

- All applicants must follow the submittal process established by the Mall within their *Tenant Information Handbook*.
- Only plans stamped *Final* and signed by Mall personnel will be accepted by the City of Bloomington for code review.
- Two complete sets of plans signed by a Minnesota registered Architect or Engineer are required. Mechanical and electrical plans, required by Mall of America, must accompany the architectural set.
- The plans must be accompanied by a completed Building Permit Application:
https://www.bloomingtonmn.gov/sites/default/files/53_003build.pdf
- Restaurant or food related businesses require a *separate review* with the Bloomington Environmental Health Division. Two separate sets of plans are required. The plans must be accompanied by a completed Food Equipment Permit Application:
https://www.bloomingtonmn.gov/sites/default/files/57_013_PlanReview.pdf
- Further guidelines for Health reviews are at:
<https://www.bloomingtonmn.gov/sites/default/files/57hfood equip.pdf>

Frequently Asked Questions

Q. Do I have to hand-deliver the plans?

A. No. They may arrive by mail but must always be accompanied by the appropriate documentation described above.

Q. Do I have to have a contractor to submit the plans?

A. No. They may be submitted by another entity and the contractor area noted as TBD. The applicant applying for the permit must provide the estimated project cost. Should the project not move forward for any reason the **applicant** will be responsible for paying the plan review fee for any review provided by the City.

Q. Do I have to provide the fire related plans at the same time as the building application?

A. No. The fire related plans must be submitted by the MOA approved contractor(s) to the Fire Prevention Division, at the City, prior to initiating work relating to those elements of the project.

Q. What is the review time once the plans are received?

A. Typical review time is 10 working days. (There are times in the heavy summer/fall construction season when that time frame may be extended. Restaurants may also take longer.)

Q. Is there an opportunity for expedited reviews?

A. Sometimes. To request an expedited review you must contact the Building Official. No expedited review will be granted for Environmental Health related projects. No expedited review will be granted unless the contractor has been hired by the time of request and their contract value has been provided on the application. The cost associated with an expedited review is double the plan review fee for the project. The expedited review time will be established between you and the Building Official.

Q. What happens if the Plan Reviewers have corrections or request further information?

A. The reviewer will contact the person on the application form designated as the Contact Person. This may be by phone, email or a formal review letter. If corrections are needed, the reviewer will inform the contact as to what format they may take, i.e. full page replacement or a pdf addendum. Once the information has been received by the reviewer, your plan will be picked up by the reviewer within 24 to 48 hours to complete the review.

Q. What if the plans were received with no contractor information?

A. The contractor, once awarded the project, must contact the City and provide their business information, the specific person who will be physically at the job site for the build-out, and their cell phone number. The contract amount for the job must also be provided at that time.

Q. Can I alter any structural elements?

A. Only with MOA and City approval.

Q. Are there some commonly missed or incorrect items on the plans?

A. Yes. Some of the more common ones are as follows:

- Wood elements are shown **within** Mall storefronts and bulkheads. See Mall Handbook for requirements. (Unique to the Mall of America.) Note that there are no combustibles (including fire retardant treated wood) allowed in the storefronts.
- Store bulkhead adjoining Mall bulkhead has been incorrectly drawn. (See example provided in Mall Handbook.)
- “Cash wrap” details (Sales and Service Counters under Section 904) are either missing or do not correctly reflect the requirements of the MN Accessibility Code which incorporates ICC ANSI A117.1 2009.
- Bathrooms, when installed in tenant spaces, do not comply with the MN Accessibility Code for dimensional area required in front of or around the water closet.
- Energy code calculations for lighting have not been provided. You may use 2012 ICC section C405 or ASHRAE standard 90.1 - 2010 chapter 9 for lighting. Go to: <https://www.energycodes.gov>
- The Type of Construction for the Mall is I-A, **not** II-B. The building is fully sprinklered, with an alarm system and smoke zones.
- Rear doors to exit **passageways** (not designed as corridor in MOA) must be 1hr labeled and have hardware that is labeled as “Fire Hardware.”
- Manual flush bolts are **not** allowed on double entry/exit doors even if only one of the doors is required for exiting.
- Exiting through stockroom area has been incorrectly designed. Must meet parameters dictated by IBC Section 1014 for exit access.
- Accessible dressing rooms must provide a bench. “A clear floor space complying with Section 305 of the MN Accessibility Code, positioned for a parallel approach to either an end or front shall be provided. Other technical requirements are found in chapter 9.