

## Commercial building permit checklist for additions and alterations

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

Project address: \_\_\_\_\_

### Contractor

Contractor: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Architect

Architectural design firm: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Architect of record: \_\_\_\_\_ Registration number: \_\_\_\_\_ Email: \_\_\_\_\_

### General contractor

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### 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\*\***

\*Additional permit applications are required for electrical, plumbing, mechanical, sewer and water, fire protection, food and beverage, parking lots, driveways, fences, working in the right of way and erosion control.

Plans and specifications must be signed\*\* by the Minnesota Registered Architect, Engineer, or Surveyor who prepared them when required by the Minnesota Administrative Rules 1800.5200, see attachments. \*\*Electrical, Plumbing, and Mechanical plans do not need to be signed if there is no changes to the load on the systems involved.

Preconstruction meetings can be arranged by calling the St. Louis Park Building and Energy Department at 952.924.2588

### Helpful phone numbers

- St. Louis Park City Hall— 952.924.2500
- St. Louis Park Building and Energy 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
- Hennepin County Environmental Health — 612.543.5200
- Minnesota Department of Agriculture — 651.231.0958
- Metropolitan Council — 651.602.1000

### Helpful websites

- [City of St. Louis Park](#)
- [Metropolitan Council](#)
- [Minnesota Department of Labor and Industry](#)
- [Hennepin County Environmental Health](#)

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

- 2015 Minnesota State Building Code
- 2015 Minnesota State Residential Building Code
- 2015 Minnesota State Accessibility Code
- 2012 Minnesota State Plumbing Code
- 2015 Minnesota State Radon and Energy Code
- 2015 Minnesota State Mechanical and Fuel Gas Codes
- 2014 National Electrical Code