

Commercial/Industrial/Institutional

I. Steps to obtaining a Building Permit for New Construction and Additions.

1. **Site Plan Review**-Contact the Zoning Department at (651)266-9008 to set up a meeting with Site Plan Review. Members of Public Works, Zoning, Building Plan review and other city departments are present to review proposed plans and provide comments.
2. **Preliminary Building Plan Review**-Contact Plan Review at (651)266-9007 to set up a meeting. This meeting is to look at preliminary plans and discuss any code issues prior to submittal for permit. We will pull in other departments like Fire, Warm Air, etc.
3. **“The Rounds”**-A completed Building Permit application and 2 complete sets of plans (Architectural, Structural, and Mechanical), must be taken to Public Works Addresses and Sewers for their stamp off.
 - a. Address is located on the 10th floor of City Hall Annex.
 - b. Sewer is located on the 7th floor of City Hall Annex.
4. **SAC**-New buildings and additions will be assessed a Service Availability Charge unless the addition is very small or there are credits to be used on the property. Contact Metro Waste for a SAC determination at (651)602-1113.
5. **Submittal for Permit**-The completed building permit application, and the 2 complete sets of plans that have been on “The Rounds” should be submitted to the plan review department for review. The plans will be routed through the other departments (Mechanical and Structural) also so submit plans well before the projected start date to allow for any requested revisions.

NOTE: Restaurants and structures containing commercial kitchens or other amenities which require permit from the Environmental Health Department must have plans and specs submitted also. The Environmental Health Department can be contacted at (651)266-9134.

NOTE: Buildings located in the Historic Preservation District must be approved by the Historic Preservation Commission. HPC Staff is available to answer questions at (651)266-9078.

NOTE: Demo permits must be submitted on all existing buildings prior to demo to award SAC credits and get approval from all other city departments.

II. Building Permit for Remodels and Change of Occupancy.

1. **Zoning**-Contact the Zoning department to verify any additional parking requirements or non-conforming uses in the zoning district.
2. **Submittal for Permit**-Submit 2 complete sets of plans (Architectural, Structural, and Mechanical) to the Plan Review Department for review and approval. The plans will be routed through the other departments (Mechanical and Structural) also so submit plans well before the projected start date to allow for any requested revisions.

NOTE: Restaurants and structures containing commercial kitchens or other amenities which require permit from the Environmental Health Department must have plans and specs submitted also. The Environmental Health Department can be contacted at (651)266-9134.

NOTE: Buildings located in the Historic Preservation District must be approved by the Historic Preservation Commission. HPC Staff is available to answer questions at (651)266-9078.

NOTE: The project may result in issuance of SAC Charges or Credits which will be determined by Plan Review Staff. It is an extensive project in institutional or industrial buildings it may be required to contact Metro Waste for determination.