



NEW COMMERCIAL BUILDING PERMIT SUBMITTAL REQUIREMENT

Submit the following documents:

1. Complete Building Permit Application, available at City Hall
2. 2 Exterior Envelope Energy Code Computation Worksheets
3. 1 copy of Soil Test Report
4. 1 Special Inspection and Testing Agreement Form (Completed and Signed by the Engineer of Record)
5. 2 sets of Specifications (if applicable)
6. 2 Sets of Site Plans (including Site, Grading, Erosion Control, Utility, Landscaping and Lighting)
7. 2 sets of Architectural Plans
8. 2 sets of Structural Plans
9. 2 sets of Plumbing Plans
10. 2 sets of Mechanical Plans
11. 2 sets of Electrical Plans

All plans and specifications must be signed by a Minnesota Licensed Architect, Engineer or Surveyor who prepared them as required by **Minnesota Board of Architecture, Engineering, Land Surveying and Landscape Architecture Rules.**

If you have any questions, please contact the Building Department at 651-674-8113.