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 — All 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.
☐ Upload full set of construction plans (as separate sheets) 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, uploaded into the documents folder
☐ 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:**
- 2020 Minnesota State Building Code
- 2020 Minnesota State Residential Building Code
- 2015 Minnesota State Accessibility Code
- 2012 Minnesota State Plumbing Code
- 2020 Minnesota State Radon and Energy Code
- 2020 Minnesota State Mechanical and Fuel Gas Codes
- 2017 National Electrical Code