



Building Inspections

Positioned to Thrive

COMMERCIAL, INDUSTRIAL, AND MULTI-UNIT RESIDENTIAL DIGITAL PERMIT SUBMITTALS

REVISED 11/12/20

SITE ADDRESS: _____

APPLICANT: _____ PHONE #: _____

PLEASE PRINT

✓ Check appropriate box (All Files should be PDF type)

- Building Permit Application
- Architectural certified plans, including Code Analysis
- Structural certified plans
- Civil certified plans including site survey, grading and utility plans
- Landscaping certified plans
- Specification book
- Energy Compliance forms complying with State of Minnesota amended 2018 IECC or ASHRAE 90.1-2016 including:
 - Building Envelope compliance form, and
 - HVAC mandatory provisions compliance form, and
 - Service water heating compliance form, and
 - Lighting compliance form, or
 - Energy cost budget (ECB) compliance report if used
- Soil test report
- Special inspection agreement signed by all parties
- SAC Determination Letter from Metropolitan Council for SAC units.

Separate review and individual permit approvals required for Sewer/water, plumbing, mechanical, fire suppression and electrical prior to commencing work. The following plans must be submitted at time of perspective permit application:

- Sanitary Sewer/watermain/storm sewer plans
- Plumbing certified plans
- Mechanical HVAC certified plans
- Fire Suppression certified plans
- Electrical certified plans

The above submittals constitute a **complete** application for a Building Permit for a new commercial, industrial, or multi-unit residential building. (MSBC 1300.0130). Only **complete** applications will be accepted for the permit review process. The plans and submitted documents will be reviewed within 10 working days from receipt of the **complete** application. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur. You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued, and approved plans emailed.