

Commercial building permit checklist for new construction

To be completed by the architect of record (please print).

Project name: _____

Project address: _____

Project contact: _____ Phone number: _____ Email: _____

Developer

Project developer: _____ Phone number: _____

Developer address: _____

City: _____ State: _____ Zip code: _____

Architect

Architectural design firm: _____ Phone number: _____

Address: _____

City: _____ State: _____ Zip code: _____

Architect of record: _____ Registration number: _____ Email: _____

Engineering firm

Engineering firm: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip code: _____

Project engineer: _____ Email: _____

Building code design criteria

Type of construction: _____ Occupancy group(s): _____ Building height: _____

Number of stories: _____ Flood area (total and each floor): _____

Submission checklist

NEW — Alterations and addition commercial building permits and plans will be accepted in digital format and uploaded at ePermits webpage <https://www.stlouispark.org/services/permits>.

NEW — At the time of submission, 50 percent of the estimated plan review fee will be collected. The fee is nonrefundable, but it will be put towards the plan review fee once the permit is issued.

- Completed building permit application and checklist (Application not needed for electronic submittals.)
- One full set of construction plans signed by a Minnesota state licensed architect and/or engineer, including architectural, structural, civil, site, grading, utility, landscaping and lighting plans
- One digital spec book
- [Energy code calculation worksheet](#)
- St. Louis Park [public right of way permit application](#)
- St. Louis Park [erosion control permit application](#)
- [Special inspection and testing agreement form](#)
- Soil testing report
- SAC determination letter from the [Metropolitan Council](#) is required prior to permit issuance

Please allow a minimum of 15 business days for plan reviews

Additional documentation may be required due to variations and/or revisions of projects

All plans and specifications must be signed by the Minnesota registered architect, engineer or surveyor who prepared them as required by the Minnesota Board of Architecture, Engineering, Land Surveying and Landscape Architecture rules.

Preconstruction meetings can be arranged by calling the St. Louis Park Inspections Department at 952.924.2588

Helpful phone numbers

- St. Louis Park City Hall— 952.924.2500
- St. Louis Park Inspections Department — 952.924.2588
- St. Louis Park Community Development Department/Zoning Division — 952.924.2575
- St. Louis Park Engineering Department — 952.924.2656
- St. Louis Park Fire Department — 952.924.2595
- St. Louis Park City Clerk — 952.924.2840
- Metropolitan Council — 651.602.1000
- Gopher State One Call — 800.252.1166 or 651.454.0002
- Hennepin County Environmental Health — 612.543.5200
- Minnesota Department of Agriculture — 651.231.0958

Helpful websites

- [City of St. Louis Park](#)
- [Metropolitan Council](#)
- [Bassett Creek Watershed Management Commission](#)
- [Minnehaha Creek Watershed District](#)
- [Gopher State One Call](#)
- [Minnesota Department of Labor and Industry](#)
- [Hennepin County Environmental Health](#)

The City of St. Louis Park has adopted the following codes:

- 2015 Minnesota State Commercial Building Code
- 2015 Minnesota State Residential Building Code
- 2015 Minnesota State Accessibility Code
- 2015 Minnesota State Mechanical and Fuel Gas Codes
- 2015 Minnesota State Plumbing Code
- 2015 Minnesota State Radon and Energy Code
- 2014 National Electrical Code
- Minnesota State Building Code Chapter 1306 Sprinklers for new and existing buildings