



Commercial Building Permit Application

City of Minnetrista

7701 County Road 110 West, Minnetrista MN 55364

CONTACT NUMBERS:

Building Official – 952-241-2509 – building@ci.minnetrista.mn.us

City Office – 952-446-1660 – Web Site: www.cityofminnetrista.com

Complete Site Address (including suite number if applicable):

Suite # _____

Occupant: _____

Property Owner

Name: _____ Contact Person: _____

Address: _____ Email address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

Contractor

Name: _____ Project Manager: _____

Address: _____ Email address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

Architect/Designer/Engineer

Company: _____ Design Professional: _____

Address: _____ MN State Registration #: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Email address: _____

Description of Work

- | | | |
|---|--|---|
| <input type="checkbox"/> Comm/Ind/Public – New | <input type="checkbox"/> Comm/Ind/Public – Alt | <input type="checkbox"/> Comm/Ind/Public – Add |
| <input type="checkbox"/> Comm/Ind/Public – ReRoof | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Commercial Swimming Pool |
| <input type="checkbox"/> Other (describe) | | |

Main Structure /Work Type

- ☐ New ☐ Addition ☐ Interior Finish ☐ Remodel/Alter ☐ Footing/Foundation ☐ Demolish

Complete Plan Review Submittal Checklist on Reverse Side

Estimated Value of Work to be Performed \$ _____

New Construction or Addition Plan Review Submittal

Checklist: **Applicable Building Code: 2020 MN Building Code**

_____ Completed Permit Application

_____ *New Construction* – **2 Complete** Sets of Plans; a plan set shall include accessibility plan, mechanical plumbing plan, and electrical plan. Deferred plans shall be listed when submitted.

Please note that the plans must be folded or separately rolled for distribution; if this is not done it may delay distribution and the review process.

All copies must be signed by a registered professional.

_____ Completed Code Analysis Form

_____ Hennepin County Environmental Health Submittal. **Submittal Date:** _____

If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.

_____ Metropolitan Waste Control Commission- SAC Determination Required

Submittal Date: _____ Contact: Metropolitan Council 651-602-1000

****All plans shall be reviewed for SAC determination prior to issuance of building permit****

Tenant Improvement/Remodel Plan Review Submittal Checklist

Applicable Building Code: 2015 MN Building Code

_____ Completed Permit Application

_____ **3 Complete** Sets of Plans; *Please note that the plans must be folded or separately rolled for distribution; if this is not done it may delay distribution and the review process.*

All copies must be signed by a registered professional.

_____ Completed Code Analysis Form if Code Analysis is not on front of plan

_____ Hennepin County Environmental Health Submittal. **Submittal Date:** _____

If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.

_____ Metropolitan Waste Control Commission - SAC Determination Required

Submittal Date: _____ Contact: Metropolitan Council 651-602-1000

****All plans shall be reviewed for SAC determination prior to issuance of building permit****

Commercial plans are reviewed per the following codes:

- ♦ 2020 MN State Building Code
- ♦ 2020 International Fire Code (IFC) with MN Amendments and City Ordinance
- ♦ 2020 Minnesota Mechanical Code 1346 and Fuel Gas Code
- ♦ 2020 MN Plumbing Code
- ♦ 2020 MN Energy Code & ASHRAE Standard 90.1-2004
- ♦ 2020 National Electrical Code
- ♦ 2020 MN State Accessibility Code Chapter 1341
- ♦ MN codes listed at Website: <http://www.doli.state.mn.us/CCLD/Codes.asp>

Fees and plan review are based on the current Minnetrista Fee Schedule Ordinance

The undersigned hereby represents, upon all of the penalties of the law, for the purpose of inducing the City of Minnetrista to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Minnetrista and rulings of the Building Department.

Applicant's Signature: _____ Date: _____

The Applicant is: _____ Owner _____ Contractor _____ Architect

For Office use only

ZONING APPROVAL BY:

DATE:

BUILDING APPROVAL BY:

DATE:

Paid: _____ **Date:** _____ **Receipt No.** _____ **By:** _____

**CITY OF MINNETRISTA
BUILDING PERMIT/PLANS
DATA PRACTICES ADVISORY**

You may be required to submit building plans with your building permit application so that the City of Minnetrista can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.01 defines government data as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public **ONLY** if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37, subdivision 1(a) as being “government data that disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.”

OR

Trade secret information defined by Minnesota Statutes Section 13.37, subdivision 1(b) as being “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The Responsible Authority for the City of Minnetrista will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies to the City’s use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(a) and are to be treated as protected data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

Copyright Holder's Name

Copyright Holder's Phone Number

Copyright Holder's Address

Copyright Holder's Email Address

Name of Applicant (Please Print)

Date

Signature of Applicant

Property Address

FOR STAFF USE ONLY

_____ Meets Minnesota Statute and is classified as non-public information

_____ DOES NOT meet Minnesota Statute and is classified as PUBLIC information

Responsible Authority for the City of Minnetrista

Date



City of Minnetrista

Code Analysis Requirements ~ Required to be Completed

7701 County Road 110 West, Minnetrista MN 55364

A Code Analysis is required on all commercial plans. Please include the following information when submitting commercial plans for review and approval.

Project Information

Site Location: _____

Total Tenant Square Footage: _____

Building Code Analysis

1. **Commercial plans are reviewed per the following codes:**

- 2020 MN Energy Code & ASHRAE Standard 90.1-2010
- 2020 MN Fire Code and City Ordinance
- 2020 Minnesota Mechanical Code 1346 and Fuel Gas Code
- MN Codes listed on website at
www.doli.state.mn.us/CCLD/codes.asp

- 2020 MN Plumbing Code
- 2020 MN State Building Code
- 2020 National Electrical Code
- 2020 MN Accessibility Code Chapter
1341

2. Construction Type: _____

3. Tenant Occupancy by Group and Division _____

■ Sprinkled/Non-Sprinkled

■ Fire barrier and/or fire wall requirements

4. Occupant Load:

5. Exiting:

- Exit Width Calculation

Required:

Actual:

- Exit Arrangement/Travel Distance

Required :

Actual:

6. Identify all areas designed for high pile storage

7. Plumbing Fixture Calculations

Required:

Actual:

Deferred plan submittals – Plumbing, Mechanical, Electrical, Fire Sprinkler and Smoke Evacuation Systems.

All deferred submittals shall come with Architect/Engineer's approval, signed and sealed, before submittal to Building Department for review.