

**REQUIRED SUBMITTALS
FOR COMMERCIAL &
MULTI-FAMILY RESIDENTIAL
PERMIT APPLICATIONS
Call Building Codes – 218-299-5424 for questions**

All requests for building permits for commercial and multi-family dwellings or for additions to existing commercial structures must be accompanied by the following documentation. **Please submit one hard copy and one pdf (electronic) copy of all plans pages including building component parts (hvac, electrical and alarm specifications).**

1. Civils - Site Plan (include any existing structures)
 - a. lot lines
 - b. all utilities
 - c. dumpster locations
 - d. site drainage plan (elevations needed)
 - e. fire department vehicle access
 - f. legal description (lot and block)
 - g. address
 - h. zoning requirements (site plan with setbacks, building/impervious surface coverage, boulevard trees, parking spaces, location of exterior equipment (if any))
2. Building plan pages, include:
 - a. Architectural
 - b. Structural
 - c. Fire protection
 - d. Alarm
 - e. Electrical
 - f. Plumbing
 - g. HVAC (mechanical)
3. Energy Code compliance certificates
 - a. Envelope
 - b. HVAC
 - c. Lighting
 - d. Service water heating
4. Special Inspections –
 - a. Inspectors, include certifications
 - b. What inspections need to be done
5. Storm water (erosion control) permit application
6. Radon evacuation system (currently required on any building containing an “R” occupancy).
7. Commercial Plan Review Application
8. Building Permit Application
9. Building component part spec sheets, i.e. hvac equipment, alarms, electrical fixtures and panels, etc.

All plans must be neat, drawn to scale, and clearly indicate the nature and extent of the work. No permits will be issued until complete plans are made available for review. No work will be permitted to start before the permit is issued, and no plumbing or mechanical permits will be issued prior to obtaining a building permit.