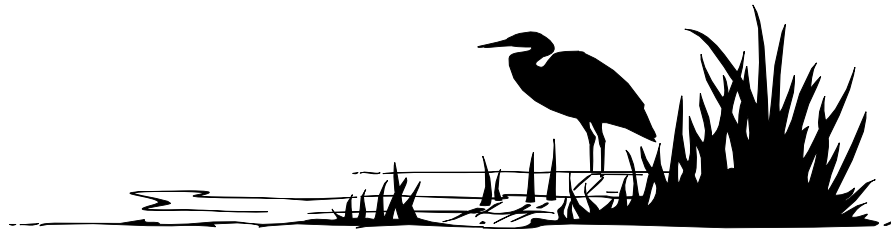


AITKIN COUNTY PLANNING & ZONING
307 2nd St NW, Room 219
Aitkin, MN 56431
TELEPHONE: (218) 927-7342
FAX: (218) 927-4372
aitkinpz@co.aitkin.mn.us



Vacation/Private Home Rental Permit Information

OVERVIEW

An Interim Use Permit (IUP) is required in Aitkin County for rental stays of 30 days or less. Most IUP's are approved for a 5 year time period. After 5 years, the IUP will expire and the applicant will need to reapply. The Aitkin County Planning Commission may place a shorter time period on the IUP.

All IUP's are approved or denied by the Aitkin County Planning Commission. Below is a link of the Planning Commission Schedule, which includes the application deadlines with the corresponding meeting dates. It is highly recommended that the applicant or a representative attend the Planning Commission meeting. The non-refundable application fee is \$696.00.

<https://www.co.aitkin.mn.us/departments/enviro-svcs/planning-commission.html>

REQUIREMENTS

- If guests will be renting the property for less than a week, a Lodging License will be required through the Minnesota Department of Health. An IUP will need to be approved before a Lodging License can be acquired. For more information, contact the Minnesota Department of Health Public Health Sanitarian for Aitkin County.
- A current compliance inspection of the septic system is required. For a pre-existing system, a compliance inspection must have been completed within the last 3 years. For a new septic system, the Certificate of Installation must have been completed within the last 5 years. If you need to search for a septic inspector to complete this application, you can do so here: <https://www.co.aitkin.mn.us/departments/enviro-svcs/Septic-Info/SSTS%20Professionals.pdf> If you are unsure when the last compliance inspection was completed, contact the Aitkin County Planning & Zoning Office as these are generally on file. If the septic system is reported to be non-compliant, corrective action will be required regardless of whether you continue to pursue a Vacation Rental IUP or not.
- A passing well water test taken within the last year for Coliform Bacteria and Nitrates is required. These well water tests need to be completed by a Minnesota Department of Health Accredited Laboratory. A list of labs in Minnesota can be found here: <https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam>
- Smoke alarms must be provided as required by the Minnesota Fire Code. Smoke Alarms that are older than 10 years old must be replaced with new alarms. Smoke alarm installation location is determined by the date of construction. Please reference the link below for the Minnesota Fire Code: <https://dps.mn.gov/divisions/sfm/fire-code/Documents/Fire-Code-Information-Sheets/Smoke-alarms-in-residential-occupancies.pdf#search=smoke%20alarm%20residential>

Lee Ann Austin
320-223-7341
lee.ann.austin@state.mn.us

AITKIN COUNTY PLANNING & ZONING

307 2nd St NW, Room 219

Aitkin, MN 56431

TELEPHONE: (218) 927-7342

FAX: (218) 927-4372

aitkinpz@co.aitkin.mn.us



- Carbon Monoxide detectors must be provided within 10 feet of each sleeping area and installed per manufacturer's instructions. Combination smoke alarm/carbon monoxide detector units can be used. Please reference Minnesota State Statute 299F.50
<https://dps.mn.gov/divisions/sfm/document-library/Documents/Fire%20Code%20Information%20Sheets/CarbonMonoxideAlarmInfoSheet072909.pdf#search=carbon%20monoxide>
- An approved second means of egress escape shall be provided in all rooms used for sleeping. For information on egress escape, please reference the link below. Window sizes are determined by installation date and location. <https://dps.mn.gov/divisions/sfm/fire-code/Documents/Fire-code-policy/Emergency-escape-policy.pdf>
- An interior inspection is required as part of the application process. It must be completed before the Planning Commission meeting. Please call 218-927-7378 to schedule an inspection.
- For additional requirements, please review Section 17 of the Aitkin County Zoning Ordinance: <https://www.co.aitkin.mn.us/ordinances/genzoning-amendment-24may22.pdf>

PROHIBITED USES

- An Interim Use Permit for Vacation/Private Home Rentals cannot be issued for properties on Natural Environment lakes. The link below contains a list of Natural Environment Lakes in Aitkin County, starting on Page 21;
<https://www.co.aitkin.mn.us/ordinances/shoreland2018amended.pdf>
- The use of only holding tanks for a septic system is not allowed for vacation/private home rentals. A full septic drainfield must be installed.
- On Premise advertising signs are prohibited.
- No more than two (2) vacation/private home rentals will be allowed on a parcel. More than two (2) vacation/private home rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must meet the standards set forth in Section 15 and/or 16 of the Aitkin County Zoning Ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.

For additional rules and regulations for Vacation/Private Home Rentals, please review Section 17 of the Aitkin County Zoning Ordinance. This can be accessed through the

[Aitkin County Website](https://www.co.aitkin.mn.us/ordinances/genzoning-amendment-24may22.pdf) or by the following link:

<https://www.co.aitkin.mn.us/ordinances/genzoning-amendment-24may22.pdf>

AITKIN COUNTY PLANNING COMMISSION 2023 DEADLINES

APPLICATION DEADLINE	PUBLIC NOTICE DATE	MEETING DATE 2023
December 23, 2022	December 30, 2022	January 23, 2023
January 20, 2023	January 27, 2023	February 27, 2023
February 17, 2023	February 24, 2023	March 20, 2023
March 17, 2023	March 24, 2023	April 17, 2023
April 14, 2023	April 21, 2023	May 15, 2023
May 19, 2023	May 26, 2023	June 26, 2023
June 16, 2023	June 23, 2023	July 17, 2023
July 14, 2023	July 21, 2023	August 21, 2023
August 18, 2023	August 25, 2023	September 18, 2023
September 15, 2023	September 22, 2023	October 16, 2023
October 13, 2023	October 20, 2023	November 20, 2023
November 17, 2023	November 22, 2023	December 18, 2023
December 22, 2023	December 29, 2023	January 22, 2024

Complete applications with payment are due by the Application Deadline above at 4:00pm! Incomplete applications will be returned.

The Aitkin County Planning Commission meets the 3rd Monday (subject to Holidays) starting at 4:00pm at the Government Center Board Room

For inquiries or an Agenda, please contact Aitkin County Planning & Zoning at 218-927-7342 or aitkinpz@co.aitkin.mn.us

[SECTION 17]

17.0 Vacation/Private Home Rental

The following standards apply to vacation/private homes renting for thirty (30) days or less except those located within Planned Unit Developments whose legal documents regulate unit rentals.

- (1) The owner of a vacation/private home rental must apply for and receive an Interim Use Permit from the County. The initial Interim Use Permit will be valid for five (5) years in order to determine the compliance level of the owner with the conditions of approval.

For vacation/private home rentals with compliance issues during the initial term of their IUP, subsequent renewals shall be for five (5) years or less as established by the Aitkin County Planning Commission.

For vacation/private home rentals without any compliance issues during the term of the IUP, subsequent renewals will be through obtaining a Lodging License from Aitkin County Environmental Services Department and future compliance will be monitored through the licensing and inspection. All existing IUP requirements and ordinance performance standards remain in effect. The conditions in Appendix D must be complied with during the lodging license period(s). Termination of the IUP will be when there is a change in ownership of the vacation/private home rental property; or if compliance issues occur during the lodging license period, the IUP may be revoked or amended after a hearing before the Planning Commission. If the IUP is revoked the lodging license will be terminated.

- (2) The application for an Interim Use Permit shall include:
 - a. All information required for a conditional use permit,
 - b. Floor plan of the structure drawn to scale, including the number of bedrooms with dimensions and all other sleeping accommodations, smoke detector and carbon monoxide detector locations,
 - c. A to-scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities (docking plan, fire pit area, swim beach, etc) and sewage treatment systems.
 - d. Emergency contact information (police, fire, hospital, septic tank pumper) be posted in the home.
 - e. Current compliance inspection on the septic system.
 - f. Current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria.
 - g. Plan for garbage disposal.
 - h. Applicant must submit a pet policy.
 - i. In each bedroom and any room used for sleeping, show the dimensions of egress windows on the drawing and the style (double hung, sliding or casement).

- j. Provide a detailed list of all advertising sources pertaining to the vacation/private home rental and notify Environmental Services with any changes to the advertising within 30 days.
- (3) The occupancy (overnight occupants) of a vacation/private home rental shall be limited to no more than two (2) persons per bedroom (see #7 below for allowable number of occupants per bedroom) plus two (2) additional persons per building, or no more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle, whichever is less. The maximum number of occupants, including both overnight and non-overnight occupants, shall not exceed twice the approved overnight occupants.
 - (4) The vacation/private home rental shall be connected to an approved SSTS. The SSTS shall be designed and constructed with a design flow of seventy-five (75) gallons of water per person per day to handle the maximum number of guests for which the facility is permitted. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and records shall be made available to the Department upon request. The use of holding tanks for vacation/private home rental units shall be prohibited.
 - (5) On-site parking shall be provided which is sufficient to accommodate the occupants of the vacation/private home rental. Public streets and septic systems may not be used for calculating parking by renters or guests. Parking areas must be setback a minimum distance of five (5) feet from the property lines.
 - (6) Attempting to obtain additional occupancy by use of recreational vehicles, tents, accessory structures or fish houses is prohibited.
 - (7) Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code and with smoke detectors in locations that comply with MN Statute chapter 299F or the requirements of the Department, whichever is more restrictive. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof. Carbon monoxide detectors shall be installed in locations that comply with MN Statute section 299F.51
 - (8) On premise advertising signs are prohibited.
 - (9) The owner shall provide a visual demarcation of the property lines.
 - (10) The owner shall keep a report, detailing use of the home by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Department upon request.
 - (11) No more than two (2) vacation/private home rentals will be allowed on a parcel. More than two (2) vacation/private home rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must

meet the standards set forth in Section 15 and/or 16 of this ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.

- (12) The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, and nearby water bodies as well as other concerns including, but not limited to, public safety, and safety of guests. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of guests.
- (13) A vacation/private home rental shall be licensed by the County and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, Aitkin County's Lodging Ordinance, if applicable.
- (14) The Planning Commission may impose noise standards in order to assist in reducing potential impacts on neighboring properties.
- (15) Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved Application .
- (16) Vacation/private home rentals may not be rented or leased to more than one separate party in a seven day period, unless licensed to do so by the Aitkin County Environmental Services Department (MN Statute Chapter 157).
- (17) The applicant/owner shall keep on file with the County Environmental Services Department the name and telephone number of a contact person who shall be responsible for responding to questions or concerns regarding the operation of the vacation/private home rental. This information must be kept current. This information shall also be posted in a conspicuous location within the dwelling unit. The contact person must be available to accept telephone calls on a 24 hour basis at all times that the vacation/private homes is rented and occupied. The contact person must have a key to the vacation/private home rental and be able to respond to the vacation/private home rental within 60 minutes to address issues or must have arranged for another person to address issues within the same timeframe.
- (18) Each vacation rental must have a property information handbook available for renters that includes the name and contact information for the owner and/or caretaker; quiet hours as per approved IUP; maximum number of overnight occupants; maximum number of non-overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of the conditions that were placed on the approved IUP; and a notice that all ordinances and IUP conditions will be enforced by the Aitkin County Sheriff's Office and the Aitkin County Environmental Services Department.

17.01 Water Supply and Sewage Treatment:

Water Supply- Any public or private supply of water for domestic purposes must meet or exceed standards for water quality of the Minnesota Department of Health and the Minnesota Pollution Control Agency.

APPENDIX D

Sample Conditions for Application # 20XX-00XXXX

1. Must comply with all local, state and federal regulations that pertain to this type of operation.
2. No launching of guests motorized watercraft from this property.
3. Quiet hours are from 10:00pm to 8:00am. IUP occupants must refrain from loud party noises, music, etc.
4. Maximum number of occupants allowed under this IUP is (per the approved application).
5. A flow measuring device must be installed on the septic system and/or well.
6. Websites and all other advertising of the rental property must be in compliance with the occupancy allowance per approved Application #20XX-00XXXX.
7. Install carbon monoxide detectors as per MN Statute section 299F.51.
8. Install smoke detectors as required by the MN Statute chapter 299F.
9. All watercraft are to be moored at the dock.
10. Must obtain lodging license from Aitkin County Environmental Services for rental periods of less than one week.
11. Conditions #5, 6, 7, and 8 must be met prior to renting under the terms of this IUP.
12. No discharge of firearms under the terms of this IUP.
13. Upon request, the IUP holder must submit to the Environmental Services Department the record book with the dates, names, addresses, telephone number, and vehicle license number of the guests using the property.
14. This IUP is issued to the present landowners and expires with the change of ownership.
15. No use of fireworks under the terms of this IUP.

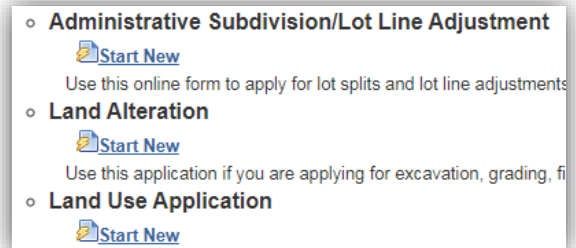
Online Permits – How to Apply

How do I get started?

Go to the Aitkin County permits website at <https://mn-co-aitkin-pz.onegov.rtvision.com> or simply search for Aitkin County and click the 'Permit' tab on the right of the home page.

Step 1 – Select the application type

Select the application from the list of options and click 'Start New'. If you are a new user click 'Sign Up'. Once your account is set up, you will Log In to start the application. You can also resume your application later or track the status of your permit by Logging In.



Step 2 – Fill out required fields

The application will walk you through every step. Follow along and answer all required fields. Some have examples and detailed descriptions of what is required. Once an application is started, it is placed in incomplete status and assigned a UID # to reference.

Step 3 – Invoice & payment

On the Invoice section, select your Payment Method: *Pay Online* or *Check to be mailed*

You can Pay Online through our vendor with a Credit Card, Debit Card, or ECheck. You will be presented to pay after you click Finish. *A convenience fee of 2.50% for Credit card, 1.50% for Debit card (minimum of \$2.50) and a flat rate of \$1.95 for E-check payments, is charged by Value Payment Systems for using this service.*

To Pay by Check, please make check payable to Aitkin County and mail to the following address:
*Aitkin County Planning & Zoning
307 2nd St NW, Room 219
Aitkin, MN 56431*

Permit fees are calculated automatically by Project Type within the application. If you have questions on the fees, please call the Zoning office prior to paying. Applications are not be processed until payment is received in full.

Step 4 - Review

Review the application and invoice for completeness, then click Finish.

The finished application will send automatically to the Zoning Office for review and you will receive an email confirmation that your application was submitted. You will be notified by email with the results of your permit.

Questions?

Contact us at (218) 927-7342 or aitkinpz@co.aitkin.mn.us 307 2nd St NW, Room 219, Aitkin, MN 56431

This document is intended to assist in answering frequently asked questions about land use requirements in Aitkin County. Please note this guide is only a summary and not intended as a legal authority on specific land use requirements.

Vacation/Private Home Rental: Contact Information

This section is gathering information for our office to use to contact the applicant and determine if the applicant is the property owner. Because the application is for a public hearing we require the landowner's contact information; therefore, we ask if the applicant is the property owner.

OneGov Welcome, Kristi Kunz!
[Log out](#) | [Change password](#) | [Edit profile](#)

Applications | **Reports** | **User**

Vacation/Private Home Rental 1/16

Author: Kunz, Kristi <kristi.kunz@co.aitkin.mn.us> [Switch](#) [Print](#)

The information provided below will be used for all contacts regarding the permit application such as the results of the application.
(For example: this may be a contractor, authorized agent, landowner, etc.)

* If we have questions on the application who should we contact?

Options: [Clear](#)

Name: Kristi Kunz

Phone: (218) 927 - 7342

Email Address: aitkinpz@co.aitkin.mn.us

Mailing Address:

Address Line 1: 209 Second St. NW Room 100

Address Line 2:

City: Aitkin State: MN Zip Code: 56431

* Are you the property owner? ☐ Yes ☐ No

If you answer yes above, your name must be listed on the deed of the property.

[Next >](#) [Print](#)

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This is the number we will call if we have questions.

This is the email that will receive all correspondence regarding the application.

This should be the name of the person that is completing the application and will be attending the public hearing.

This is the address that will be published on the Notice of Hearing and where all mail regarding the application will be sent.

If you are the property owner you will not be required to complete the Authorized Agent Form; however, if you are not the property owner you will be required to complete an authorization form.

Vacation/Private Home Rental: Authorized Agent Form

If you selected “No” to the question “Are you the property owner?” (See Contact Information on the previous screen), then you will be required to complete the authorized agent form.

Step 1: click on the link to the Authorized Agent Form

Step 2: print the form and complete

Step 3: scan and save the form to your computer

Step 4: “choose file” to be attached

Step 5: enter the property owner’s email address

Step 6: proceed to next section

OneGov

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Applications

Reports

User

Vacation/Private Home Rental

2/16

1. Contact Information

< Previous

Next >

Author: Kunz, Kristi <kristi.kunz@co.aitkin.mn.us>

Switch

Print

2. Authorized Agent Form

* Please attach the completed authorized agent form.

[Authorized Agent Form](#)

Choose File

No file chosen

Attach file

* Property Owner Email Address:

This field is required so the property owner receives correspondence regarding the public hearing and application.

< Previous

Next >

Print

7. Emergency Contact Info

8. Septic Compliance Inspection

9. Water Test Results

10. Garbage Disposal Plan

11. Pet Policy

12. Property Deed

13. "Other" Information

14. Terms and Conditions

15. Invoice

16. Review

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RTVISION

Once the form is completed and saved to your computer, you can attach the form by selecting “Choose file” here.

This is the link to print the form and complete it.

The property owner email address is required to ensure they receive all correspondences regarding the public hearing and application.



Aitkin County Environmental Services – Planning & Zoning

307 2nd Street NW, Room 219

Aitkin, MN 56431

(P) (218) 927-7342

(F) (218) 927-4372

(E) aitkinpz@co.aitkin.mn.us

AUTHORIZATION FORM

I hereby authorize the agent named below to act as my authorized agent for all public hearing applications and land use permits on property located at:

Parcel Numbers(s):	
E911 Address of Property:	

Authorized Agent Information:

Agent name:	
-------------	--

Property Owner Information:

Owner name:		Phone number:	
Email:			
Property Owner Signature:		Date:	

Vacation/Private Home Rental: Project Location Search

This section is used to gather the property information and directions to the site. You are able to add multiple parcels to one application by using the blue (+) sign.

The driving directions are used by the Zoning Staff Inspector that will visit the site prior to the hearing, along with the Board Members. Unfortunately, using a GPS is not always accurate in our area; therefore specific driving directions are required.

Begin typing identifying parcel information in this box.

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Applications **Reports** **User**

Vacation/Private Home Rental 3/16

Author: Kunz, Kristi <kristi.kunz@co.aitkin.mn.us> [Switch](#) [Print](#)

3. Project Location Search

To find the parcel(s) related to this application, begin by typing in the "Find" box below. Parcel information will display as you type. Please be patient. Select the blue (+) on the parcel(s) that pertain to your application.

- * Parcel ID Number (using the dashes)
- * E911 Address Number (five digit address #)
- * Street Name
- * Last Name of the Landowner (as listed on the tax statement)
- * Property:

Find: 56-1-008100

[Simple Advanced] [Search Result Limit: 10]

Property Location					Property Address			Legal Description	Property Attributes		Owner Information	Tax Payer Information
Parcel Number	Township or City Name	TWP	SEC	RGE	Property Address	Property City	Property Zip 5	Legal Description	Lake Number	Lake Name	Owner Name(s)	Taxpayer Name(s)
56-1-008100	AITKIN CITY	47	26	27				ALL OF BLK 16 INCLUDING VACATED STREET IN	0		AITKIN COUNTY	AITKIN COUNTY

Selected: None

* Driving directions to the proposed property from Aitkin:

Poor driving directions could result in a tabled or denied permit.

[Print](#)

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Once the parcel is shown select the blue (+) sign to add to application.

Enter specific driving directions here. (Include road names, distances, unique lot descriptions, etc.)

Vacation/Private Home Rental: Brief Narrative

This section is used to explain in detail your proposed use. You have the option to type out your brief narrative or attach a document if you have already prepared one. An example of a brief narrative would be:

We are requesting an Interim Use Permit to operate a vacation rental at our lake home on Big Sandy. The capacity is 8 guests (4 bedrooms, 2 bathrooms). Rentals will be occasional (2-4 times per year), seasonal, and for not less than one week in duration. We will offer a detailed guest information book which will be placed on the kitchen island prior to guests arriving. The guest information book will include emergency contact numbers, a copy of any conditions placed on the approved Interim Use Permit, local services and businesses, rental agreement, etc. Quiet hours will be from 10:00pm to 8:00am. We will advertise through VRBO.com. Our property care manager (who resides within 5 miles of the rental property) will perform a walk-through inspection before and after the rental with the guests.

OneGov

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Applications

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1. Contact Information

2. Authorized Agent Form

3. Project Location Search

4. Brief Narrative

5. Floor Plan of Structure

6. Scaled Site Plan

7. Emergency Contact Info

8. Septic Compliance Inspection

9. Water Test Results

10. Garbage Disposal Plan

11. Pet Policy

12. Property Deed

13. "Other" Information

14. Terms and Conditions

15. Invoice

16. Review

Vacation/Private Home Rental

Author: Kunz-App, Kristi-App L. <kristikunz>

< Previous

Next >

Please provide a brief narrative and include the following:

- # of proposed occupants

- proposed length of rental stay (weekly/daily)

- proposed quiet hours

- type of advertising that will be used (state specific website, if advertising online)

* Brief Narrative:

This is a test.

If you have already prepared a narrative, please attach it here:

* List all advertising:
(If advertising on a website, be specific and include all rental id#'s, title, etc.)

If you have a paper copy of your ad, please attach it here:

New file: Choose Files No file chosen

Add another attachment

Refresh / Save new names for files

New file: Choose Files No file chosen

Add another attachment

Refresh / Save new names for files

< Previous

Next >

Enter brief narrative here. If you have already prepared one say "see attached".

Select "Choose files" here to attach your already prepared narrative.

List all advertising sites – be specific. This will be used to verify compliance with any advertising conditions that the Planning Commission may place on an approved use. *hover your mouse over the blue "?" to see examples.

Select "Choose files" here to attach a copy of your advertising, if applicable.

Print

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Vacation/Private Home Rental: Floor Plan of Structure

This section is used to show the floor plan of the structure to be used for rental, including dimensions of rooms, egress window style, location and dimensions, location of smoke detectors and carbon monoxide detectors. If the structure is multi-level, please include a floor plan for each level.

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Applications **Reports** **User**

Vacation/Private Home Rental 5/16

Author: Kunz, Kristi <kristi.kunz@co.aitkin.mn.us> [Switch](#) [Print](#)

1. Contact Information [< Previous](#) [Next >](#)

2. Authorized Agent Form

3. Project Location Search

4. Brief Narrative

5. Floor Plan of Structure

Please attach a floor plan of the structure. The floor plan should include:

- number of bedrooms with dimensions and all other sleeping accommodations
- style, location and dimensions of egress windows
- location of all smoke detectors and carbon monoxide detectors.

* Attach Floor plan of structure
[State Fire Marshall Information Sheet](#)

* Please complete and attach the window worksheet(s) - one sheet per bedroom. Identify the bedroom on the worksheet.
[Window Worksheet](#)

For more information on Carbon Monoxide Alarms
click on link below:
[Carbon Monoxide Fact Sheet](#)

[< Previous](#) [Next >](#) [Print](#)

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Annotations:

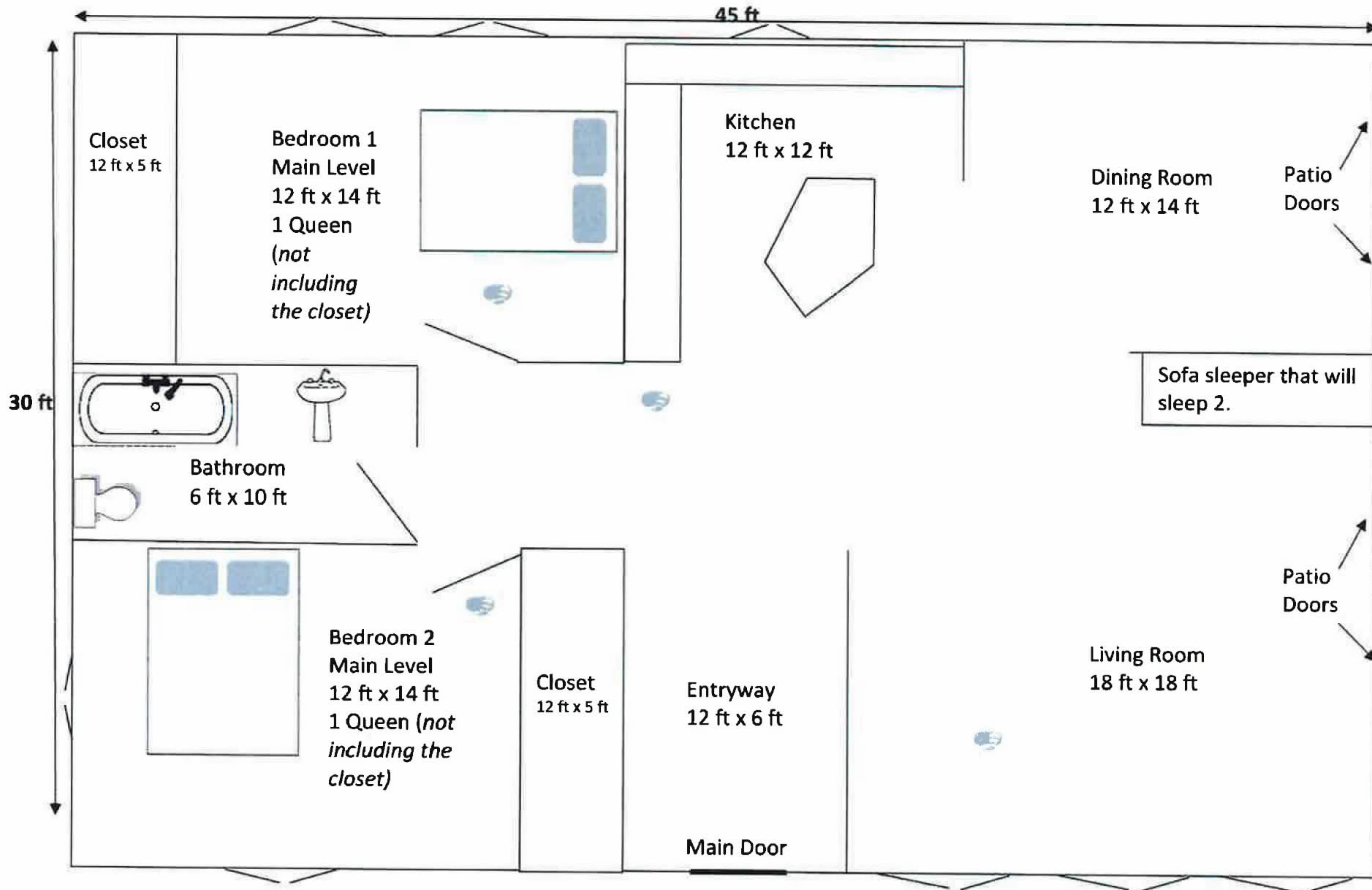
- A link is provided with additional information on the MN Fire Code.
- Select "Choose files" here to attach your floor plan. Select "Add another attachment" to add additional files.
- This is the link to print the window worksheets. (One sheet per bedroom)
- A link is provided with additional information on Carbon Monoxide Alarms.
- Select "Choose files" here to attach your window worksheet. Select "Add another attachment" to add additional files.

MAIN LEVEL FLOOR PLAN

For 209 Second St. NW, Aitkin, MN (Big Sandy Lake)

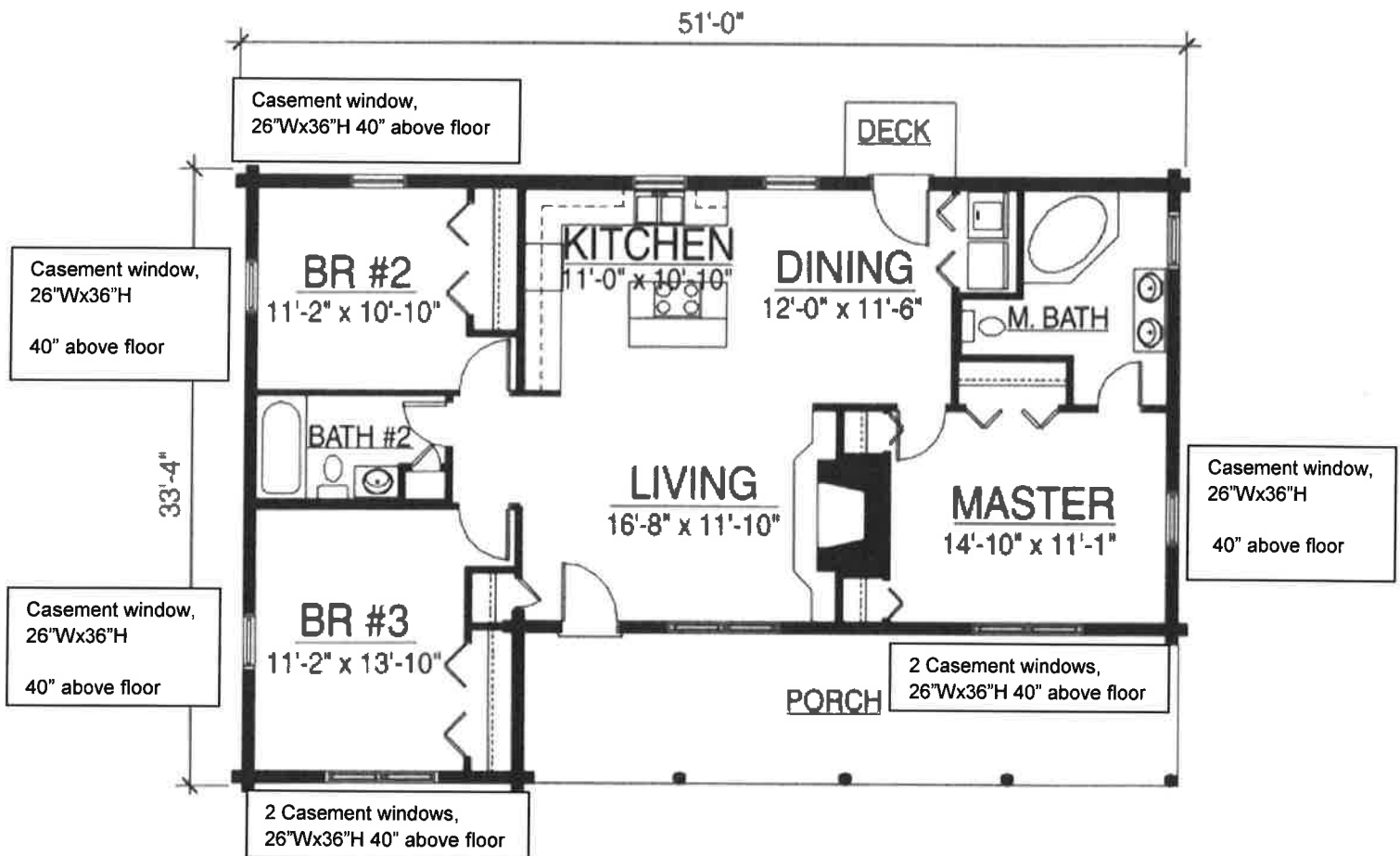
- Overall building dimensions are 30 ft x 45 ft
- Total 1,350 sq ft with two bedrooms
- Bedrooms are each 12 ft x 17 ft (*see window worksheet for window style and sizing*)
- Each bedroom has one queen bed
- 4 hard-wired and interconnected combination smoke/carbon monoxide alarms

EXAMPLE



Submit similar floor plan for each level of building. All measurements must be to the nearest inch.

1. Exclude closet dimensions from sleeping room measurements.
2. Note all windows and doors in sleeping rooms. Include window dimensions (HxW and distance to floor from bottom opening) and style (sliding, casement or double hung)





CARBON MONOXIDE ALARMS – MINNESOTA STATUTE §299F.50

Approved carbon monoxide (CO) alarms are required in all single family homes and multifamily apartment units with effective dates as follows:

- All new construction single family homes and multi-family dwellings where building permits were issued on or after January 1, 2007.
- All existing single family homes effective August 1, 2008.
- All existing multi-family or apartment dwelling units effective August 1, 2009

Listing Required

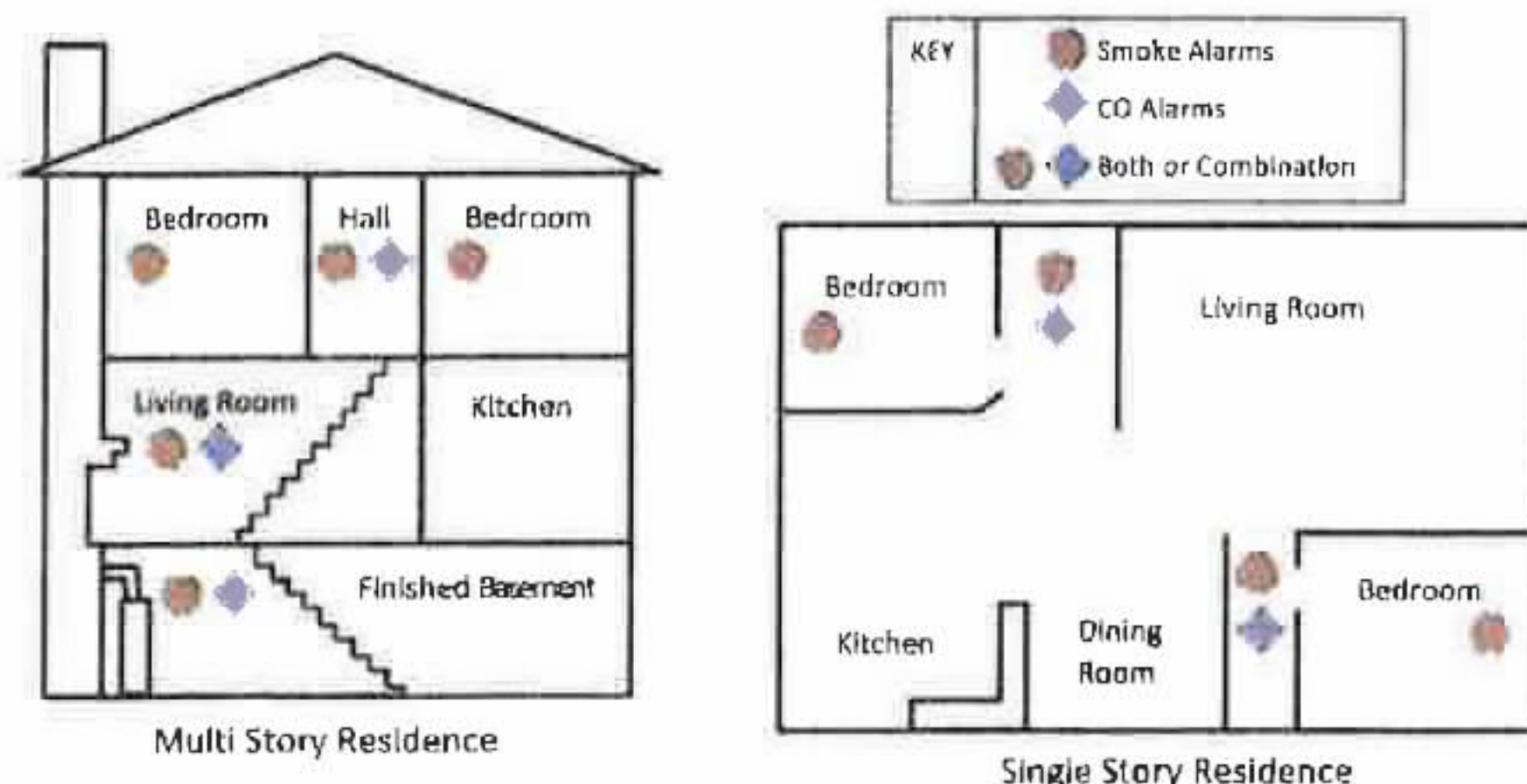
All carbon monoxide alarms must be certified by a nationally recognized testing laboratory that conform to the latest Underwriters Laboratories (U/L) Standards known as UL-2034.

It is important to recognize the differences between a smoke alarm and carbon monoxide (CO) alarm. CO alarms activate based on the concentration of CO over a period of time; this allows for a brief period to ensure that everyone is alright and for the occupant(s) to investigate possible sources of CO accumulation within the home.



When a smoke alarm sounds, all occupants should immediately vacate the premise and call 911. Alternatively, if a CO alarm sounds in the residence a person should verify that the occupants are not showing signs of CO poisoning (headache, nausea, vomiting, disorientation, etc.). If anyone in the home has symptoms of CO poisoning, call 911 immediately. If no one has symptoms of CO poisoning, open windows or doors to allow fresh air to enter and contact the utility company or appliance repair company as soon as possible.

There is a difference between smoke alarms and carbon monoxide alarms and they shall not be used interchangeably, however combination smoke alarm/carbon monoxide alarms are acceptable.



Location

Every single family dwelling and every multifamily dwelling unit shall be provided with a minimum of one approved and fully operational carbon monoxide alarm installed within ten (10) feet of each room lawfully used for sleeping purposes.

If bedrooms are located on separate floors additional carbon monoxide alarms would be necessary within ten feet of these areas. If bedrooms are located in separate areas (on the same level), additional carbon monoxide alarms would be necessary within ten (10) feet of these areas. In lieu of installing multiple CO alarms in the hallway, a separate CO could be installed inside each sleeping room.

It is important that these devices be installed in accordance with the manufacturer's installations instructions and not be placed in 'dead' air pockets such as corners of rooms, at the junction of walls and ceilings or within thirty-six (36) inches of ventilation ducts.

Multifamily dwellings

In multifamily dwellings it is the owner's responsibility to:

- (1) provide and install one approved and operational carbon monoxide alarm within ten feet of each room lawfully used for sleeping and,
- (2) replace any required carbon monoxide alarm that has been stolen, removed, found missing, or rendered inoperable during a prior occupancy of the dwelling unit and which has not been replaced by the occupant prior to the commencement of a new occupancy of a dwelling unit.

Battery removal and tampering prohibited

No person shall remove batteries from, or in any way render inoperable, a required carbon monoxide alarm.



Questions should be directed to the Minnesota State Fire Marshal Division
651-201-7200, www.fire.state.mn.us or firecode@state.mn.us.

Minnesota Department of Public Safety State Fire Marshal Division

Smoke Alarms

Purpose

Provide information on smoke alarm requirements in residential occupancies based on when the building was constructed and if the building had any existing smoke alarms.

Acronyms

- Minnesota Residential Code (MRC).
- Minnesota State Fire Code (MSFC).

Residential occupancies defined

- Single family home, two-family home, townhouses (MRC buildings).
- Apartment/condominium buildings (MSFC Group R-2 buildings).
- Hotels, motels, bed and breakfast (MSFC Group R-1 buildings).
- Housing with services, assisted living, other care facilities (MSFC Group I-1 buildings).
- Board and care, family day cares (MSFC Group R-3 or R-4 buildings).

Smoke alarms defined

- Single-station: One smoke alarm powered by a home electrical system and/or battery that sounds an alarm from the device when smoke is detected.
- Multiple-station: Two or more single station smoke alarms powered by a home electrical system and batteries that are interconnected and sound an alarm from all devices when smoke is detected in any one of the devices
- Multiple-station wireless: Two or more single station smoke alarms powered by a home electrical system or batteries that are interconnected wirelessly and when a device detects smoke all devices sound an alarm via a wireless network created by the devices.

Required maintenance for smoke alarms

- Smoke alarms shall be tested once a month using the testing method recommended by the manufacturer. Typically this is accomplished by pushing the test button on the alarm.
- Replace batteries annually (or when alarm chirps, warning batteries are nearing the end of their life) unless the smoke alarm uses long-life batteries. Long-life smoke alarms with batteries sealed inside shall be replaced immediately when alarm chirps warning batteries are nearing end of life.



Minnesota Department of Public Safety State Fire Marshal Division

Replacement of smoke alarms

- Smoke alarms are required by the fire code to be replaced when they exceed 10 years from the date of manufacture. The date is located on the back of the alarm. If there is no date the smoke alarm is over 10 years old.
- Replace when the smoke alarm fails an operability test.
- Smoke alarms shall be replaced with the same type of power supply. This does not prevent replacing battery powered alarms with electrically powered alarms with battery backup.

Local municipality's rules

Local municipalities are allowed to adopt ordinances having more restrictive smoke alarm requirements for single family homes. This must be done through a formal ordinance; not through a policy or interpretation. Check with the city code officials to see if more restrictive smoke alarm ordinances are in effect in the community.

Requirements for new construction

- New construction shall comply with MSFC Section 907.2.10.
- New homes constructed to the MRC shall comply with Section R314.

CONDITION	LOCATION	POWER SUPPLY	INTERCONNECTION REQUIRED
New buildings (constructed on or after 3/31/2020).	In hallways outside sleeping rooms. In sleeping rooms. On each level of the building and in basements. Ceiling or wall (not more than 12 inches below ceiling). On center of ceiling above stairways	Hard-wired (120 volt). Battery back-up also required.	Yes; must sound in all areas when activated.

Requirements for existing buildings

- Existing hotel guest rooms or lodging houses shall comply with Minnesota Statute 299F.362 Subd. 4. This requires a single-station smoke alarm in the guest room used for sleeping purposes.
- Existing residential buildings shall comply with MSFC Section 1103.8 and Table 1103.8.



Minnesota Department of Public Safety State Fire Marshal Division

**TABLE 1103.8
SMOKE ALARM REQUIREMENTS**

CONDITION	LOCATION	POWER SUPPLY	INTERCONNECTION REQUIRED
Existing buildings that do not have any smoke alarms (same as new).	In hallways outside sleeping rooms. In sleeping rooms. On each level of the building and in basements. On ceiling or wall (less than 12 inches below ceiling). On center of ceiling above stairways.	If constructed on or after 8/1/1989, smoke alarms are required to be hard-wired (120 volt). If constructed before 8/1/1989, smoke alarms can be battery-powered.	No interconnection is required for battery-powered alarms.
Existing buildings (constructed on or after 8/1/1989).	In hallways outside sleeping rooms. On each level and in basements. On ceiling or wall (less than 12 inches below ceiling).	Smoke alarms are required to be hard-wired (120 volt).	No interconnection is required.
Existing buildings (constructed before 8/1/1989).	In hallways outside sleeping rooms. On each level and in basements. On ceiling or wall (less than 12 inches below ceiling).	Smoke alarms can be battery-powered.	No interconnection is required.
Replacement of smoke alarms in existing buildings.	Smoke alarms must be installed in same locations as originally installed.	Power supply must be the same as the smoke alarms being replaced.	Interconnection must be provided if the smoke alarms being replaced were interconnected.

Questions

Contact the Minnesota State Fire Marshal Division at 651-201-7221 or email the fire code team at fire.code@state.mn.us.



Created November 2016
Updated September 2020

Vacation/Private Home Rental: Sleeping Area #1

This section is used to ensure the safety of guests by recording the size of largest window in the first area of sleeping. Data recorded may be used in onsite inspection. If window does not meet standards, a new window may need to be installed in order to be approved by the Planning Commission.

OneGov Welcome, Alexa Seibert!
[Log out](#) | [Change password](#) | [Edit profile](#) | [FAQs](#) | [Support](#)

Applications **Reports** **User**

Vacation/Private Home Rental 6/19

Author: Seibert, Alexa <alexa.seibert@co.aitkin.mn.us> [Switch](#) [Print](#)

Please use the window with the largest openable area in this room when answering the below questions.

* Was this window installed before July 10, 2007?

* Select Window style. (see attached diagram for window style options)
[Window Worksheet](#)

What is the OPENABLE height of this window: inches

What is the OPENABLE width of this window: inches

What is the distance from the floor to the bottom of this window (finished sill): inches

[Print](#)

[A link is provided with a diagram that shows window style options.](#)

[Enter specified dimensions. NOTE: Window height and width is measured in the OPENABLE space of window.](#)

[Select style of largest window in the sleeping area. This is needed to check safety of specific window type.](#)

Minnesota Department of Public Safety State Fire Marshal Division

Emergency Escape and Rescue Openings

Minnesota State Fire Code (MSFC) requirements

MSFC requirements for emergency escape and rescue openings, otherwise known as egress windows, in sleeping rooms below the fourth story in residential occupancies (Group R and I-1) is broken down into three categories.

1. Existing occupancies when either:
 - a. Constructed after July 1, 1972.
 - b. Licensed by State of Minnesota.
 - c. Used as transient lodging.
2. New occupancies with sleeping rooms on main floor (level of exit discharge).
3. New occupancies with sleeping rooms in basements or above the main floor.

Existing occupancies

State Fire Marshal Division (SFMD) staff participated in an egress window study at a major window manufacturer in 2010 to determine the absolute minimum size that would be acceptable for occupants to safely egress and firefighters to enter for rescue in existing residential occupancies. The study led to an updated policy for licensed occupancies such as home daycares. This policy is now code language in the 2020 MSFC Section 1104.26.

The minimum required opening for existing sleeping rooms on any level of the residence up to and including third floor is 4.5 square feet or 648 square inches. This [PowerPoint](#) or [PDF](#) will show how the measurements are taken to determine if the existing window opening complies with MSFC Section 1104.26.

Window opening size not in compliance with MSFC Section 1104.26.2 shall be replaced with windows complying with the requirements for existing residential occupancies in MSFC Section 1104.26.6. In many cases a double hung or sliding window can be replaced with a casement insert and meet the requirements for egress windows.

Where not required in existing residential occupancies

- The sleeping room has a door directly to the exterior of the building.
- Dwellings or structures constructed prior to July 1, 1972 (first state building code), provided they are not licensed by Minnesota or used for transient lodging.
- Buildings protected throughout by an approved automatic fire sprinkler system.
- Sleeping rooms of existing buildings having two separate and independent means of egress that pass through only one adjacent non-lockable room or area.
- Hotels or motels constructed prior to April 11, 1983.



Minnesota Department of Public Safety State Fire Marshal Division

Windows under decks and porches

Egress windows are allowed to be installed under decks and porches provided the location of the deck allows the egress window to be fully opened and provides a path not less than 36 inches in height to a yard or court.

New construction or change in occupancy use

New windows on the grade level main floor, known as the level of exit discharge (LED), need a window opening of 5 square feet. This [PowerPoint](#) or [PDF](#) show how to measure the opening size and maximum height above the finished floor. New windows above or below the LED need a window opening of 5.7 square feet. This [PowerPoint](#) or [PDF](#) show how to measure the opening size and maximum height above the finished floor and information on window wells for basement egress.

SFMD policy on escape window opening height

SFMD policy INS-04 allows escape windows with openings up to 52 inches off the floor. Those windows may meet the height requirement for existing buildings by:

- Securing a step, platform or bed to the wall directly underneath the window
 - This step, platform or bed shall be no more than 44 inches below the opening and must be strong enough to support the weight of the person
 - The minimum acceptable width shall be the same as the window opening
 - The minimum acceptable depth away from the wall shall be 18 inches.

SFMD policy on coverings on escape windows

SFMD policy INS-04 allows plastic coverings to cover egress windows (and exterior doors) if the plastic covering meets the following requirements.

- The plastic covering is transparent. The occupant can see rescuers outside and rescuers can see people on the inside.
- The plastic covering may only be attached on the inside and can only be attached to the window frame or structure with two-sided tape, hook and loop (Velcro) or static cling.
- The plastic shall have enough material overhanging the attachment on all sides, top and bottom to facilitate grabbing it from any direction and allow easy removal.

SFMD policy on covers over window wells

SFMD policy INS-04 allows window wells to be covered to keep them clear of debris, snow, and rain, and to help prevent people from falling in. The cover must comply with the following requirements:

- The covering does not interfere with the opening of the window in any way.
 - The covering is supported so it cannot freeze to the ground, window well or structure.
- The covering is removable without the use of tools or special knowledge of the window well area by the building occupants.



Escape Window Worksheet for Windows Installed Before July 10, 2007

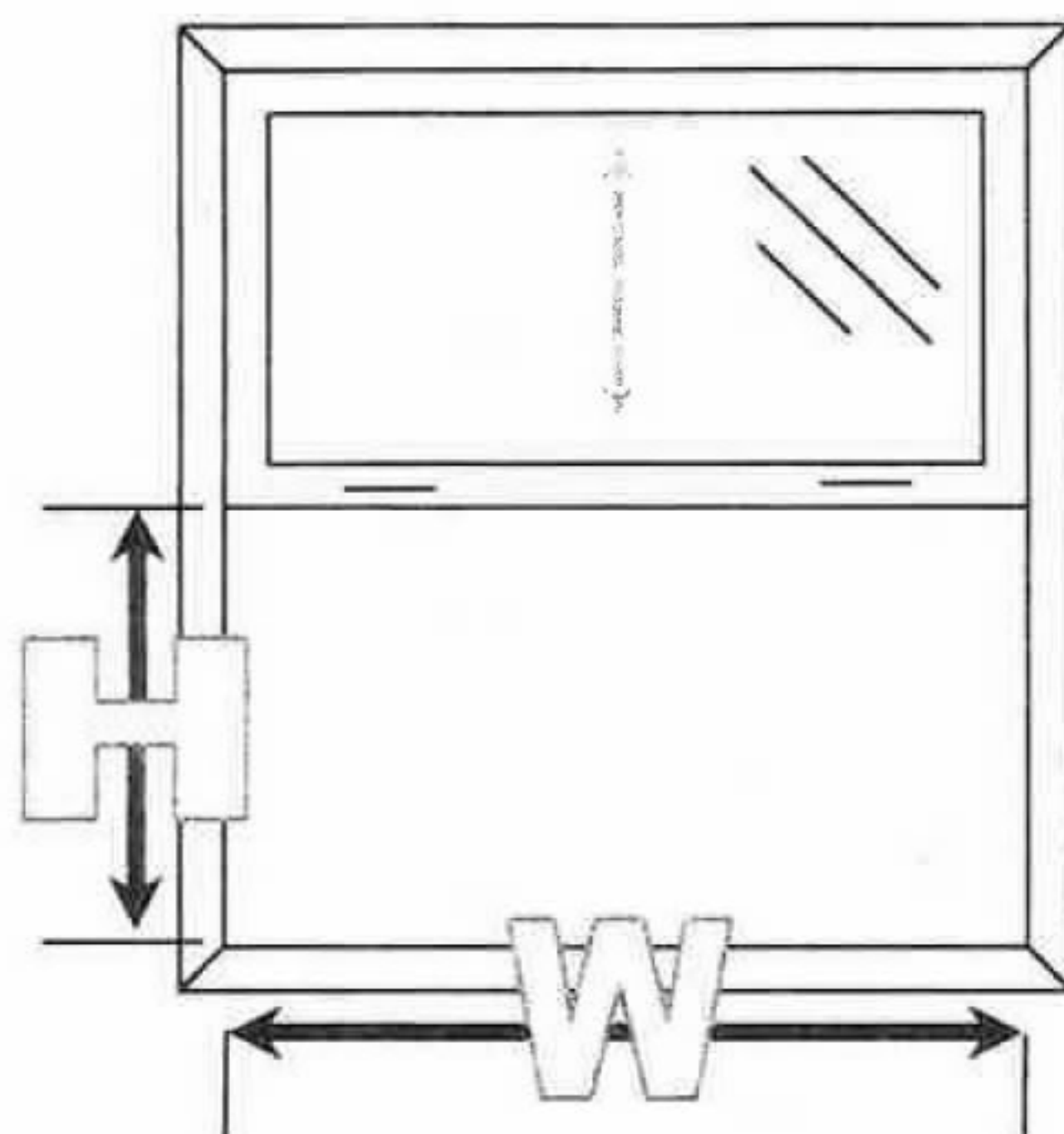
1) Check Window Height and Width

Address/Building: _____

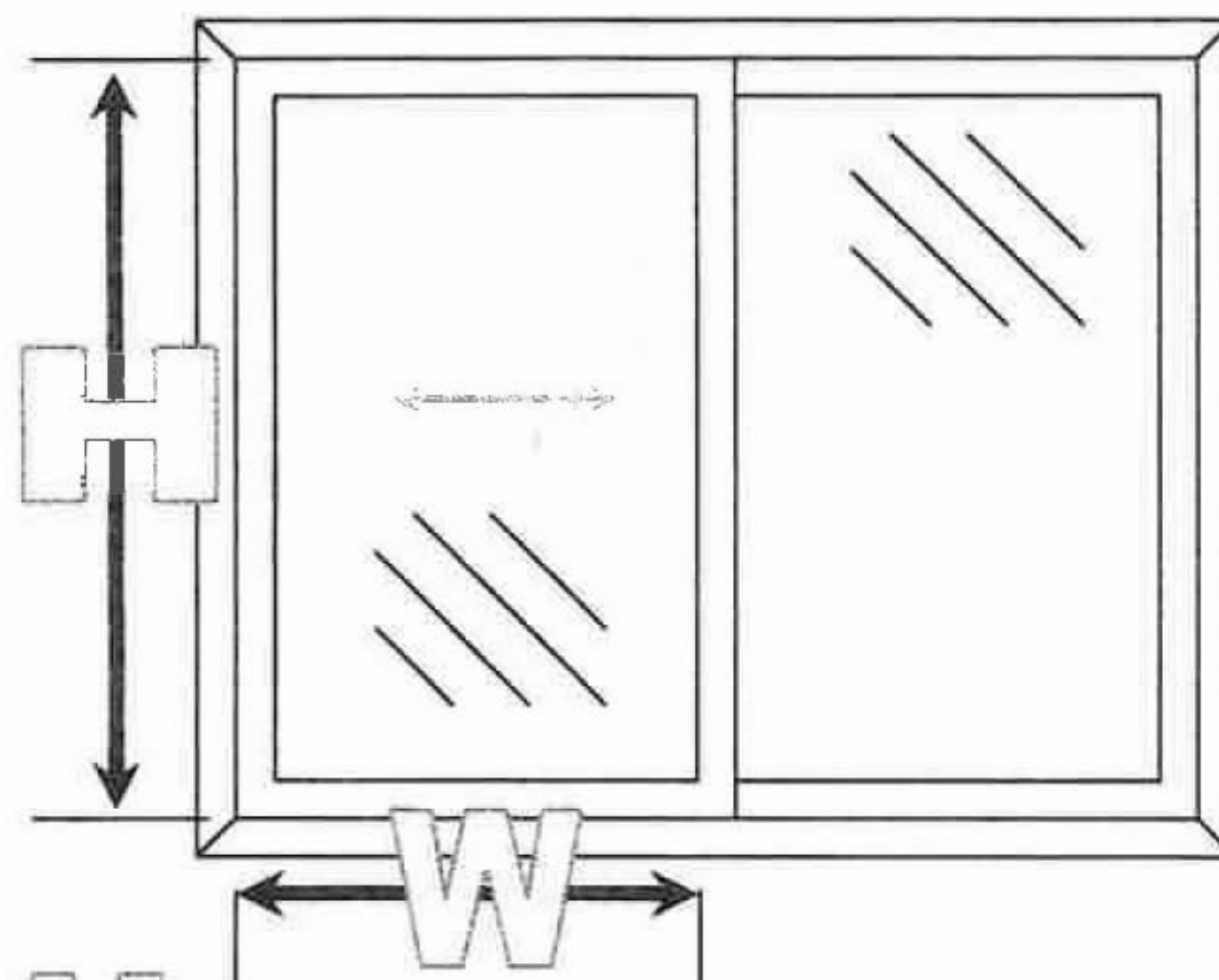
Date: _____

Room: _____

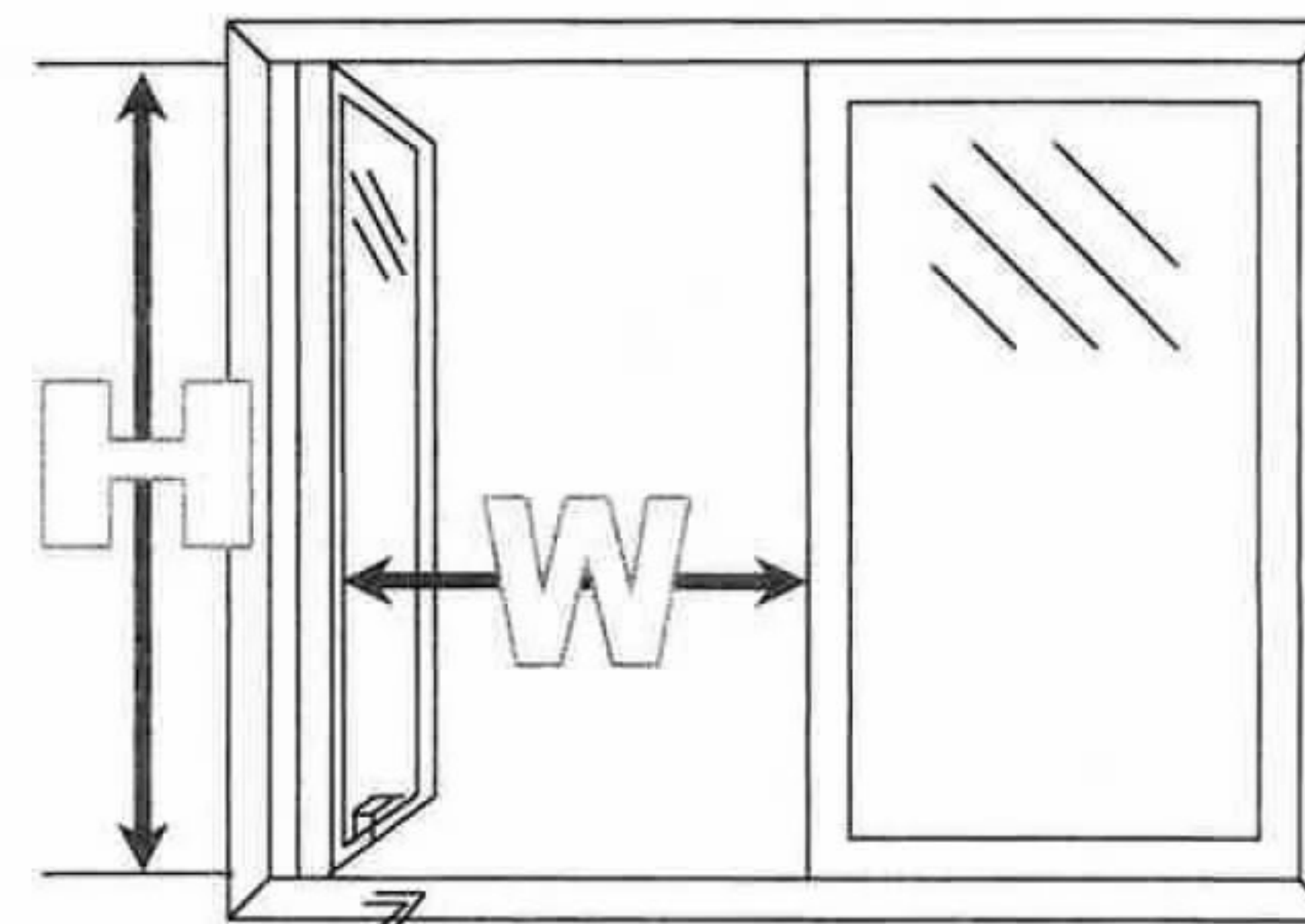
DOUBLE HUNG



SLIDING



CASEMENT



Is the clear openable height, **H** at least 20 inches?

Yes ☐ No ☐

Is the clear openable width, **W** at least 20 inches?

Yes ☐ No ☐

2) Check Window Opening Area (fill in the three blanks)

H _____
Openable height (inches)

X

W _____
Openable width (inches)

=

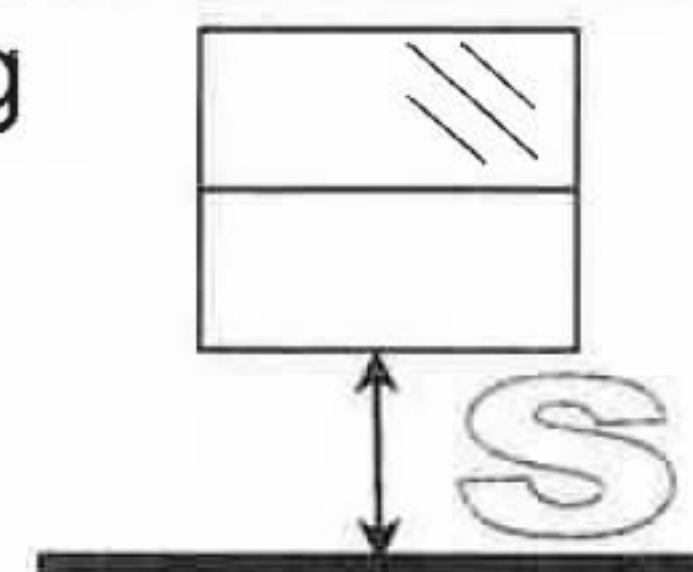
A _____
Openable area (square inches)

Yes ☐ No ☐

Is the clear openable area, **A** at least 648 square inches?

3) Check the distance from the floor to the bottom of opening

Is the distance, **S** from the floor to the finished sill
(bottom of opening) 48 inches or less?



Yes ☐ No ☐

If you answered yes to all questions then the window should comply with the 2007 Minnesota State Fire Code.
For assistance: Minnesota State Fire Marshal Division (651) 201-7200; TTY: (651) 282-6555; firecode@state.mn.us

Escape Window Worksheet for Ground Floor Windows Installed On or After July 10, 2007

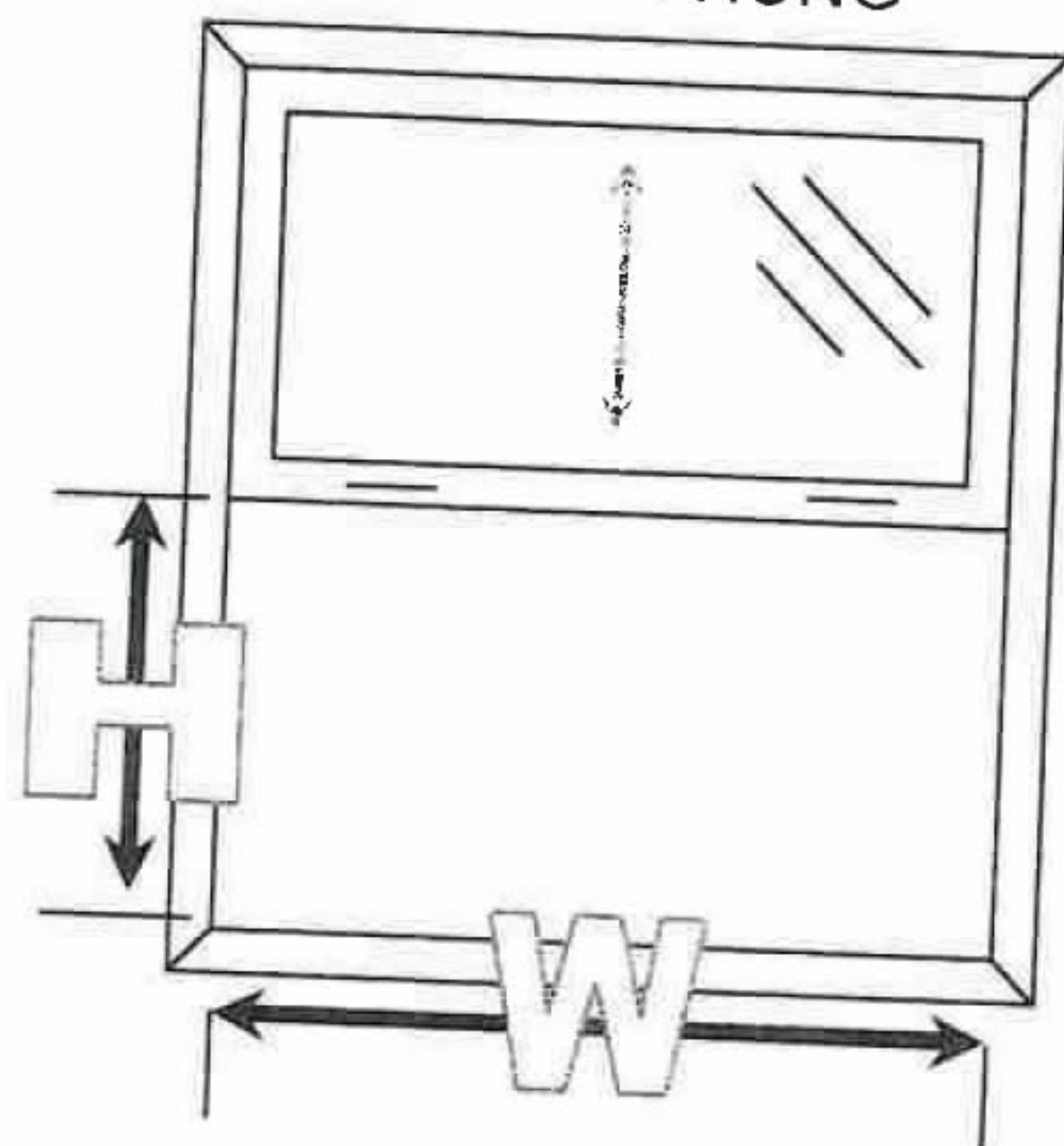
1) Check Window Height and Width

Address/Building: _____

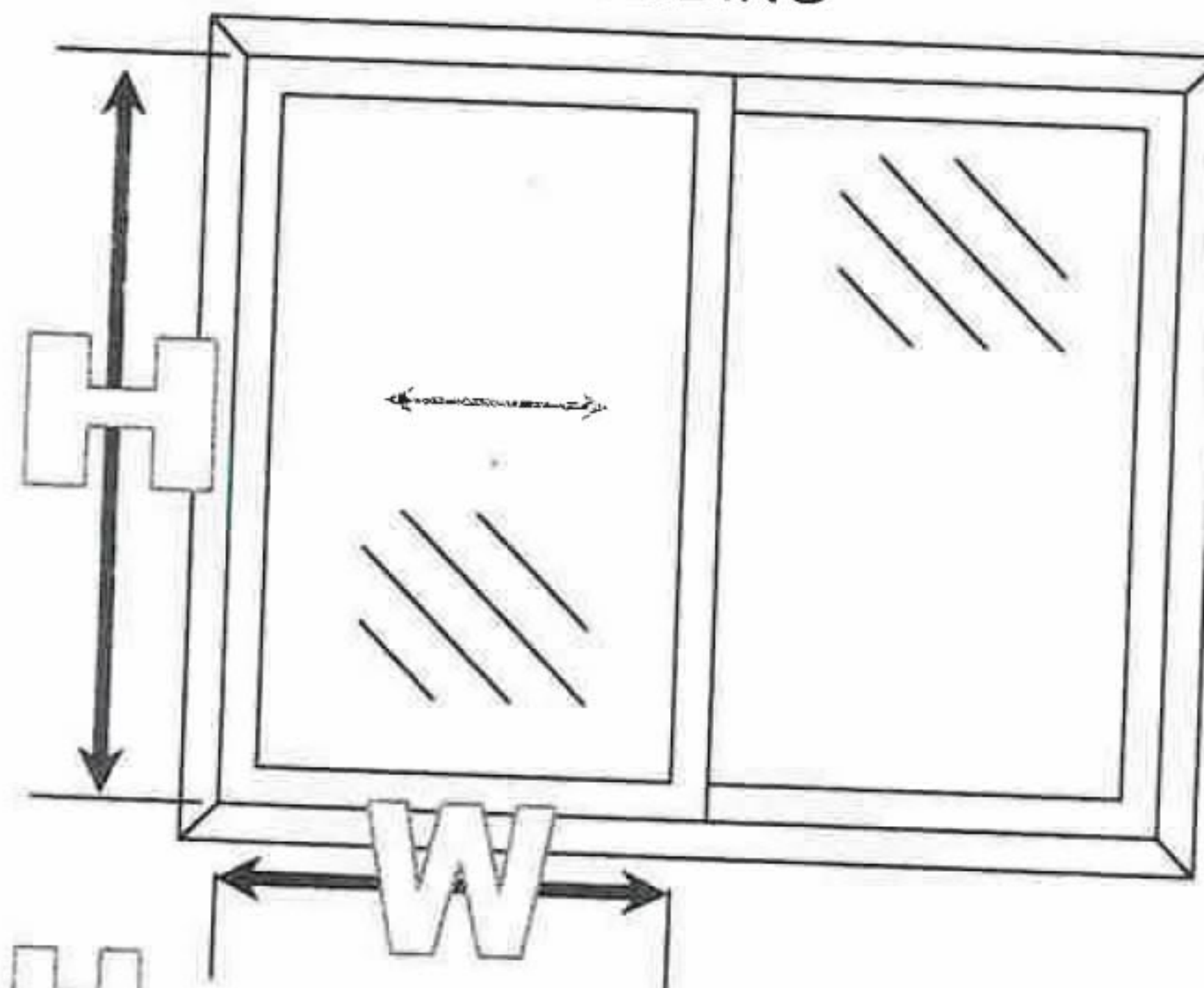
Date: _____

Room: _____

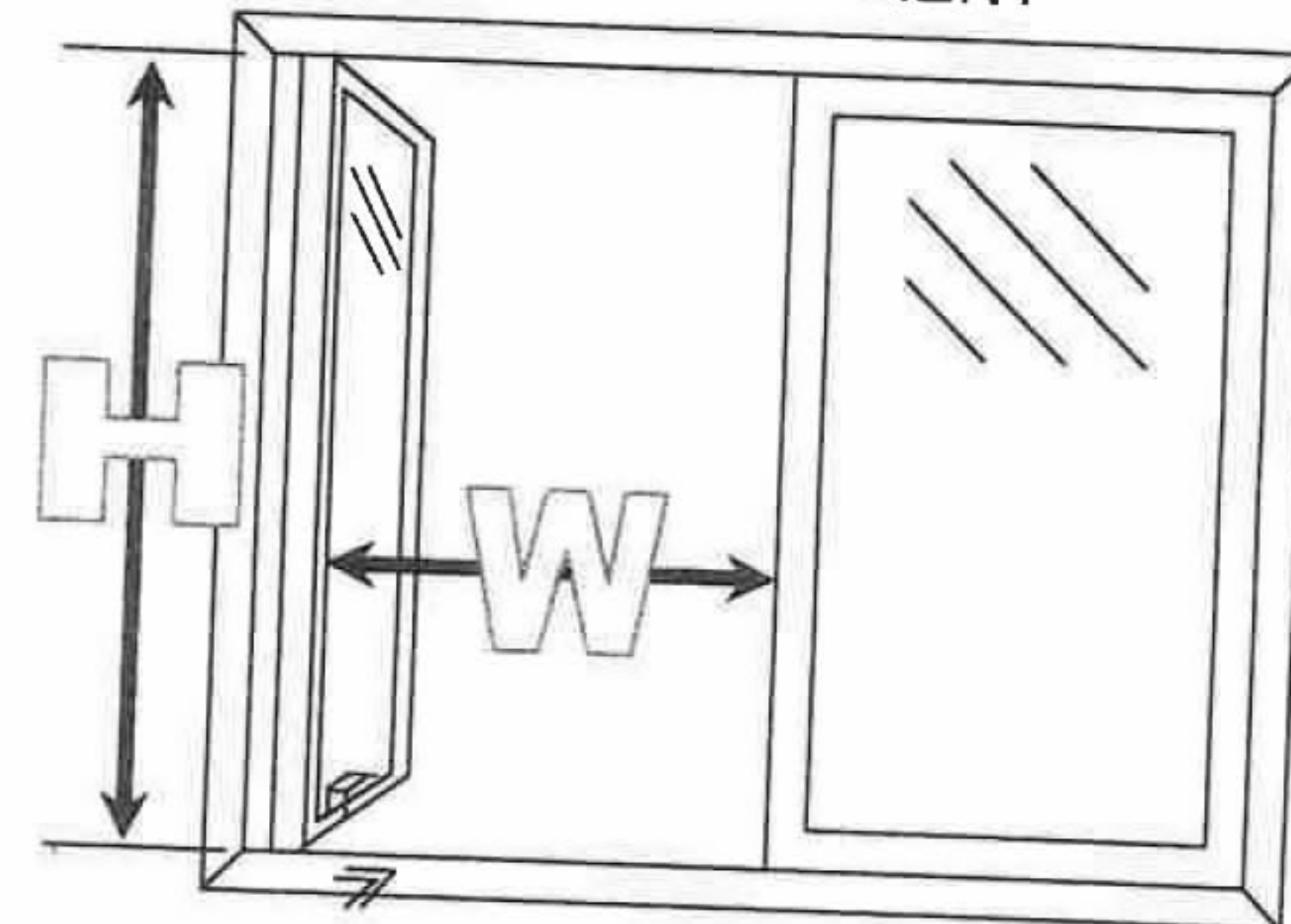
DOUBLE HUNG



SLIDING



CASEMENT



Is the clear openable height, **H** at least 24 inches?

Yes ☐

No ☐

Is the clear openable width, **W** at least 20 inches?

Yes ☐

No ☐

2) Check Window Opening Area (fill in the three blanks)

H _____
Openable height (inches)

X

W _____
Openable width (inches)

=

A _____
Openable area (square inches)

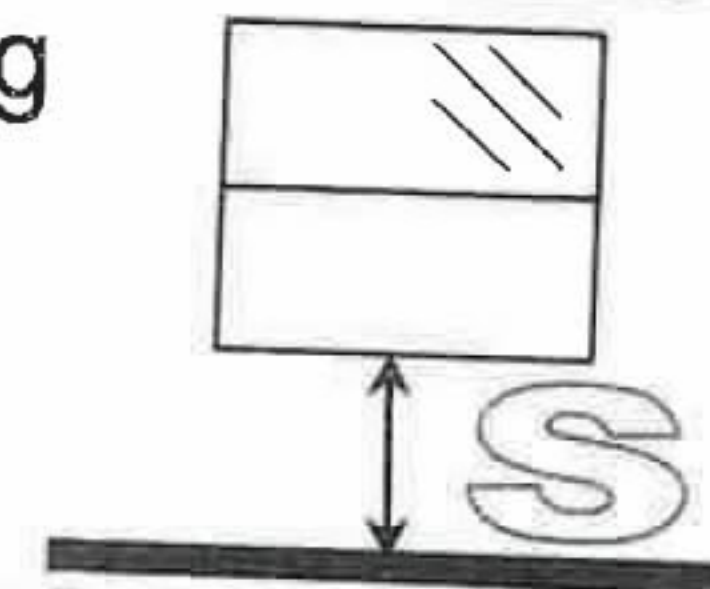
Is the clear openable area, **A** at least 720 square inches?

Yes ☐

No ☐

3) Check the distance from the floor to the bottom of opening

Is the distance, **S** from the floor to the finished sill
(bottom of opening) 44 inches or less?



Yes ☐

No ☐

If you answered yes to all questions then the window should comply with the 2007 Minnesota State Fire Code.
For assistance: Minnesota State Fire Marshal Division (651) 201-7200; TTY: (651) 282-6555; firecode@state.mn.us

For Escape Windows Installed Above or Below the Level of Exit Discharge on or after July 10, 2007:

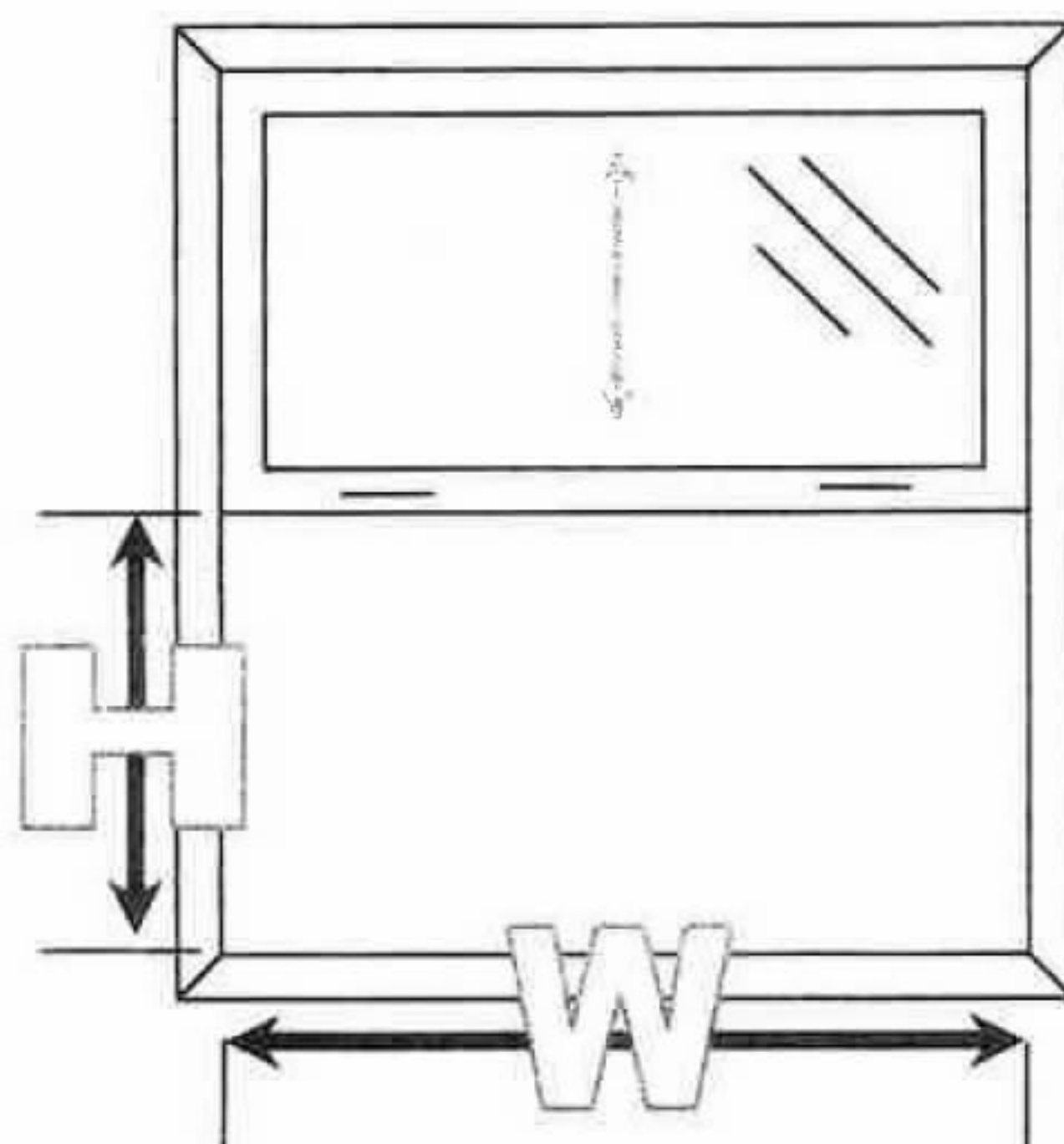
1) Check Window Height and Width

Address/Building: _____

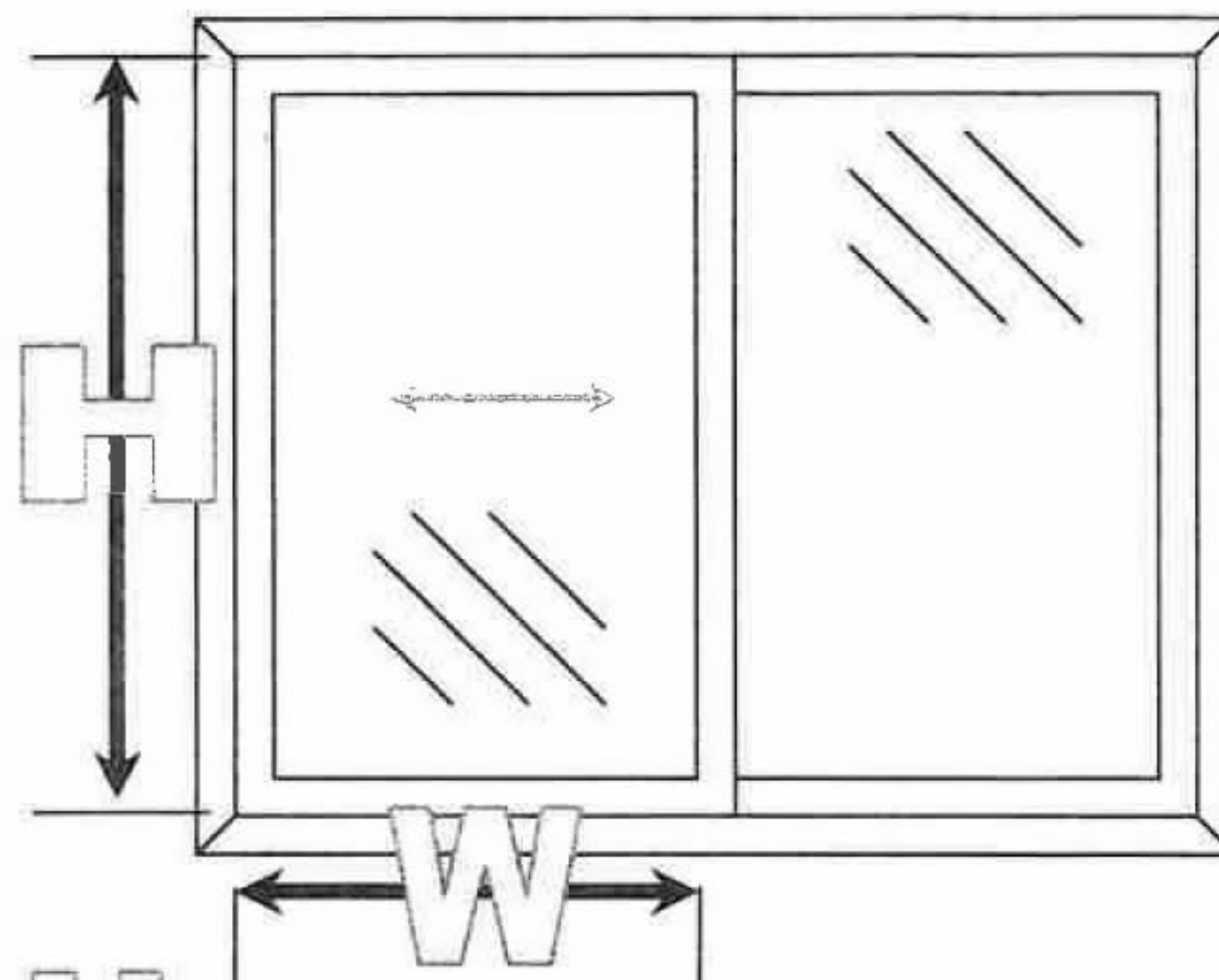
Date: _____

Room: _____

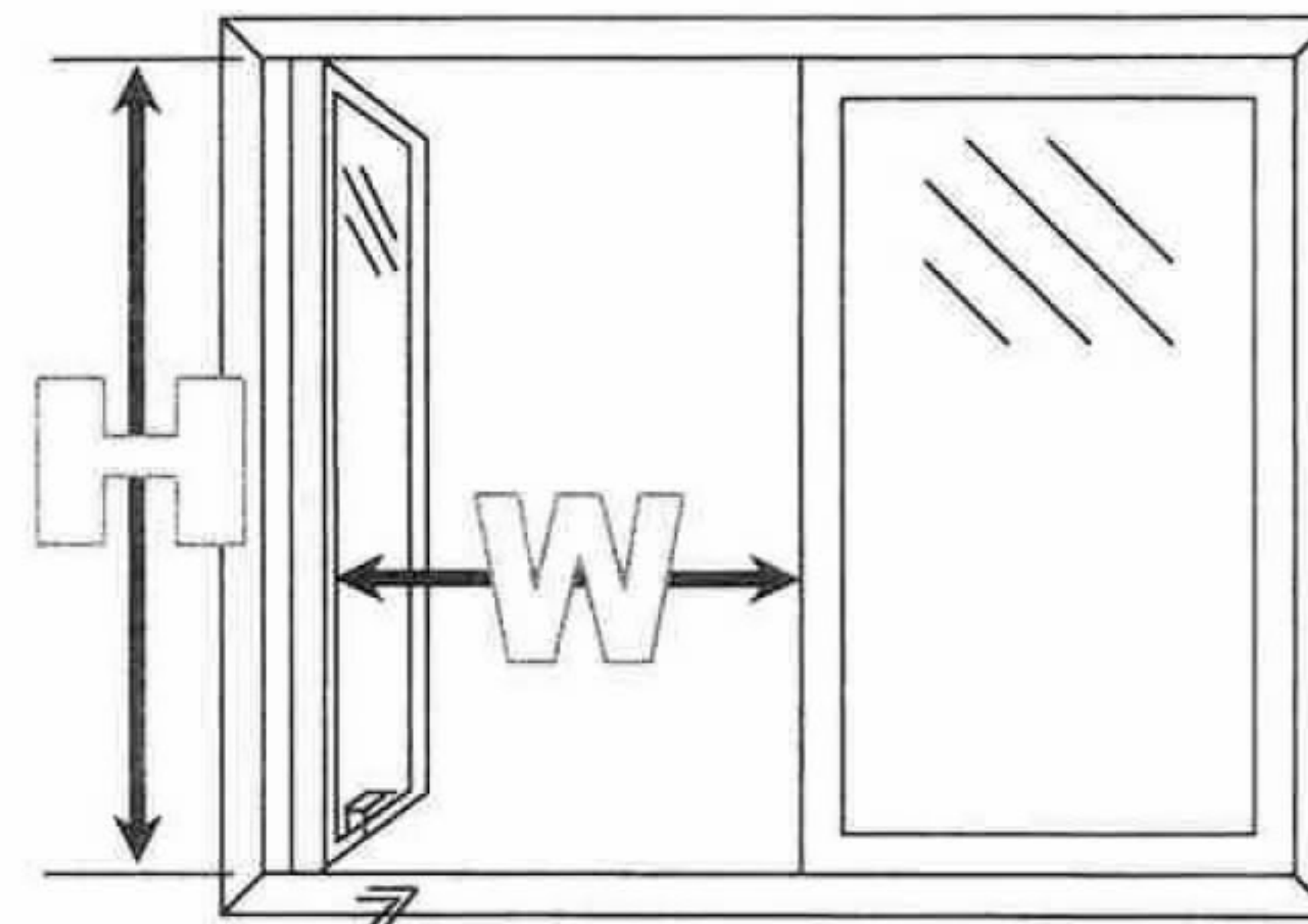
DOUBLE HUNG



SLIDING



CASEMENT



Is the clear openable height, **H** at least 24 inches?

Yes ☐

No ☐

Is the clear openable width, **W** at least 20 inches?

Yes ☐

No ☐

2) Check Window Opening Area (fill in the three blanks)

H _____

Openable height (inches)

X

W _____

Openable width (inches)

=

A _____

Openable area (square inches)

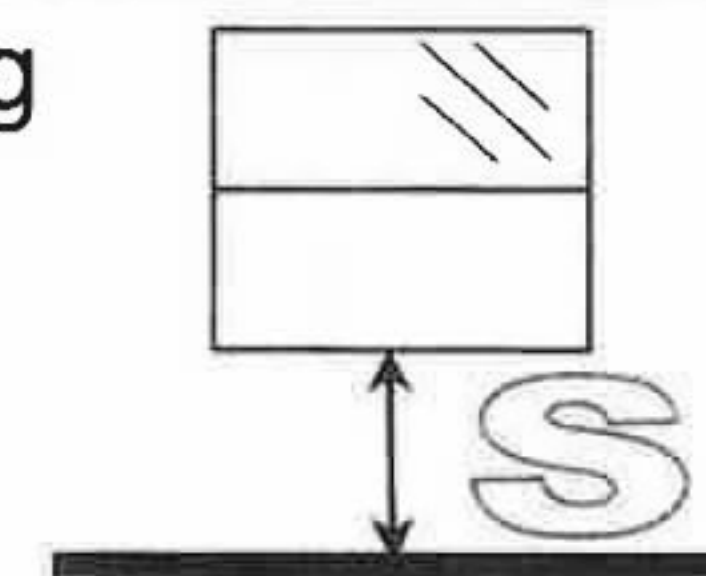
Is the clear openable area, **A** at least 820 square inches?

Yes ☐

No ☐

3) Check the distance from the floor to the bottom of opening

Is the distance, **S** from the floor to the finished sill
(bottom of opening) 44 inches or less?



Yes ☐

No ☐

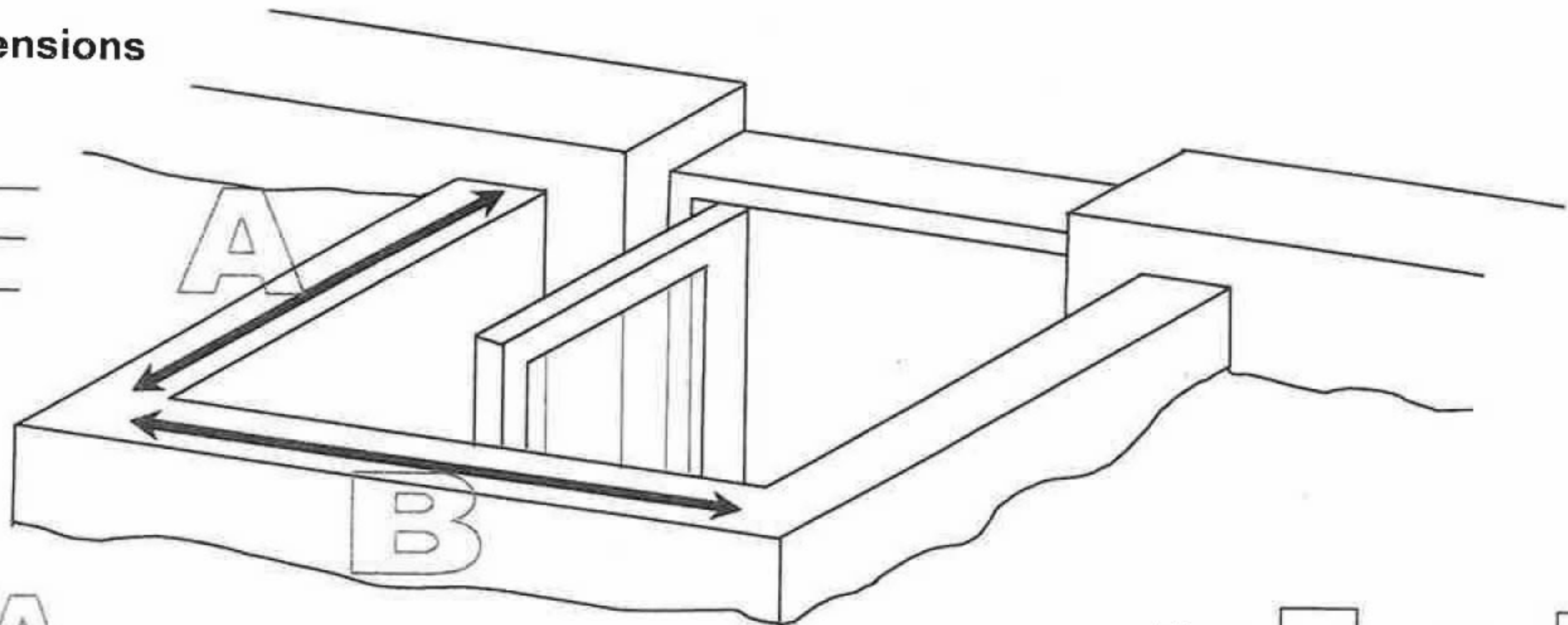
If you answered yes to all questions then the window should comply with the 2007 Minnesota State Fire Code.
For assistance: Minnesota State Fire Marshal Division (651) 201-7200; TTY: (651) 282-6555; firecode@state.mn.us

Window Well Worksheet

1) Check Window Well Dimensions

Address/Building: _____

Date: _____



Is the clear horizontal distance, **A** at least 36 inches?

Yes ☐ No ☐

Is the clear horizontal distance, **B** at least 36 inches?

Yes ☐ No ☐

2) Check Window Well Opening Area (fill in the three blanks)

A _____ **x** **B** _____ = **Area** _____

Horizontal distance (inches)

Horizontal distance (inches)

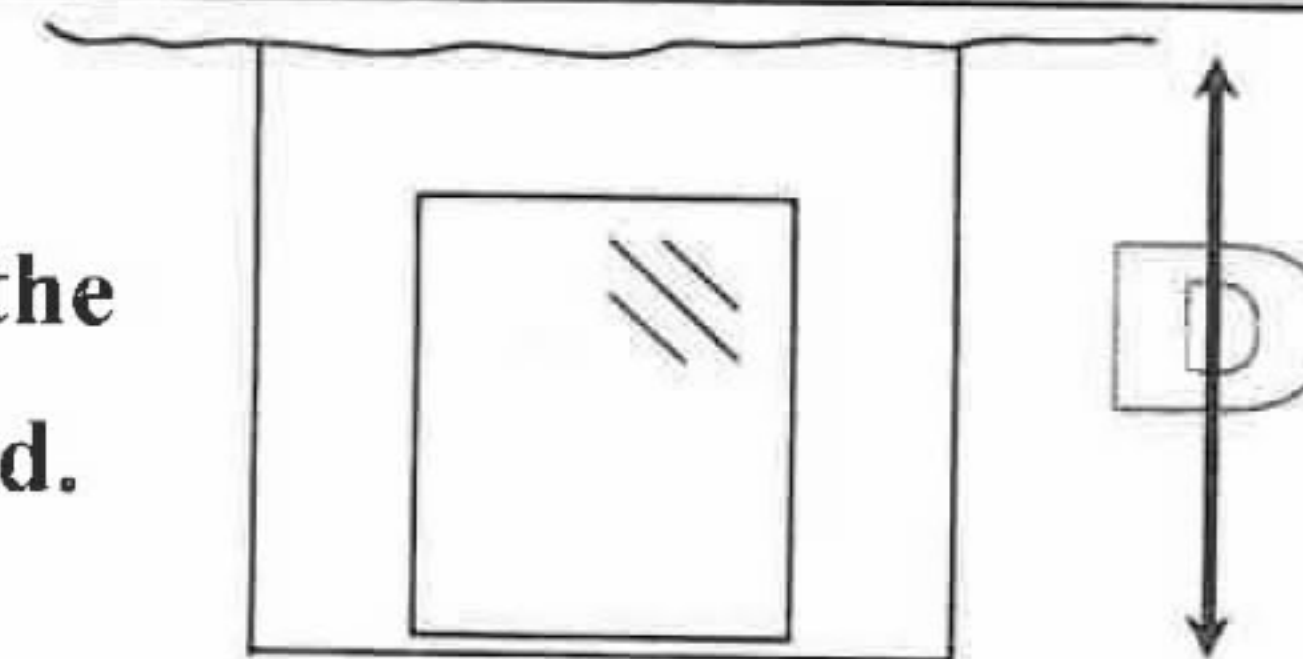
Net horizontal opening (square inches)

Is the **Area** at least 1,296 square inches?

Yes ☐ No ☐

3) Check the vertical depth of the window well

If the distance, **D** from the bottom of the well to the top at grade is more than 44 inches, a ladder is required.
If a ladder is required, is one provided?



Yes ☐ No ☐

If you answered yes to all questions then the window should comply with the 2007 Minnesota State Fire Code
For assistance: Minnesota State Fire Marshal Division (651) 201-7200; TTY: (651) 282-6555; firecode@state.mn.us

Fall Protection Devices

For second story windows, below is additional information on fall protection devices. This is only required if the lowest part of the window is located less than 36 inches from the floor.

R312.2 Window fall protection. Window fall protection shall be provided in accordance with Sections R312.2.1 and R312.2.2.

R312.2.1 Window sills. In dwelling units, the lowest part of the window opening shall be a minimum of 36 inches (914 mm) above the finished floor of the room in which the window is located. Operable sections of windows shall not permit openings that allow passage of a 4-inch diameter (102 mm) sphere where such openings are located within 36 inches (914mm) of the finished floor.

R312.2.2 Window opening control devices. Window opening control devices shall comply with ASTM F 2090. The window opening control device, after operation to release the control device allowing the window to fully open, shall not reduce the minimum net clear opening area of the window unit to less than the area required by Section R310.1.1.

Please contact the State Fire Marshal's Office with any questions at:
Phone: (651) 201-7200

