

## Application Submittal Requirements

Revised June 2020

**Purpose:** To establish submission requirements at the time of permit application to enable accurate timely review.

**Scope:** All New Commercial Buildings and Commercial Building Additions

Site Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Instructions: **A licensed design professional must check the items submitted in the space provided and include a copy of the signed form with all plan submittals.** The Building Inspections Department can be reached at 651-322-2024 from 8am - 4:30pm, Monday-Friday

REQUIRED FOR APPROVAL	CHECK IF SUBMITTED	GENERAL ITEMS
YES	<input type="checkbox"/>	1. SAC determination submitted to Metropolitan Council. Met Council \$2,485.00 per unit in addition City of Rosemount \$1,200.00 per unit.
YES	<input type="checkbox"/>	2. Completed building permit application.
YES	<input type="checkbox"/>	3. Plumbing Plans submitted to State.
YES	<input type="checkbox"/>	4. Completed Minnesota Energy Code (MEC) lighting power budget requirements in accordance with the 2020 MN Energy Code.
YES	<input type="checkbox"/>	5. Completed Minnesota Energy Code (MEC) exterior envelope energy calculations in accordance with the 2020 MN Energy Code.
YES	<input type="checkbox"/>	6. Completed Special Structural Testing and Inspection Schedule (Note: SST&IS required for all med gas installations).
YES	<input type="checkbox"/>	7. Geotechnical Report.
YES	<input type="checkbox"/>	8. Hazardous Materials Summary sheet.
YES	<input type="checkbox"/>	9. Completed contact list with names, phone numbers, email addresses, and physical addresses of building owner, contractor, tenants, and all design professionals.

REQUIRED FOR APPROVAL	CHECK IF SUBMITTED	PLAN REQUIREMENTS
YES	<input type="checkbox"/>	10. Paper Plans and specifications two sets each.
YES	<input type="checkbox"/>	11. One complete digital submittal of all plans.
YES	<input type="checkbox"/>	12. Civil Plans to include Erosion Control Drainage and Utility Plans
YES	<input type="checkbox"/>	13. Survey prepared by a MN licensed surveyor.

- YES  14. Architectural
- YES  15. Structural
- YES  16. Mechanical
- YES  17. Plumbing (Plan submittal to State required)
- YES  18. Electrical
- YES  19. Fire Suppression if applicable.
- YES  20. All sheets are signed by the appropriate design professional.

**Title Sheet or First Plan Sheet Includes**

- YES  21. Name and address of building.
- YES  22. Description of occupancy/use all spaces.
- YES  23. IBC occupancy classification.
- YES  24. IBC construction type classification.
- YES  25. Number of sf in each space and on building floor.
- YES  26. Number of stories above and below grade.
- YES  27. Allowable area.
- YES  28. Occupant load.
- YES  29. Number of required exits and provided exits.
- YES  30. Indicate sprinkled or non sprinkled.
- YES  31. Indicate fire alarm requirements as applicable.
- YES  32. Common path of egress travel, measured at right angles.
- YES  33. Separated/non separated with supporting information.
- YES  34. Plumbing fixture count provided & required.
- YES  35. Accessible parking provided & required.

**Building Key Plan Includes**

- YES  36. Exit path to the exterior and to the public way.
- YES  37. Occupancy classification of adjacent tenants.
- YES  38. Location of space in building.
- YES  39. Direction indicator (N, S, E, W) with arrow.

**Floor Plan Includes**

- YES  40. Scale on each plan and/or detail.
- YES  41. Rooms marked with number and room name or use.
- YES  42. Fire rated and smoke rated assemblies identified using IBC chapter 2.

**Other Items**

- YES  43. Rejected ceiling plan with exit signs and emergency lighting located.
- YES  44. Material specifications
- YES  45. Room finish schedules.
- YES  46. Door and hardware schedule, ratings, and locking arrangements.
- YES  47. Details of all required accessible components.
- YES  48. Furniture fixture/equipment layout plan.
- YES  49. A record utility plan will be submitted prior to Bldg final.
- YES  50. A record as built grading plan will be submitted prior to Bldg final.

Plans will be reviewed by the Community Development Department, applicants can expect a two week turn around once the submittal is complete. Please note other Authorities having jurisdiction may also require plan review for your project. By signing below I acknowledge that the items checked are included on or with the submitted plans.

Licensed Design Professional signature\_\_\_\_\_ Print Name\_\_\_\_\_

Work Phone\_\_\_\_\_ Cell Phone\_\_\_\_\_ Email\_\_\_\_\_

Company Name\_\_\_\_\_ Address\_\_\_\_\_

Zipcode\_\_\_\_\_ Submittal Date\_\_\_\_\_

### Helpful Contacts

[SACprogram@metc.state.mn.us](mailto:SACprogram@metc.state.mn.us) 651 602-1531

[Minnesota Dept of Health](#) 651 201-4500

State Plumbing Plan Review 651 284-5063

Minnesota Dept of Agriculture 651 201-6027

[Minnesota Building Code](#)

[rick.chase@ci.rosemount.mn.us](mailto:rick.chase@ci.rosemount.mn.us) Building Official/Fire Marshal 651 322-2036