



Agency Requests for Code Verification (CSARQ) Application

Submit this application to Construction Services along with a description or floor plan showing the program space, any form from other agencies to be filled out and the \$111.00 Compliance Verification fee. If there is a current Building Permit associated with the program/facility in question, the verification fee may be waived.

Site Address: _____

Program Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Government Agency Requesting: _____

Government Agency Email: _____

Describe Proposed Use of Space: _____

Describe Previous Use of Space: _____

License allows:

(Check all programs which apply)

- Residential board and care facility
- Assisted living facility
- Halfway house
- Group home
- Congregate care facility
- 24-hour care
- Less than 24-hour care
- All occupants are capable of responding to an emergency situation without assistance
- Some occupants may not be capable of responding to an emergency situation without assistance
- More than 16 persons served
- 6-16 persons served
- 5 or fewer persons served
- Social rehabilitation facility
- Alcohol and drug center
- Child care facility
 - Children 2 1/2 years or younger
- Adult day care facility
- Salon or barbershop
- Tattoo Parlor
- Other: _____

Check the applicable category below. Submit this form along with the additional information required for the appropriate category.

- No change of use group category. No alterations or expansion of space is proposed.**
 - Submit this form and the agency request form.
- No change of use group category. An alteration or expansion of space is proposed.**
 - Submit this form and the agency request form.

- Change of use group category, no alterations or expansion of space proposed.**
 - Prior to completion of the interagency request form, a MN licensed architect must prepare a code summary to be submitted for review. A building permit application must be made for the change of use, the site inspected and a certificate of occupancy issued for the new use.
- Change of use group category, alteration and/or expansion proposed.**
 - Prior to completion of the interagency request form, a MN licensed architect must prepare a code summary and plans for the work proposed. A building permit application must be made, plans reviewed and approved, a permit issued, work inspected and a certificate of occupancy issued.
- New construction.**
 - Prior to completion of the interagency request form, a MN licensed architect must prepare a code summary and plans for the work proposed. A building permit application must be made, plans reviewed and approved, a permit issued, work inspected and a certificate of occupancy issued.

By signing below, I confirm that the information provided herein is complete and accurate.

Signature

Print Name

Date

Below is for Office Use Only

UDC Zone District: _____ Building Construction Type: _____ Existing C of O: _____

Occupancy Class(es) of Space: _____ Occupancy Class(es) in Building: _____

Research Results

- Program/Facility is a permitted use in the zone district.
- Program/Facility is a permitted use per MN State Building Code criteria and may be occupied.
- Program/Facility does not meet code requirements and cannot be occupied until requirements are met.
- Program/Facility does not meet code requirements, but may be temporarily occupied until (date) _____, pending completion of requirements.

PEX Signature: _____

Date: _____