



**SAINT PAUL**  
SAFETY & INSPECTIONS

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## Building Plan Review Submittal Requirements Commercial New/Addition



**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](mailto: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 Special Structural Testing and Inspection Schedule and SSTIS Guidelines
- 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, verify address with Public works
- 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

*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)
- Direction indicator (North, South, East, or West) with arrow
- Occupancy classification of all spaces

*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: \_\_\_\_\_