

Commercial Building Permit Submittal Requirements

(Depending on the scope of projects, some items may not apply)

1. A completed building permit application.
2. Letter from the Metropolitan Council Environmental Services assigning the number of Sewer Availability Charge (SAC) units to the building. Contact the Met Council at (651) 602-1378 or see their website. <http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge.aspx>
3. Plan review letter from Minnesota Department of Health (651)201-4500. Projects such as commercial kitchens, salad bars, condiment counters, hoods and ventilation, bars, buffets, plumbing fixtures, beverage dispensing, outdoor bars and beverage services.
<http://www.health.state.mn.us/divs/eh/food/license/planreview.html>
4. Plan review letter from the Minnesota Department of Agriculture. Projects such as commercial bakery, convenience store, grocery store, mobile unit, prepackaged foods. Contact the Minnesota Department of Agriculture at (651) 201-6027 or see their website. <http://www.mda.state.mn.us/food/business/plan-review.aspx>
5. Planning Department approval.
6. Engineering Department approval.
7. One complete set of plans for review and approval, either physical or digital.
Plans must contain the following:
 - a. Architectural with complete code analysis life safety egress plan and signed stamped structural engineering including snow load calculations
 - b. Mechanical and electrical
 - c. Erosion control, site utilities, grading, landscape, lighting plan
 - d. Life safety and egress
 - e. Site line drawings for roof top unit screening approval
8. Signed plumbing plans must be submitted with permit application. State approved review letter and approved plumbing plans, if applicable. Contact the Minnesota Department of Labor & Industry at (651)284-5067 or see their website.
<http://www.doli.state.mn.us/CCLD/Plumbing.asp>
9. One complete set of job specifications (spec books), either physical or digital.
10. Documentation for all fire-rated assemblies and fire stopping materials.
11. Separate permits are required for fire suppression and alarm systems submit them to the South Metro Fire Marshal at 651-552-4172. Plans must be signed by a registered

MN Fire Protection Engineer or a NICET level 3 or 4 designer. Contact Terry Johnson at tjohnson@smfdmn.gov.

12. Soil test report. Soils report must include recommended heated and non-heated footing depths.
13. Energy calculations for heat loss/heat gain. Minnesota Energy Code Analysis as outlined in Minnesota State Building Code Ch. 1323.
14. Special inspection testing schedule along with list of the qualifications of individuals performing special inspections.
15. Grading Permit may be obtained from the Building Department prior to building permit issuance. Footing foundation permits also available prior to main building permit.
16. Landscape/Erosion Control Escrow or letter of credit must be submitted to the Building Department prior to building permit issuance in the amount of \$3000 per acre or \$1000 for a residential lot.

| Building Codes currently in effect as of January 24, 2015 |
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| MN Rule 1300 2015 Minnesota State Building Code (SBC) |
| MN Rule 1305 2012 International Building Code (IBC) |
| MN Rule 1307 2007 Minnesota Elevator Code (Elevator Code) |
| MN Rule 1315 2017 National Electrical Code (NEC) |
| MN Rule 1323 2015 Commercial Energy Code (Energy Code) |
| MN Rule 1341 2015 Minnesota Accessibility Code |
| MN Rule 1346 2015 International Mechanical Code (IMC) |
| 2006 International Fuel Gas Code (IFGC) |
| MN Rule 4715 2009 Minnesota Plumbing Code (SPC) |
| MN Rule 7511 2007 Minnesota Fire Code (replaces Chapter 7510) |
| 2007 International Fire Code (IFC) |

Please submit all documents to the Building Inspection Department. Documents will be distributed to the appropriate department for review (Planning, Engineering and Building). Permit turn-around times vary due to the complexities of the plans and the completeness of the plans submitted.

If you have questions, please contact the Building Inspection Department at 651-552-4116 or permits@wspmnn.gov.