



CITY OF SAINT PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS
375 JACKSON STREET, SUITE 220
ST. PAUL, MINNESOTA 55101-1806
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Visit our Web Site at www.stpaul.gov/dsi

Plan Review Submittal Checklist Commercial New/ Addition

Purpose: Establish submission requirements at the time of permit application to enable accurate and timely reviews.

Scope: All new commercial buildings and commercial building additions.

Site Address: _____

Instructions: A licensed design professional must check the items submitted in the space provided and include a copy of the signed form with all plan submittals. Plan Review can be reached at 651.266.9007 from 7:30 am - 4:30 pm, Monday through Friday.

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 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 2015 MN Building Code

Construction type per 2015 MN Building Code

Relevant square footages, stories and allowable areas

Occupant load

Number of required exits and number of provided exits

Indicate if building is or is not fire sprinklered

Common path of egress travel, measured at right (90 degree) angles

Separated/ non-separated uses with supporting information

Plumbing fixture count

Key plan includes:

Exit path to the exterior and to the public way

Occupancy classification of adjacent tenants

Location of space in building

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

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 2015 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

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

Print Name: _____ Date: _____

Work Phone: _____ Cell Phone: _____ Email: _____

Company Name: _____ Address: _____ Zip Code: _____