

**CITY OF MINNETRISTA
BUILDING PERMIT/PLANS
DATA PRACTICES ADVISORY**

You may be required to submit building plans with your building permit application so that the City of Minnetrista can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.01 defines government data as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public **ONLY** if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37, subdivision 1(a) as being “government data that disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.”

OR

Trade secret information defined by Minnesota Statutes Section 13.37, subdivision 1(b) as being “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The Responsible Authority for the City of Minnetrista will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies to the City’s use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(a) and are to be treated as protected data. I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.**

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

| | |
|---|---|
| _____ Copyright Holder's Name | _____ Copyright Holder's Phone Number |
| _____ Copyright Holder's Address | _____ Copyright Holder's Email Address |
| _____ Name of Applicant (Please Print) | _____ Date |
| _____ Signature of Applicant | _____ Property Address |

FOR STAFF USE ONLY

_____ Meets Minnesota Statute and is classified as non-public information

_____ DOES NOT meet Minnesota Statute and is classified as PUBLIC information

Responsible Authority for the City of Minnetrista

Date