

Commercial Plan Reviews Frequently Asked Questions

Q: Can the plans be submitted in phases?

A: Yes, per the *International Building Code* (IBC), each portion (i.e. grading, foundation, piling, etc.) is charged a separate building and plan review fee. This increases overall cost for the building permit.

Important! Many projects require Council approval **prior to construction**. In most cases, special conditions are attached that must be satisfied prior to the issuance of permits.

Q: Does the plan review get paid up front?

A: If project value is 10 million or greater, yes.

Q: Can the architectural plan review be expedited?

A: Maybe. An expedited review would be done on overtime. The building official would determine if it is possible. (Contact departments for their policy.)

Q: Will plans be issued with redlines?

A: Yes, unless the Plans Examiner determines that for clarification the plans must be redrawn, redline plans will be issued. This applies to Building and Inspection only.

Q: How are plans to be submitted?

A: All plans, specifications, documents, etc. must be presented to Building and Inspection. They will be broken out and routed to applicable departments.

Q: Are signed plans and specifications required?

A: Yes, each page of all plans must be wet signed, embossed or stamp signed. Specifications must have a page that designates all the trades involved and a line for each to sign. Plans stamped "not for construction" or unsigned will be rejected.

Q: Are other fees required prior to the permit's issuance?

A: Yes, other fees could include sewer availability charge (SAC), utility connection, park dedication, erosion and landscape bonds, etc. To determine if your project requires a SAC, please contact the Metropolitan Council at 651-602-1421 or visit www.metrocouncil.org, keywords: SAC Program.

Q: Can addendums or shop drawings be signed by anyone other than the architect/engineer of record?

A: Yes, two copies (unless faxed) need be signed, dated and bear their Minnesota license number.

Q: Do you accept equivalencies?

A: Yes, any proposal must be submitted to the building official per the *Minnesota State Building Code, Section 1300.0110, Subpart 13*.

Q: Can you forward a permit application?

A: No, the application and plans must arrive together.

Q: If applicable, is Environmental Health Division plan approval required prior to issuing a building permit?

A: Usually. However, check with your plans examiner.

Q: Can the building plans be issued prior to the sprinkler plans?

A: Yes.

Q: Are there any special restrictions on exterior building materials?

A: Maybe. This is driven by City ordinance. Some areas in the city require brick or better, non-combustible construction, limitations on EFIS, etc. Check with Planning at 952-563-8920.

Q: Are permits required for signage?

A: Yes, Planning reviews all signage; Building and Inspection issues permit(s).

Q: Can roof drains be directed to a parking lot or must they go to storm sewer?

A: They may go to parking but may **not** pass over a public walkway.

Q: How are building fees calculated?

A: For new buildings, fees are calculated by using the Building Permit/Plan Check Fee Schedule handout. Other projects are calculated from the valuation given on the permit application.

Q: Is the ADA used for accessibility requirements?

A: No, the design document is the *Minnesota State Building Code, Chapter 1341* incorporating *ANSI A117.1-2009* and the *2012 IBC*.

Q: What partial permits are allowed?

A: Grading, piling, foundation and structural.

Q: Are site inspections or certifications by the design professional required?

A: Yes, if they are the designated special inspector.

Q: Does the City have specific design criteria?

A: Wind load per State Code (90mph); structure per IBC; roof load and foundation per IBC and State.

Q: Are there other special requirements that may impact our building?

A: Requirements may include Planning and/or Council conditions, Engineering requirements, Watershed District approval and exterior lighting per the City ordinance.

This document is for informational purpose only and is not intended to address every situation for the plan review process.