



SAINT PAUL
SAFETY & INSPECTIONS

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Building Plan Review Submittal Requirements Commercial Remodel



Purpose: Establish requirements at the time of plan review submittal to enable accurate and timely reviews.

Scope: All commercial change of use, tenant improvements or remodels

Instructions: This form should be filled out by a licensed design professional. It should be signed and uploaded to the ProjectDox software with plan review submittals. Please check the box next to the applicable items included for review. Incomplete submittals may result in review delays. Plan Review can be reached via email DSI-BuildingPlanReview@ci.stpaul.mn.us, fax at (651) 266-9124 and phone at (651) 266-9007 from 7:30 am - 4:30 pm, Monday through Friday.

Project Name: _____

Site Address: _____

General Items:

- Sewer Availability Charge (SAC) determination application submitted to Metropolitan Council Environmental Services (MCES) MCES
- Completed contact list with names, phone numbers, email addresses and physical addresses of building owner, contractor, tenants and all design professionals
- Energy code compliance documents

Plan Requirements:

- Complete set of plans and specifications (Civil, Landscape, Architectural, Structural, MEP, etc.)
- All plan sheets are signed by the appropriate design professional (electronic signature is allowed)
- Project name and correct building address provided on title sheet
- Site Plan showing proposed parking and identifying the accessible route per Minnesota Rules Chapter 1341
- Key plan of the building

Code Analysis includes:

- Energy code path
- Description of occupancy/use
- Occupancy classification per 2020 MN Building Code
- Construction type per 2020 MN Building Code
- Relevant square footages, stories and allowable area
- Occupant load
- Number of exits required and number of exits provided
- Indicate if building will have a fire protection system
- Common path of egress travel, measured at right (90 degree) angles

Separated/non-separated uses with supporting information

Plumbing fixture count

Key plan includes:

Location of project space within the existing building

Occupancy Classification of adjacent tenants

Direction indicator (North, South, East or West) with arrow

Life Safety Plan:

Exit path and accessible route to the exterior and public way

Required occupant width and designated occupant load for each exit

Location of special locking devices (card reader, panic hardware, delayed egress, etc.)

Location and rating for fire rated walls and shafts (color coded)

Floor plans include:

Scale on each plan and/or detail

Rooms marked with number and room name or use

Fire-rated and smoke-rated assemblies identified using 2020 MN Building Code Chapter 7 definitions

Other items:

Reflected ceiling plan with exit signs and emergency lighting located

Material Specifications

Room finish schedule

Door and hardware schedules, including all locking arrangements

Details of all required accessible components including data on required 20% accessible upgrades

Furniture/fixture/equipment layout plan

Comments:

I acknowledge that the items checked on the list above are included on or with the submitted plans.

Full Name: _____ Date: _____

Work Phone: _____ Cell Phone: _____ Email: _____

Company Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____