



Agency Requests for Code Verification (CSARQ) Info Sheet

Construction Services Agency Requests (CSARQ)

Construction Services and Inspections will research and respond to requests to provide information to other government agencies. We will verify compliance with the Minnesota State Building Code and City of Duluth Zoning Code (UDC) for buildings or spaces where government regulated programs/businesses are proposed.

The person responsible for the program or business shall submit the application for a CSARQ on [ePlace](#). The applicant will need to provide the location of the building and upload a PDF of the floor plan of the building to indicate where the program/business will operate. Include any documentation required from the government agency requesting the information and contact information for the individual from the regulating government agency.

Timeline of Report

Construction Services aims to begin processing these research projects within three to five business days from receipt of a complete application. The timeline to complete the research and the form will vary depending on the information available in Construction Services' records and the program information provided. Once the research is complete, a report will be sent to all contacts listed on the application.

Programs Not Meeting Zoning or Minnesota State Building Code Requirements

If the program/business does not meet building code or zoning requirements, Construction Services will provide information on the steps needed to be taken to get the building/space into compliance. Items needed for compliance with the Minnesota State Building Code vary depending on multiple factors (construction type, occupancy classification, size of building).

Zoning issues are resolved through the Planning and Development Division.

Determine which path to follow for your information request

The information below uses State Building Code terminology. Call us if you have questions. If you are unsure, you may apply for the CSARQ & staff will let you know what is needed via the report.

Existing Space:

If your space requires:	No Change of Occupancy Classification	Change of Occupancy Classification
No alteration/remodel of space	Complete the CSARQ application on ePlace	Change of Occupancy permit must pass final inspection and Certificate of Occupancy must be issued prior to requesting a CSARQ
Alteration/remodel of space	Alteration permit must pass final inspection prior to requesting a CSARQ	Alteration with Change of Occupancy permit must pass final inspection and Certificate of Occupancy must be issued prior to requesting a CSARQ

New Construction:

- All the information needed is on the Certificate of Occupancy. If the Governing Agency still requires a form filled out by us, apply for a CSARQ.