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NEW COMMERCIAL CONSTRUCTION BUILDING PERMIT APPLICATION CHECKLIST

This handout is a **guide** only and does not contain all of the requirements of the Minnesota State Building Code or City Ordinances

WELCOME TO THE CITY OF ANNANDALE

To facilitate your building project and the City's permit process as well as to provide a consistent level of customer service, submittals for building permits must be complete at the time of application. The following documents are required at time of permit submittal so that all City departments can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. **One to three weeks** will typically be required for new buildings and major additions / remodels. If you have questions or concerns at this stage of your project, we will be happy to meet with your design team to answer questions and assist you in completing the application process.

FOUR COMPLETE SETS OF PLANS, SPECIFICATIONS AND SUBMITTAL DOCUMENTS ARE REQUIRED AT THE TIME OF PERMIT APPLICATION:

- Completed and signed permit application
- Soils Analysis / Geotechnical Report
- Land Survey (survey showing proposed building structure)
- Civil plans (grading, drainage, utilities)
- Landscape Plans
- Site Plans
- Complete Architectural Building Plans (code analysis, any requests for alternate materials, methods to the code)
- Complete Structural Plans (structural analysis, design calculations)
- Special Inspections Form
- Energy Calculations
- Any other information deemed necessary by the City and / or Building Inspector to ensure code compliance.

SEPARATE PERMIT APPLICATIONS, PLANS AND APPROVALS ARE REQUIRED FOR THE FOLLOWING WORK:

- Mechanical / HVAC
- Plumbing (All plumbing plans must be approved by the MN Department of Labor and Industry – Plumbing and Engineering Division and a separate permit from the City is also required).
- Electrical Systems (Permits required from the State Board of Electricity).
- Fire Suppression
- Fire Alarms
- Food Establishments, Commercial Kitchens, Food Service (Please contact Minnesota Department of Health – Food Safety)
- Where required, plans, documents, and specifications must be prepared in accordance with the MN State Board of Architecture Rules.