



**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>
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>
5. Planning Department approval.
6. Engineering Department approval.
7. Three complete sets of plans for review and approval. 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. Two complete sets of job specifications (spec books).
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 [tjohnson@southmetrofire.com](mailto:tjohnson@southmetrofire.com)
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 the 2020 Minnesota Energy Code.
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 April 1, 2020**

2020 Minnesota State Building Code (SBC)

2020 Minnesota Residential Code (SRC)

2020 Minnesota Conservation Code (Existing Buildings)

2015 Minnesota Elevator Code

2017 National Electrical Code (NEC)

2020 Commercial Energy Code (Energy Code)

2020 Minnesota Accessibility Code

2020 International Mechanical Code (IMC)

2015 Minnesota Plumbing Code (SPC)

2020 Minnesota Fire Code

Please submit all documents to the Building Official in 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.