



NEW COMMERCIAL CHECK LIST AND INFORMATION

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

- Three (3) copies of a Certified Lot Survey
- Five (5) full sets of building plans, one (1) reduced set of plans no larger than 11 x 17, and one (1) electronic copy

PLAN SUBMITTAL REQUIREMENTS:

1. Architectural

- a. All plans must be prepared and signed by a Licensed MN Architect
- b. Cover sheet must include Code Analysis Information for project
- c. Architectural drawings must include elevation drawings of exterior view of front, rear, and sides of finished structure
- d. Floor plans showing the dimensions of the space, location of equipment, bathrooms, emergency exits, interior walls, fire rated walls, stairways, plumbing and mechanical equipment
- e. Section drawings (side cutaway view) showing the details of the footing through the roof
- f. Provide copies of the floor and roof truss specifications prepared and stamped by a Licensed MN Engineer on it
- g. Architect shall submit two (2) hard copies of all addendums
- h. Energy Calculations – to verify the work meets the State Energy Code

2. Engineering

- a. Civil drawings must be prepared and signed by a Licensed MN Engineer
- b. Civil plans must include grading, drainage, and utility plans
- c. Utility plans must include location of sewer and water from street to structure
- d. Fire service must be indicated from street to structure

- e. Location of fire department connection must be identified
- f. Location of fire hydrants within 300 feet of property line
- g. Must submit copies of all soil reports to the City
- h. All lots that are part of a subdivision in which an NPDES Storm Water permit was required must submit a copy of the permit or Subdivision Registration form as well as the Storm Water Pollution Prevention Plan (SWPPP) for the site.
- i. Estimates of SAC & WAC charges may be provided by our City Engineer when requested; charges are due at permit issuance
- j. Upon the completion of the final lot grading and site improvements, the permittee shall submit to the City of Albertville an as-built survey showing that the final lot grading and site improvements are in compliance with the plans approved for the site. A final Certificate of Occupancy will not be issued until as-built has been approved

3. State

- a. Two sets of plumbing plans prepared and signed by a Licensed MN Master Plumber
- b. Restaurants or establishments selling any sort of food products must submit plans to the MN Dept. of Health
- c. Elevators – any project installing elevators or related devices must apply to the MN Dept. of Labor & Industry (visit www.doli.state.mn.us)
- e. An electrical permit must be obtained by the State, visit www.electricity.state.mn.us. Electrical Inspector is Paul Hipsag at 763.241.2102
- f. Special Inspector Testing Agency form may be required as specified in the 2000 IBC, Chapter 18

4. City of Albertville

- a. City license required for all Sewer and Water Contractors
- b. A fire department key box is required prior to issuance of a certificate of occupancy and may be purchased at the city. Boxes are available in surface mount and flush mount . Contact City Hall for more information
- c. The City of Albertville has a dumpster cover Ordinance # 2003-01
All dumpsters must be covered with a secure cover or tarp