curriculum approved by the board a certificate indicating that the applicant's name has been recorded as a landscape architect-in-training in the office of the board. The certifi-

cates of record as engineer-in-training, land surveyor-in-training, or landscape architect-in-training are permanent, subject only to suspension or revocation for cause in the manner provided by law.

**Statutory Authority:** *MS s 326.06*

#### **1800.4100 CERTIFICATE OF REGISTRATION.**

The board shall issue to each applicant who has successfully completed the fundamentals of engineering examination, unless the fundamentals of engineering examination is waived as stated under part 1800.2800, applying only in the case of engineer applicants, or land surveyor-in-training examination, or has been certified as a landscape architect-in-training, or has successfully completed the professional practice examination, a certificate of registration properly filled out, signed, and sealed, giving the licensee proper authority to practice the profession of architecture, professional engineering, land surveying, or landscape architecture under the Registration Act of the state of Minnesota for a period ending June 30 of the even-numbered year of the biennium in which the certificate is issued after which date the certificate will expire unless renewed. Applicants who are registered by comity from other states, having met the Minnesota registration requirements, shall be issued certificates of registration in the same manner as provided in this rule.

**Statutory Authority:** *MS s 326.06*

#### **1800.4200 CERTIFICATION AND SIGNATURE ON PLANS.**

**Subpart 1. Requirement.** The certification and signature on plans, specifications, plats, reports, etc., is mandatory, as provided by Minnesota Statutes, section 326.12, subdivision 3. A person in direct supervision of work as referred to in the foregoing subdivision is construed to mean the person whose professional skill and judgment are embodied in the document signed, and who assumes responsibility for the accuracy and adequacy thereof.

**Subp. 2. Stamp.** The board has designed a stamp which combines certification and a space for signature. The size of the stamp together with the size of letters and spacing of lines may be varied to suit individual requirements. The stamp may be imprinted directly on the tracing and signature affixed thereto thus eliminating the necessity of duplicate signatures on prints.

**Subp. 3. Title sheets or first sheets.** The certification by each of the professions responsible for the preparation of bound specifications, reports, or other documents shall be shown on the title sheet or first sheets. The certification by each of the professions responsible for the preparation of plans or plats shall be shown on each sheet of the set of plans, or each plat.

A. The board registers applicants as an architect, a professional engineer, or a land surveyor.

B. The official roster designates the branch of engineering in which the registered engineer was examined. An applicant for registration as a professional engineer is examined in the branch of engineering which the applicant selects and in which the applicant is deemed qualified as an applicant by the board.

C. A professional engineer may engage in practice in any branch of engineering; provided, however, that a professional engineer who certifies and signs plans, specifications, or other documents may be required to establish, to the satisfaction of the board, that the work was performed according to recognized and acceptable engineering standards and practice.

**Subp. 4. Language.** The following wording shall be incorporated in the certification:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the state of Minnesota.

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Date \_\_\_\_\_ Reg. No. \_\_\_\_\_

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

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Date \_\_\_\_\_ Reg. No. \_\_\_\_\_



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I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the state of Minnesota.

Date \_\_\_\_\_ Reg. No. \_\_\_\_\_

**Statutory Authority:** *MS s 326.06*

**History:** *17 SR 1279*

## 1800.4300 SEAL.

Each registrant may, upon licensure, also obtain a seal of a design approved by the board bearing the licensee's name and the legend, registered architect, registered professional engineer, registered land surveyor, or registered landscape architect. Plans, specifications, plats, reports, and other documents prepared by a licensee may be stamped with the seal during the life of a licensee's certificate if the certificate remains unrevoked, has not expired, or has not been suspended. The stamped seal may be used on documents in addition to the signed and dated certificate required under part 1800.4200.

**Statutory Authority:** *MS s 326.06*

## 1800.4500 INVESTIGATOR.

To assist it in the performance of its statutory duties, the board may hire an investigator to make inquiries, ascertain facts, and obtain statements.

**Statutory Authority:** *MS s 326.06*

## 1800.4600 PROFESSIONAL CORPORATIONS.

Professional corporations and foreign professional corporations are required to file periodic reports with the board in accordance with Minnesota Statutes, section 319A.21.

**Statutory Authority:** *MS s 326.06*

## EXEMPT CLASSES OF BUILDINGS

### 1800.5000 PURPOSE.

The purpose of parts 1800.5100 to 1800.5700 is to indicate circumstances where the services of a licensed architect or engineer are not required pursuant to Minnesota Statutes, sections 326.02 to 326.15.

**Statutory Authority:** *MS s 326.06*

### 1800.5100 DEFINITIONS.

Subpart 1. **Uniform Building Code (UBC).** All terms used herein shall be as defined in the Uniform Building Code, 1976 edition, unless otherwise specified in these rules. The abbreviation UBC as used in this rule means the Uniform Building Code, 1976 edition.

Subp. 2. **Occupancy.** Occupancy shall be specified by the owner and verified by the building official in the manner provided in the UBC.

**Statutory Authority:** *MS s 326.06*

### 1800.5200 GENERAL REQUIREMENT AND EXCEPTIONS.

Subpart 1. **Requirement.** Plans and specifications for the erection, enlargement, alteration, or remodeling or renovation of any building, structure, or other work shall be prepared and certified by an architect or engineer licensed pursuant to Minnesota Statutes, sections 326.02 to 326.15 except as set forth in subparts 2 to 4.

Subp. 2. **Statutory exception.** Building components or classes of buildings enumerated in Minnesota Statutes, sections 326.02, subdivision 5 and 326.03, subdivision 2, clauses (a) to (d).

Subp. 3. **Remodeling or renovation exception.**

A. Any remodeling or renovation to part or all of an existing building, structure, or work which does not:

(1) change the load on its mechanical or electrical systems or change the live or dead load on its structural systems, in either case, in such a manner that a violation of the Uniform Building Code, 1976 edition, might occur;

(2) change the building's access or exit pattern in such a manner that a violation of the Uniform Building Code, 1976 edition, might occur; or

(3) change the Uniform Building Code (UBC) occupancy classification of the building.

B. Any remodeling or renovation, of any kind, in a building in the UBC occupancy classes and consistent with the size, dwelling unit, and number of stories and basement thresholds specified in part 1800.5700, table 1.

Subp. 4. **Classes of buildings exceptions.** Any new construction of or new addition to a building in the specified UBC occupancy classes and consistent with the size, dwelling unit, and number of stories and basement thresholds specified in part 1800.5700, table 1. Provided that an exemption under this subpart shall not apply:

A. For a second new building to be constructed by the same person on the same parcel or a contiguous parcel to a new building previously exempted hereunder or for a second addition to the same building where a prior addition was exempt hereunder, in either case, within 24 calendar months after the date of building permit issuance. "Same person" means the same owner or same general contractor, or ownership or general contractor entity having one or more participants in common with the owner or general contractor of the first building. The person seeking a building permit shall certify that the same person has not utilized this exemption within the prior 24 month period. "Parcel" means a nonsubdivided tract of land.

B. For an addition to an existing building where the existing building exceeds the exemption size thresholds under this subpart if the addition results in either of the effects set forth in part 1800.5200, subpart 3, item A, subitem (1) or (2), regardless of the size of the new addition proposed.

C. For new construction within a larger building (e.g., individual shops within a shopping center) where the larger building exceeds the exemption size thresholds under this subpart if the new construction results in either of the effects set forth in part 1800.5200, subpart 3, item A, subitem (1) or (2), regardless of the size of the new construction proposed.

**Statutory Authority:** *MS s 326.06*

### 1800.5300 PLANS SUPPLIED TO BUILDING OFFICIALS.

The exceptions in part 1800.5200, subparts 3 and 4 shall be available only if the building permit applicant supplies the responsible building official with two sets of plans and specifications for the building or remodeling. The name and address of the preparer of the plans and specifications shall appear thereon. The plan preparer shall certify that reasonable care has been given to compliance with applicable laws, ordinances, and building codes relating to design.

**Statutory Authority:** *MS s 326.06*

### 1800.5400 NONAPPLICABILITY OF EXEMPTIONS.

Notwithstanding the exceptions in part 1800.5200, subpart 4, the responsible building official may require plans and specifications to be designed and prepared by a licensed architect or engineer if the official finds a hazard to life, health, safety, or welfare due to the unusual circumstances of the building or structure or an unusually large number of potential occupants in relation to square footage for a particular use.

**Statutory Authority:** *MS s 326.06*

**History:** *17 SR 1279*

### 1800.5500 NONEXCLUSIVITY OF RULES.

Nothing in parts 1800.5000 to 1800.5700 shall preclude or supersede any provisions of other applicable laws or rules.

**Statutory Authority:** *MS s 326.06*

### 1800.5600 SEVERABILITY.

If any provision of parts 1800.5000 to 1800.5700 is held invalid, such invalidity shall not affect other provisions of parts 1800.5000 to 1800.5700 which can be given effect with-

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out the invalid provision, and to this end the provisions of parts 1800.5000 to 1800.5700 shall be deemed severable.

**Statutory Authority:** *MS s 326.06*

1800.5700 TABLE 1.

Occupancy Classification	Number of Stories and Basement	Maximum Gross Square Footage (GSF) or Dwelling Units (whichever is less)
(i) Warehouse (storage rooms) for combustible or non-combustible goods	one story, no basement	5000 GSF
(ii) Retail or wholesale stores, paint stores without bulk handling	two story and basement	1500 GSF
(iii) Office buildings	two story and basement	2250 GSF
(iv) Factories and workshops using materials that are not highly flammable	one story, no basement	3000 GSF
(v) Aircraft hangar where no repair work is done except exchange of parts and maintenance requiring no open flame, welding, or the use of highly flammable liquids	one story, no basement	3000 GSF
(vi) Lodging houses	two story and basement	5 rooms or 1500 GSF
(vii) Eating and drinking establishments	two story and basement	Seating for not more than 20 persons or 1000 GSF
(viii) Apartment houses	two story and basement or three story including half basement	4 dwelling units or 5000 GSF
(ix) Garages, carports, and sheds used as accessories	one story, no basement	1000 GSF
(x) Convents and monasteries	two story and basement	10 dwelling units or 3000 GSF

No use of structural concrete, poured in place, for roofs and supported floors.

Statutory Authority: *MS s 326.06*