

Commercial Building Application Submittal Checklist

The following checklist has been compiled to assist in expediting the commercial plan review and permit issuance process. Review the checklist to verify all of the required documentation is included in your submittal. Failure to provide the required documentation may result in delaying the code review process prior to issuing a permit

COMMERCIAL ADDITIONS, NEW CONSTRUCTION, REMODELS, ETC.

- ☐ Provide completed permit application including:
 - ☐ Date
 - ☐ Site Address
 - ☐ Owner
 - ☐ Owner Address
 - ☐ Telephone Number
 - ☐ Contractor Information
 - ☐ Description of work being performed
 - ☐ Valuation of work being performed
 - ☐ Signature of applicant
- ☐ 2 (two) sets of SIGNED drawings are required on all commercial projects unless other arrangements or agreements between the submitting party and the Building Inspection Department have been made. The submitted plans shall include:
 - ☐ A Code Analysis Including: (ALL PROJECTS)
 - ☐ Which Code and Edition (i.e.: 2015 MSBC, 2012 IBC, etc.)
 - ☐ Which Energy Code Option (MN Energy Code, Section C401.2)
 - ☐ Occupancy Classification
 - ☐ Fire separation requirement (separated/non-separated)
 - ☐ Fire Sprinkler system requirements
 - ☐ Fire alarm system requirements
 - ☐ Construction Type
 - ☐ Allowable area
 - ☐ Proposed actual area
 - ☐ Allowable height
 - ☐ Proposed height
 - ☐ Proposed area and height increases if applicable
 - ☐ Occupant load
 - ☐ Exiting requirements
 - ☐ Plumbing Fixtures Requirements
 - ☐ Architectural drawings (ALL PROJECTS) (Plan and Elevation views)
 - ☐ Structural drawings (ALL PROJECTS) (Plan and Elevation views)
 - ☐ Site drawings (New Buildings & Additions) (includes parking lots, fire apparatus access roads/lanes, etc.)
 - ☐ Civil drawings (New Buildings & Additions) (includes utilities, fire hydrants, etc.)
 - ☐ Submitted Plans shall provide door hardware and window schedules, wall section and wall construction details, and/or the project manual(s) when provided
 - ☐ Submitted Plans shall identify compliance with the MN Accessibility Code
- ☐ Complete, Sign, and Submit Special Inspections Worksheet(s) (MN Building Code Chapter 17)
- ☐ Complete and provide Energy Code compliance forms (User's manual for ANSI/ASHRAE/IES Standard 90.1-2010 "Compliance Forms")
 - ☐ Building Envelope AND Lighting forms OR
 - ☐ Energy Cost Budget Method; OR
 - ☐ Building Performance Rating Method

CHANGES TO ORIGINAL SUBMITTAL DOCUMENTS

1. Any changes or addendums to the original submittal documents must be submitted to the Building Inspections Department for review prior to proceeding with the proposed changes.
2. Changes may be indicated by a single sheet with a clouded area showing the proposed changes to the particular sheet or area.
3. Full plans may be submitted if there are changes or corrections to multiple sheets. Once again, the changes to the original should be indicated by clouded areas.
4. If a full set of plans is resubmitted without indication of the changes to the original, a complete plan review will be performed and another full plan review charge will be assessed.
5. 2 (two) sets of the changes should be submitted.



2415 Wilshire Blvd
Mound, MN 55364
Phone 952-472-0607
Fax 952-472-0620

BUILDING PERMIT

☐ Handout Given

☐ Lead Handout Given

SITE ADDRESS: _____ **PID:** _____

- 1) Was the home constructed before 1978? (**YES** ☐, continue with line 2, **NO** ☐ continue without completing EPA Section)
2) Will the work disturb ≥ 6 sq ft of interior painted surfaces or ≥ 20 sq ft of exterior painted surfaces? (**YES** ☐ go to line 4, **NO** ☐ line 3)
3) Are there any windows being replaced? (**YES** ☐, go to line 4, **NO** ☐ continue without completing EPA Section)
4) Has this home been Certified Lead Free? (**YES** ☐, you **MUST** Attach Certification Information, **NO** ☐ complete line 5)
5) EPA Contractor Certification Number: **NAT** -

PROPERTY OWNER: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **Email:** _____

Contact Name: _____ **Phone:** _____

CONTRACTOR: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____ **Fax:** _____

Contractor License No: _____ **Contact Name:** _____ **Phone:** _____

Email: _____

ARCHITECT: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____ **Fax:** _____

Email: _____ **Contact Name:** _____ **Phone:** _____

TYPE OF WORK: ☐ New Construction ☐ Deck ☐ Window/Door Alteration

☐ Commercial ☐ Residential ☐ Change of Use ☐ Pool ☐ # being replaced _____

EST. VALUATION OF WORK ☐ Finish Basement ☐ Retaining Wall ☐ Misc Other

\$ _____ ☐ Remodel ☐ Porch

Square feet: _____ ☐ Addition ☐ Demolition

☐ Garage-Attached/Detach ☐ Misc Other

Detailed Description of Work: ☐ Accessory Structure

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. **I agree to pay all plan review fees even if I choose not to proceed with the work.** Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

PRINTED NAME: _____ ☐ Owner ☐ Contractor ☐ Owner's Representative

OCCUP. TYPE: _____ **CONST. TYPE:** _____ **CODE:** _____ **BLDG SPRINKLED** Yes / No

VALUATION: \$ _____ **COPIED** _____ **APPROVED** _____

Permit Fee: \$ _____

Plan Review Fee: \$ _____

State Surcharge: \$ _____

Site Inspection Fee: \$ _____

S.E.C. Fee: \$ _____

Investigation fee / Other Fee: \$ _____

Copy Charge (\$.25 per 8.5 x11 page) \$ _____

License Check (\$5) / Lead Check (\$5) \$ _____

Sub Total \$ _____

Special Conditions/Required Setbacks: _____

Building Approval By: _____ **DATE:** _____

Printed Building Approval By: _____ ☐ License Verification ☐ Lead Verification - Checked By:

City Approval By: _____ **DATE:** _____

Information supplied on this form will be considered public according to the MN Government Data Practices Act.
See reverse side for an important statement regarding Indigenous Mounds.

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

OFFICE USE ONLY

Supplemental Information for Building Permits Indigenous Mounds and Earthwork Sites

*Indigenous burial mounds and/or earthwork sites have been discovered in and around the City of Mound. While many of the sites have been severely impacted by development over the years, they do receive protection under state law. **Penalties will be imposed for the unauthorized disturbance of indigenous sites.** Additional information may be obtained through the Minnesota State Archeologist.*

Any formal investigation of a site, including a determination of whether a mound or burial area exists on a subject site, is the responsibility of the property owner or developer. The issuance of permits by the City of Mound to do work on a site does not relieve the owner or developer of that responsibility.