

Building Plan Review Submittal List for New Buildings or Additions

tDocuments to be submitted

Important! All documents must be signed with a State of Minnesota registration number. A copy of **this document** must be submitted with the plans and all boxes checked as to what has been presented with the permit application. Any unsigned plans will be rejected. Review will **NOT** start until the proper plans and specifications have been received. **ALL** documents must be submitted to the Building and Inspection Division. Documents will be routed to the appropriate departments once submitted.

A. Initially required items:

- Completed building permit application.
- A copy of all documents required by Council Conditions.
- Two sets of civil plans. Six sets will be required after Engineering has reviewed the plans and any necessary corrections have been made. The civils must include distances to property lines from all sides of the building(s).
- Two sets of architectural and structural plans.
- Five sets of landscape plans.
- Three sets of photometric/site lighting plans. (This includes underground parking and parking decks.) Provide two copies of the manufacturer's specifications for each type of light fixture being installed.
- Two copies of code analysis for project. Include specific type of NFPA sprinkler system being installed.
- Description of use(s) of building (i.e. manufacturing). What is being produced? What type of materials are being used? If a warehouse, what is being stored? Show all racking locations on plan.
- Two signed copies of specifications.
- One signed copy of structural calculations.
- One soils report.
- Two sets of energy code calculations. See *Minnesota Commercial Energy Code Summary handout*.

- One set of recycling code calculations (*MN 1303.1500.*)
- Two sets of signed Electrical plans.*
- Two sets of signed HVAC plans.*
- Two sets of Plumbing plans.*

Note: If Plumbing and HVAC are combined documents then four sets are required.

B. The following items may be submitted after the initial required items previously described.

- Two sets of all fire resistant assemblies with cut-sheets, specific installation instructions.
- Two copies of fire-stop assemblies being proposed and their full installation instructions. (Architect must provide a signed cover letter confirming that they have reviewed and approved the fire-stop assemblies presented.
- Two sets of Environmental Health plans, when applicable. A separate permit application is required.
- Two sets of Fire Protection plans. Plans must be submitted by contractor hired to install the systems(s) and be accompanied by a Sprinkler Permit application. (Sprinkler plans do not need to be submitted prior to the building permit issuance.)
- One Landscape Bond.**
- One Erosion Control Bond.**
- One **original** copy of the Special Inspector Agreement. (To be filled out by the Architect and/or Engineer of Record.)
- Elevators: Any project installing elevators or related devices **must** apply to the Department of Labor and Industry for review under *Minnesota Chapter 1307*. Visit www.dli.mn.gov for review requirements and application.

C. Required accessibility plan details for the following occupancies: I-1, I-2, R-1, R-2

In addition to other code elements necessary to indicate project compliance with all applicable codes, the following items are required to be included within the architectural plans:

- If the building has more than two exterior exit doors, designate the doors which provide an accessible route to a public way.
- Designate each unit as to whether it is an Accessible Unit, an A Unit or a B Unit.
- Within B Unit bathroom(s) you must designate whether it is, Option A or Option B.
- Provide numerical measurements for all bathrooms. Locations for all backing elements, bar locations and bathtub/shower plumbing fixtures. If removable vanities are involved note areas of walls and floors that must be finished.
- Provide numerical measurements for kitchen elements. Note where receptacles/switches are located and their installed heights. If removable cabinets are involved note areas of walls and floors that must be finished.
- If washers/dryers are to be provided indicate location on plan.
- Where operable windows are provided (Accessible and A Units) include an elevation with a numerical distance to accessible hardware.
- Provide manufacturer's information and cut sheets for the two-way communication system required for projects containing areas of refuge. (System must include both audible and visible signals.) Location of central control point must be approved by the City Fire Marshal.

D. Energy code

The project shall meet all requirements of the *Minnesota Commercial Energy Code Chapter 1323* which incorporates *Ashrae 90.1-2004*.

- Architect must specify on the plans the energy compliance path(s) being used for the project. If the energy cost budget method is being used for the design, contact a City Plan Examiner to discuss the simulation program you are considering for compliance verification.
- Section views must clearly define insulation type, location and R-values.
- Drawings shall indicate the location of the air barrier system, how it is to be installed and sealed.
- The mechanical and electrical requirements shall be clearly indicated on the mechanical and electrical plans submitted for permits.

* For more information, visit the City's website at BloomingtonMN.gov, keywords: Plan Review.

** For more information, visit the City's Web site at BloomingtonMN.gov, keywords: Bond.

*** For more information, visit the City's Web site at BloomingtonMN.gov, keywords: Health Permits.

For Service Availability Charge (SAC) review visit www.metrocouncil.org/SACprogram

Site Address:
Building Project Name:
Permit Number: <i>(To be filled in by City Official.)</i>