



250 South 4th Street – Room 300
Minneapolis, MN 55415 – 1316

Office: 612-673-3000 or 311
Fax: 612-370-1416
TTY: 612-673-2157

www.ci.minneapolis.mn.us/mdr



New Commercial* Building Process Guide and Permit Submittal Checklist

Construction of a commercial structure requires plan review by several different City of Minneapolis departments, including but not limited to: CPED-Planning, Construction Code Services - Plan Review/Inspections, and Public Works. All documents for construction projects, including re-submittals and amendments, should be submitted at the Minneapolis Development Review Service Center.

All commercial projects require a Development Coordinator (DC) to assist you with your project. As such, upon Preliminary Development Review (PDR) submission a DC will be assigned to your project. Your assigned DC can provide guidance in understanding the construction process from project initiation to completion. Questions on the status of your project should be directed to your DC.

This handout contains multiple sections with information that must be included with your application. It is divided into three (3) primary sections:

Construction Process Guide – The second and third pages of this handout are a process guide that outlines the steps all applicants must follow in order to complete the construction of a commercial building in the City of Minneapolis. It is important to fully understand each step in the construction process and the role that is played by each City Department that will review your building application.

Construction Permit Submittal Checklist – The fourth and fifth pages of this handout include a detailed checklist of the *required* components of a complete application. This checklist includes the necessary requirements for submitting a wrecking permit, site plan review, drainage/stormwater plan, and construction plan.

References – The last page of this handout includes a list of online references. These references are links to City of Minneapolis Web Sites that can provide additional information about building construction in Minneapolis, such as street use permits, Service Availability Charge (SAC) and certificate of occupancy.

Separate permits are required for plumbing, mechanical and elevator. These permits will be issued to applicants licensed in their specialty. Electrical permits are issued by the State of MN.

Additional reviews or licenses may be required. These may include (but are not limited to): Food Plan Review, Business Licenses, and Environmental Management.

Please be aware that the submission of site plans, elevations, and building plans to Minneapolis Development Review does not constitute a determination of completeness for Minnesota State Statute 15.99 (60/120 Law). Further information may be required in order for individual approval processes to be undertaken.

* For the purposes of this document commercial is defined as all occupancies in the IBC with the exception of "R" occupancies with 4 or fewer dwelling units.

Construction Process Guide

The following steps are a general description of what may take place; additional steps may be needed. Please be aware that the timeline from first submittal to approval may take several weeks. From your first contact with Minneapolis Development Review staff to receiving your final inspection approval and a certificate of occupancy, *several departmental reviews will be conducted by City of Minneapolis staff.* This guide provides a brief description of the general steps that will occur in the construction process.

One: PDR Approval and Land Use Review

1A. Preliminary Development Review (PDR) - The first step to receiving a building permit to construct a new commercial building in Minneapolis is to receive PDR approval of your site plans.

What is PDR?

PDR refers to the Preliminary Development Review meeting. At this meeting, the plans of a proposed development project are reviewed / assessed by the Public Works, Regulatory Services, Fire, Parks and CPED (Community Planning & Economic Development) Departments for adherence with City design / development standards.

The outcome of this meeting is a comprehensive report that contains the reviewers' assessments of the plans and whether modifications are required. This report is of significant value to the customer, containing valuable information that is intended to assist in the more detailed design and planning of the project for construction permit plan reviews. These initial steps are crucial to the success of your project. It is in your best interest to be concurrently involved with a DC and CPED-Planning staff.

1B. Zoning, Land Use, and Preservation Review - Concurrent with the PDR Approval, a Land Use Review is required for new construction. Land Use Review may entail public hearings at boards and commissions which can take two to three months. Please contact CPED-Planning staff for a pre-application meeting before submittal of PDR and land use applications. The applicant should also determine if the property is in a locally designated historic district or an individually designated landmark.

Two: Construction Permit Submittal and Intake of Construction Plans

After receiving PDR approval, a building permit application may be submitted. This submission includes an application, and *complete* construction plans and documents (see Construction Permit Submittal Checklist on page 4). Minneapolis Development Review Service Center staff will check all paperwork for completeness. Construction plans submitted prior to these approvals will not be accepted for construction plan review. *Plans submitted for review must match PDR and Planning Commission approvals.*

Three: Construction Plan Review

Upon plan acceptance, Minneapolis Development Review staff will forward your plans and documents to the appropriate City departments for compliance review. These departments will include CPED-Planning which reviews for preservation, zoning and site plan compliance, and Regulatory Services which review for construction code compliance. When all City review activities are successfully completed and approved, construction permits may be issued. Please note that additional permits may also be required. These may include (but are not limited to): electrical, mechanical, plumbing, public sidewalk, soil erosion, and street use.

Four: Construction Inspections

After permits are issued and construction begins, *it is your responsibility to contact construction inspections staff for all required inspections during building activities.* These inspections can include (but are not limited to): footing and foundation; concrete slab and under-floor inspection; rough-in inspection of plumbing; gas; elevator, mechanical; framing; insulation and vapor barrier. Construction inspectors are listed on your permits. Other inspections may be required. These may include, but are not limited to Zoning, Environmental Management, Fire, and Public Works.

Five: When Construction is Completed

When your construction is completed, call (612) 673-2327 to schedule an appointment for the Certificate of Occupancy (CO) inspection. After approval of your final inspection, a Certificate of Occupancy is issued.

Construction Permit Submittal Checklist

<p>Wrecking Permits (if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wrecking application completed by a Minneapolis licensed wrecking contractor. <input type="checkbox"/> Photographs of existing principal and accessory structures (front, rear, and side views of each). <input type="checkbox"/> Photographs of adjacent neighboring structures (front, rear, and side views).
<p>Building Permit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Permit Application (Blue Form). <input type="checkbox"/> Address Assignment (Determined in PDR). <input type="checkbox"/> Letter from Metropolitan Council Environmental Services (MCES) regarding SAC determination.
<p>Land Use Approvals:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include copy of Final Action Letter from CPED-Planning staff.
<p>Survey (Two copies of existing site conditions):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show all property lines and a north arrow. <input type="checkbox"/> Existing spot elevations sufficient to show the existing elevation and grade of the site. <input type="checkbox"/> Location of existing building (survey to be completed prior to demolition when a building exists) including finished grade elevations at the building corners. <input type="checkbox"/> Existing elevation at corners of building on adjoining lots (the front and rear corner closest to the subject property). <input type="checkbox"/> Existing streets, sidewalks and alleys, curb cuts, fire hydrants, and trees located in the public right of way (ROW). Indicate if public areas are to be vacated. <input type="checkbox"/> Indicate traffic flow on streets, alleys and drives. <input type="checkbox"/> Signature of a Minnesota Licensed Surveyor.
<p>Site Plan Set (Two copies of proposed work, scaled and dimensioned):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show all property lines, a north arrow, and the date the plans were drawn. <input type="checkbox"/> Plan showing proposed re-grading of the site. <input type="checkbox"/> Building footprint of any existing structures to remain. <input type="checkbox"/> Proposed building footprints and square footages (include garages and other structures). <input type="checkbox"/> Floor plan for each floor. <input type="checkbox"/> Adjacent uses (show location and identify). <input type="checkbox"/> Existing curb line. <input type="checkbox"/> Existing and proposed streets, sidewalks and alleys, include existing and proposed curb cuts. Indicate if public areas are proposed to be vacated. <input type="checkbox"/> Other impervious surfaces (driveways, walkways, decks, patios, etc.) and square footages. <input type="checkbox"/> Walls, screens, fences, and trash enclosures (show location, type and height). <input type="checkbox"/> Dimensioned parking spaces. Indicate how the parking will be designed. <input type="checkbox"/> Proposed and existing lighting (location, type and size). <input type="checkbox"/> Mechanical equipment (air conditioning units, electrical transformers, etc.). <input type="checkbox"/> Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount). <input type="checkbox"/> Drainage Information: Indicate the direction of water drainage from the site and building by use of elevations, contours, drainage directional arrows, swales, etc. <input type="checkbox"/> Locations of gutters, downspouts, and sump pump discharge areas. <input type="checkbox"/> Stormwater management plan for sites over one acre. <input type="checkbox"/> Erosion control plan for sites where more than 5,000 square feet or 500 cubic yards of dirt is disturbed and location soil will be temporarily stored or permanently placed. <i>A Soil Erosion permit is required for any land disturbing activity where more than 500 square feet or 5 cubic yards of dirt is disturbed.</i> <input type="checkbox"/> Plan sheets must be signed by the appropriate Minnesota licensed design professional

New Commercial Building Process Guide and Permit Submittal Checklist

<p>Building Elevations (Two copies, scaled and dimensioned):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building elevations for each facade showing the following: height of existing structures; height of existing structures on immediately adjacent neighboring properties; and proposed height of new site structures.
<p>Construction Plan Set (Two copies)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction documents shall be prepared by a licensed architect or engineer and must be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the code. <input type="checkbox"/> 2007 Minnesota Building Code State Building Code Amendment Chapter 1300.0130 Submittal documents. Plans, specifications, engineering calculations, diagrams, soil investigation reports, special inspection and structural observation programs and other data shall constitute the submittal documents and shall be submitted in two (2) sets with each application for a permit. When such plans are not prepared by an architect or engineer, the Building Official may require that the plans be prepared by a licensed architect or engineer. The Building Official may require plans, computations and specifications to be prepared and designed by an engineer or architect licensed by the State to practice as such even if not required by State law. Information on plans and specifications: Plans and specifications shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations. Plans including the phrase “Preliminary – not for construction” will not be accepted for permit review. Minnesota Rules 1800.5200 require plans be prepared by a licensed architect and / or engineer except when exempted by Minnesota Statutes Section 320.03, Subdivision 2. The law and applicable codes in Minnesota have requirements that professional submissions must be certified by the professional who prepared them or supervised their preparation. <input type="checkbox"/> Structural tests and special inspections program (when required by IBC Chapter 17). See guidelines beginning on page 28 of the Minnesota State Building Code and the program summary schedule found on page 33. Program summary schedule is to be provided prior to permit issue.
<p>Energy Code Compliance Worksheet (exterior envelope & ventilation)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit documentation (worksheets) indicating compliance path choices for the building envelope, heating, ventilation, air conditioning, and service water heaters. <input type="checkbox"/> Signed affidavit by the electrical designer (engineer) verifying power and lighting compliance as required in ASHRAE 90.1 with State amendments.
<p>Protection of Adjoining Property/Shoring Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan or written explanation showing how adjoining property will be protected during the excavation and until the backfill is placed.
<p>Encroachment Permit Application</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encroachment permits are required for building and site features that physically affect the public right of way, including (but not limited to): construction cranes, earth retention systems, landscaping, fences, retaining walls, foundations, out-swinging doors, balconies, awnings, canopies, temporary or permanent shoring, and tree grates.
<p>Construction Contract</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide a copy of the contract for cost verification.
<p>Service Availability Charge (SAC)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete a SAC Determination with Metropolitan Council Environmental Services

New Commercial Building Process Guide and Permit Submittal Checklist

Environmental Permits (if applicable) Permit application and site plan

- After Hours Work – *Powered work on weekdays before 7 am or after 6 pm, anytime on weekends and holidays*
- Dewatering – *ground water, surface water, power washing*
- Storage Tanks - *All tank abandonment, installation and removal (aboveground and underground)*
- Temporary Rock Crushing – *crushing of building debris from the site demolition*
- Well construction and sealing
- Flammable and sediment trap - *abandonment, installation, and removal*

References

The following links have been provided to further assist with the review process

- Local historic designation status.
<http://www.ci.minneapolis.mn.us/hpc/landmarks>
- Zoning code information.
<http://www.ci.minneapolis.mn.us/zoning/>
- Community Planning and Economic Development
<http://www.ci.minneapolis.mn.us/cped/>
- The Site Plan website (<http://www.ci.minneapolis.mn.us/mdr/permits/SitePlan.asp>) and an example of a site plan (http://www.ci.minneapolis.mn.us/mdr/docs/sample_comm_siteplan.pdf) are helpful in understanding the site plan submission requirements.
- Minneapolis Development Review
<http://www.ci.minneapolis.mn.us/mdr>
- Green Building Options
http://www.ci.minneapolis.mn.us/mdr/GreenBuildingOptions_home.asp
- Wrecking permit information.
<http://www.ci.minneapolis.mn.us/mdr/permits/wreckingpermits/index.asp>
- Environmental Management Permits
<http://www.ci.minneapolis.mn.us/environment/permits.asp>
- Street Use Permits (If the project requires a dumpster on the street).
<http://www.ci.minneapolis.mn.us/mdr/permits/streetusepermits/index.asp>
- Service Availability Charge (SAC)
http://www.ci.minneapolis.mn.us/mdr/docs/sac_availability_charge.pdf
- Building Permits.
<http://www.ci.minneapolis.mn.us/mdr/permits/index.asp>
- Erosion and Sediment Control Information.
<http://www.ci.minneapolis.mn.us/stormwater/erosioncontrol/index.asp>
http://www.ci.minneapolis.mn.us/mdr/docs/principles_erosion.pdf
- Sidewalk Construction Permit
<http://www.ci.minneapolis.mn.us/sidewalks/docs/sidewalk-specification.pdf>
- Encroachment Permit Application
<http://www.ci.minneapolis.mn.us/mdr/docs/encroach-permit-appl.pdf>
- Obstruction Permit Application (Street and lane closures)
<http://www.minneapolis.mn.roway.net>
- Electrical Permitting and Inspections are conducted by State of Minnesota inspectors.
<http://www.dli.mn.gov/CCLD/Electrical.asp>
- Inspection Information.
<http://www.ci.minneapolis.mn.us/mdr/permits/InspectionProcess.asp>
- Certificate of Occupancy.
<http://www.ci.minneapolis.mn.us/mdr/Permits/CertificateofOccupancy.asp>