



Building Department
5959 Main Avenue, PO Box 9, Albertville, MN 55301
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Jon Sutherland, Building Official
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Commercial Check List and Information

The City of Albertville Building Inspections Department requires the following information be provided with submittal of a **New Construction Commercial Building Permit Application**.

1. One Completed Permit Application
2. Three (3) sets of a Certified Lot Survey
3. Five (5) Full Sets of Building Plans and one (1) reduced set of plans no larger than 11 x 14 or an electronic set emailed to Tleonhardt@ci.albertville.mn.us.
4. **Plans must include** grading; drainage and utility plans, prepared by a Minnesota registered Land Surveyor, as required by the City Engineer.

Plans must be signed by a licensed MN Architect and need to include the following information.

- **Elevation Drawings** (exterior views), of front, rear and sides of the finished building.
- **Floor Plans** of the building for each of the floors showing the dimensions of the space, location of equipment, location of bathrooms, emergency exits, interior walls, fire rated walls, stairs and plumbing and mechanical equipment.
- **Section Drawings** (side cutaway view) showing the details of the footing, foundation construction with a drainage system, waterproofing and insulation, floor, wall and roof construction. Provide copies of the floor and roof truss specifications prepared and stamped by a MN licensed engineer by the framing inspection.
- **Code Analysis** show codes that plans are being reviewed under, list Use Classification, Type of Construction, Occupancy Load, Sprinkled/Non-Sprinkled, Calculated Floor Area – Allowable and Actual, Calculated Height – Allowable and Actual, Exiting and Accessibility.
- **Special Inspection/Testing Agency Form** - A Special Inspections form may be required as specified in the 2000 IBC, Chapter 17.

5. **Provide Energy Calculations** – for the proposed structure, to verify the work meets the State Energy Code requirements.
6. **Provide copies of all soil reports**
7. **Must obtain a Fire Department Key Box prior to issuance of Certification of Occupancy.** Fire Boxes are available in flush mount or service mount. Please see Tori to purchase a Fire Department Key Box.
8. **Separate Permits are required for Plumbing, Heating and Sewer and Water.**
*** Plumbing Plans must be submitted to the MN State Health Dept.**
9. **Commercial SAC & WAC Charges** – SAC charges are determined by our City Engineer in accordance to the Metropolitan Council Environmental Services. SAC and WAC charges are due at the time of permit issuance.
10. **Restaurants or establishments selling any sort of food products must submit plans to the MN Department of Health.**

Where required, plans, documents and specifications must be prepared in accordance with the State Board of Architecture Rules.

State or local license may be required for specific trades (e.g. Plumbing, HVAC, Electrical and Utility)