

## Commercial Application/Plan Review Submittal Checklist

The following check list has been compiled to assist in expediting the commercial plan review and permit issuance process. Please take a moment to review these submittal requirements and to verify all of the necessary documentation prior to submitting your project.

### **COMMERCIAL ADDITIONS, NEW CONSTRUCTION, REMODELS, ETC.**

- 3 (three) sets of SIGNED Architectural and Structural drawings are required on all commercial projects unless other arrangements or agreements between the submitting party and the building inspection department have been made.
- Submitted Plans will include, a Code Analysis Including:
  - Which Code and Edition (i.e.: 2006 IBC, 2007 MSBC)
  - 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
- Provide project manual or; door hardware and window schedules, wall section and wall construction details
- Complete and Sign Special Inspections Worksheet (see attached)
- Provide Com Check or energy calculation worksheet
- Projects must comply with the Minnesota Accessibility Code including:
  - Parking
  - Accessible route
  - Ramps
  - Door width, swing and hardware
  - Bathroom requirements
  - Access between floors
  - Countertop heights
- Provide site plan including parking lots, fire apparatus access roads/lane etc.
- Provide Utility and/or Civil plan including fire hydrant locations
- 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

## **Commercial Application/Plan Review Submittal Checklist**

### **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. 3 sets of the changes should be submitted.

## Commercial Application/Plan Review Submittal Checklist

### **MECHANICAL PERMIT**

- 3 (three) sets of Signed Mechanical Plans including legend or symbol description
- Appliance Specification Sheets
- Completed permit application including:
  - Date
  - Site Address
  - Owner
  - Owner Address
  - Telephone Number
  - Contractor Information (if applicable)
  - Description of work being performed
  - Valuation of work being performed
  - Signature of applicant

### **PLUMBING PERMIT and PLUMBING PLAN REVIEW**

- 3 (three) sets of Signed Plumbing Plans
- Utility Site Plan / Floor Plan / Roof Plan
- Water Riser / Soil, Waste, Vent Riser Diagrams
- Plumbing Specifications
- Copy of Plumbers License/Bond
- Completed permit application including:
  - Date
  - Site Address (including Suite #) and Name of Project
  - Owner
  - Owner Address
  - Telephone Number
  - Contractor Information (if applicable)
  - Description of work being performed
  - Valuation of work being performed
  - Signature of applicant

## Commercial Application/Plan Review Submittal Checklist

### **FIRE SPRINKLER PERMIT**

- 3 (three) sets of Plans (shop drawings)
- 2 (two) sets of Cut Sheets (specs.)
- 2 (two) sets of Hydraulic Calculations
- A Code Analysis Including:
  - Occupancy Classification
  - NFPA Version
    - NFPA 13
    - NFPA 13R
    - NFPA 13D
  - Type of System
    - Wet System
    - Dry System
  - Number of Heads
- Completed permit application including:
  - Date
  - Site Address (including Suite #) and Name of Project
  - Owner
  - Owner Address
  - Telephone Number
  - Verify: Contractor Information with a copy of the current MN State License
    - [www.dps.state.mn.us/](http://www.dps.state.mn.us/)
    - State Fire Marshall
    - Fire Sprinkler Program
    - Current Licenses & Certificates
    - Licensed Sprinkler Contractors List
    - Public Contractor Type
      - Commercial (usually)
      - Browse through the name, write #
  - Description of work being performed
  - Valuation of work being performed
  - Signature of applicant

### **FIRE ALARM PERMIT (2 permits required)**

#### NFPA 70 (Electrical Permit)

Typically the electrician will include the alarm system with his electrical permit. This is the NEC or NFPA 70 (Electrical Code) aspect of the permitting process. The Electrical Code will address such issues as: house current to panels, smoke dampers; actual wiring (wire size, is the wire supported property, is it run in conduit where it's supposed to be)

#### NFPA 72 (Fire Alarm Permit)

The electrician or alarm company installing the devices also needs to pull the NFPA 72 (Fire Alarm Code) Permit. This permit pertains to the placement of devices, the types of devices uses, (smoke detectors vs. heat detectors) the required candela and or decibel levels required for a certain size room, are magnetic door holders required, ect.

- 3 (three) sets of Plans (shop drawings) including legend or symbol description
- 2 (two) sets of Appliance Cut Sheets & Battery Calculations (specs)
- Indicate Occupancy Classification
- Completed permit application including:
  - Date
  - Site Address (including Suite #) and Name of Project
  - Owner
  - Owner Address
  - Telephone Number
  - Contractor Information
    - Verify Electrical
    - Fire Alarm
  - Description of work being performed
  - Valuation of work being performed
  - Signature of applicant

## Commercial Application/Plan Review Submittal Checklist

### **ELECTRICAL PERMIT**

- 3 (three) sets of Signed Electrical Plans
- Complete single-line diagram (if applicable)
- Complete electrical symbol and abbreviation list
- Copies of all electrical specifications
- Copies of all electrical equipment specifications
- Completed permit application including:
  - Date
  - Site Address (including Suite #) and Name of Project
  - Owner
  - Owner Address
  - Telephone Number
  - Verify, Contractor Information
    - [www.electricity.state.mn.us](http://www.electricity.state.mn.us)
    - Contractor Directory
    - Notice: 3 different license types
  - Description of work being performed
  - Valuation of work being performed
  - Signature of applicant