

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.