



New Commercial Building Or Addition

Please complete and save this form. After your building permit application is complete in PIMS, you will receive notification to upload your plans to the Drawing folder and this form along with other supporting information into the Documents folder in ProjectDox. Plans must be uploaded as individual pages/sheets. Plan names must match sheet index name.

To be completed by the architect of record

Project name: _____

Project address: _____

Project contact: _____ Phone number: _____ Email: _____

Developer

Project developer: _____ Phone number: _____

Address: _____

City: _____ State: _____ ZIP: _____

Architect

Architectural design firm: _____ Phone number: _____

Address: _____

City: _____ State: _____ ZIP: _____

Architect of record: _____ Registration number: _____ Email: _____

Engineering Firm

Engineering firm: _____ Phone number: _____

Address: _____

City: _____ State: _____ ZIP: _____

Project engineer: _____ Email: _____

Building Code Design Criteria

Type of construction: _____ Occupancy group(s): _____

Submission Checklist

Commercial building plans will be accepted in digital format and uploaded into ProjectDox. At the time of submission, 100 percent of the estimated plan review fee will be collected. The fee is nonrefundable but will be applied to the permit fee once the permit is issued.

- Completed building permit application and checklist
- One set of civil plans
- One full set of construction plans signed by a Minnesota state licensed architect and/or engineer, including architectural, structural, civil, site, grading, utility, landscaping, and lighting plans.
- If plans required State review, those stamped plans should be submitted
- Submit plans to Met Council for SAC Determination metrocouncil.org/SACforms (permit will not be issued until letter is received)
- Survey
- Soil borings/engineering
- Minnesota Energy Code exterior envelope energy calculations
- Stormwater Management Permit
- ROW Permit if required
- Tree Preservation Permit
- Special Structural Testing and Inspection Schedule (SSTIS)
- Inflow/Infiltration Permit
- Fire Sprinkler Permit
- Plan Review Letter from DOLI on plumbing
- Plan Review Letter from Hennepin County Environmental Health if needed

Please allow a minimum of 15 business days for plan reviews upon complete submittal of all required documents.

Additional documentation may be required due to variations and/or revisions of projects.



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

