



Building Inspections

Positioned to Thrive

COMMERCIAL, INDUSTRIAL, AND MULTI-UNIT RESIDENTIAL PERMIT SUBMITTALS

REVISED 8/6/15

SITE ADDRESS: _____

APPLICANT: _____ **PHONE #:** _____

PLEASE PRINT

✓ **Check appropriate box**

- ONE** copy of signed and completed Building permit application form
- FOUR** copies of Architectural certified plans
- FOUR** copies of Structural certified plans
- FOUR** copies of Civil certified plans including site survey, grading and utility plans
- FOUR** copies of Landscaping certified plans
- ONE** Specification book
- ONE** copy each of compliance forms complying with State of Minnesota amended 2012 IECC or ASHRAE 90.1-2010 including:
 - Building Envelope compliance form, and
 - HVAC mandatory provisions compliance form, and
 - Service water heating compliance form, and
 - Lighting compliance form, or
 - Energy cost budget (ECB) compliance report if used
- ONE** Code analysis on plans or separate sheet
- ONE** Soil test report
- ONE** Special inspection agreement signed by all parties
- ONE** Copy of letter from Metropolitan Council on number of SAC units

Separate review and individual permit approvals required for Sewer/water, plumbing, mechanical, fire suppression and electrical prior to commencing work. The following plans must be submitted at time of perspective permit application:

- TWO** Sanitary Sewer/watermain/storm sewer plans
- TWO** Plumbing certified plans
- TWO** Mechanical HVAC certified plans
- TWO** Fire suppression certified plans
- TWO** Electrical certified plans

The above submittals constitute a **complete** application for a Building Permit for a new commercial, industrial, or multi-unit residential building. (MSBC 1300.0130). Only **complete** applications will be accepted at the counter for the permit review process. The plans and submitted documents will be reviewed within 10 working days from receipt of the **complete** application. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur. You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.