



COMMERCIAL & INDUSTRIAL PLAN SUBMISSION MATRIX

Review will not be started until submission materials are complete.

Additional Information:

- a. Basic plumbing fixture plans may be required with some building permit applications for calculating fixture counts and SAC charges.
- b. **Civil Plans must include:** A Certificate of Survey showing proposed location of the building/s, setbacks, and all easements; site plan; soil boring locations; utility plan; exterior lighting plan (with photometric); landscape plan; SWPPP; and grading, drainage & erosion control plan.
- c. All fire suppression plans valued at more than \$2,500 must apply to the State Fire Marshal's office for review, permit issuance, and inspections.
- d. All electrical plans must be submitted to the State of Minnesota for review, permit issuance, and inspections. Visit dli.mn.us for electrical permits.
- e. Materials being submitted must include building, HVAC, plumbing, and electrical plans as related to the project and type of application, including any State-stamped plans.

Project Title:		Plan Type		
Project Address:		Building Permit Plan Sets	Civil Plan Sets	Electronic Plan Sets
All plans submitted for review must be 24" x 36" size (Arch D) or smaller. Larger plans will not be accepted.				
Check one	PROJECT TYPE	Quantity Required		
	Building Addition	2	1	1
	Building Construction, New (at time of application)	1	1	1
	Building Demolition	2	0	1
	Exterior Signage, New (wall, monument, pylon, etc.) <i>Free-standing signage requires a certificate of survey with location and setbacks clearly marked.</i>	2	1	1
	Fire Sprinkler or Alarm permit (20 or more heads must be sent to the state Fire Marshal for review)	0	3	1
	Interior Remodel/Interior Tenant Build-out <i>No exterior site work.</i>	2	1	1
	Interior Remodel/Interior Tenant Build-out <i>Exterior site work included: parking lot improvements or expansion, utility changes, etc.</i>	2	1	1
	Mechanical (HVAC) permit	2	0	1
	Plumbing permit <i>Projects with more than five (5) fixtures must be reviewed by the State of Minnesota.</i>	2	0	1
	SAC square footage based on Met Council's most current guidelines <i>Applicants shall identify all use categories and square footage as applicable on worksheet provided.</i>	1	0	1
	Site work (parking lot expansion, grading/drainage, landscaping, photometric plans and cut sheets, etc.)	0	1	1

For Office Use Only	Date submitted:	Distributed by:
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