



## **BUILDING INSPECTION DIVISION**

7700 Market Boulevard, P.O. Box 147

Chanhassen, Minnesota 55317

Phone: 952-227-1180 | Fax: (952) 227-1190

# **COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST**

1. **Online permit submittal**
2. **City Council approval** (attach conditions)
  - a. Case #\_
3. **State Board of Health Approval**
  - a. Submit required items as noted in a and b to:

Minnesota Department of Health, Environmental Health  
625 Robert Street North  
P.O. Box 64975  
St. Paul MN 55164 651-201-4500

Inspections contact:  
John Boettcher 651-201-5076

- A. Kitchen/food service and restroom plans & specs
- B. Pool and filtration plans & specs

4. **SAC determination Letter**
  - a. For more information, visit Metropolitan Council's website:  
<https://metro council.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge/SAC-Forms.aspx>
5. **Registered Survey**
6. **Landscaping Plan**
  - a. As approved by City Council
7. **Cash or Letter of Credit** (covering landscaping, curb, gutter, bituminous, etc.)
  - a. Amount determined by Planning and/or Engineering Departments.
8. **Soil Tests** (Geotechnical report)
9. **Erosion Control, Drainage & Utility Plans**
  - a. Signed by MN civil engineer
10. **Minnesota Energy Code Compliance Documentation**
11. **Building Plans & Specifications**

- a. Signed by MN architect. Structural plans signed by MN structural engineer.
- 12. **HVAC Plans**
  - a. Signed by MN mechanical engineer.
- 13. **Fire Sprinkler Plans**
  - a. Signed by MN Fire Protection Engineer or NICET Level 4 Sprinkler System Designer
- 14. **Plumbing Plans**
  - a. Signed by MN mechanical engineer or master plumber.
- 15. **Special Structural Testing & Inspection Schedule**
- 16. **Structural Component Shop Drawings**
  - a. Approved by structural engineer
- 17. **Detailed Description of Occupancy**
  - a. Includes business type, manufacturing process, storage commodities & height of storage
- 18. **Building Code Analysis**
- 19. **Contact List**
  - a. Names, phone numbers, and addresses of the building owner, contractor, tenants & all design professionals

**Submit one (1) complete set of electronic (PDF) plans and specs. Each sheet of the plans must be stamped and signed by the appropriate design professional. The specifications should have a signature page stamped and signed by all design professionals whose work is included.**

Plans must be reviewed and approved by Planning Dept., Engineering Dept., Fire Marshal, and Inspections Division (Building, Plumbing, and HVAC). Plan review time will vary, but in all cases, each permit applicant should **allow at least three weeks** after corrected, complete submittals & applications have been submitted to the Inspections Division.

**Upon completion of the project, all plans, revisions, and specifications must be submitted in PDF.**