



MEMORANDUM

TO: Whom It May Concern

FROM: The City of North Mankato

DATE: June 10, 2015

SUBJECT: Staff Changes / Plan Review Process

On July 6, 2015, after 28 years of service, North Mankato Building Official Bruce Royer will be retiring. Bruce takes with him a wealth of knowledge and experience and will be greatly missed. We wish Bruce all the best in his retirement.

Dave Knudson will be the new Building Official and Derek Tostenson will be the new Building Inspector. We would like to take this opportunity to notify you of a few changes that will occur as a result of this transition:

Commercial Plumbing

As a licensed master plumber, Bruce has an agreement with the State of MN allowing him to perform commercial plumbing plan reviews. When Bruce leaves, so will the agreement. Therefore, **all** commercial plumbing projects (regardless of size) will need to be sent to the State for plan review. Please be aware this process may take longer than what you have been used to.

Plan Reviews and Inspections

Plan reviews and inspections will need more lead time this year as a result of our department changes and the new Minnesota Building Code requirements.

- Expect a minimum of 5-7 working days to complete your plan reviews.
- Inspections should be scheduled a minimum of 24 hours in advance.

We appreciate your cooperation and will do our best to keep plan review and inspection turnaround time to a minimum.

Please feel free to contact us should you have any questions.

Dave Knudson (507) 381-6614
Derek Tostenson (507) 995-4093

