

## **COMMERCIAL BUILDING SUBMITTAL REQUIREMENTS**

The following is a list of information required for application to construct a new commercial building. It is not meant to be all inclusive, rather summarize the required submittals to begin the review process. Please note that the focus of these requirements is to satisfy the standards of the Minnesota State Building Code; Zoning and Engineering details are to be processed through those respective offices. Questions pertaining to the building, materials and inspection process can be directed to Andy Schreder at [andy@rumrivercc.com](mailto:andy@rumrivercc.com) or 763-291-3704.

- Completed permit application. Please note that Building, Plumbing, HVAC, Fire Suppression and On-Site Sewage Treatment systems are permitted and processed separately.
- Plumbing plans for new construction must be processed through the State of Minnesota Department of Labor and Industry. [www.dli.mn.gov](http://www.dli.mn.gov)
- 1 paper copy of the Certificate of Survey. This must be completed by a registered surveyor and include all property lines, existing and proposed structures, drainage and utility easements, proposed grading topography, wetlands (if any), location of proposed on-site septic system and the water well.
- 1 paper copy of the building plans. This will include civil, architectural, mechanical and plumbing. Energy code compliance verification can be provided within the building plans.
- Mechanical plans must be designed and stamped by a licensed mechanical engineer. The prepared plans and specifications shall also include provisions for commissioning the system after completion and prior to issuance of a certificate of occupancy.
- 1 paper copy of the design and management plan for the on-site sewage treatment system. Identify the licensed installer at the time of application.
- 1 paper copy of *Special Inspections and Testing* as specified by MSBC Chapter 17.
- Any project including elevators or related devices must apply and receive approval from the State DLI under review in accordance with MN Rules Chapter 1307.

The preceding is meant to be an overview of required submittal documents for new construction of a commercial structure. Please remember that every building project will bring unique circumstances and will be addressed on an individual basis.

In addition to the paper copies requested, please be prepared to also provide an electronic version of all documents and submittals for retention purposes.