



## CITY OF COLUMBUS

16319 Kettle River Blvd. Columbus Mn.55025

651-464-3120 Phone, 651-464-5922 Fax

Building Department hours: M-F 8:00 am to 1:00 pm.

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### **New Commercial Building Process Guide and Permit Submittal Checklist**

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## **Construction Permit Submittal Checklist**

### **Building Permit**

- Building Permit Application.

### **Survey** (Two copies of existing site conditions):

- Show all property lines and a north arrow.
- Existing spot elevations sufficient to show the existing elevation and grade of the site.
- Location of existing building (survey to be completed prior to demolition when a building exists) including finished grade elevations at the building corners.
- Existing streets, sidewalks and alleys, curb cuts, fire hydrants, and trees located in the public right of way (ROW). Indicate if public areas are to be vacated, if any.
- Signature of a Minnesota Licensed Surveyor.

### **Site Plan Set** (Two copies of proposed work, scaled and dimensioned):

- Show all property lines, a north arrow, and the date the plans were drawn.
- Plan showing proposed re-grading of the site.
- Building footprint of any existing structures to remain.
- Proposed building footprints and square footages (include garages and other structures).
- Floor plan for each floor.
- Existing and proposed streets, sidewalks and alleys, include existing and proposed curb cuts. Indicate if public areas are proposed to be vacated.
- Other impervious surfaces (driveways, walkways, decks, patios, etc.).
- Walls, screens, fences, and trash enclosures (show location, type and height).
- Dimensioned parking spaces. Indicate how the parking will be designed.
- Proposed and existing lighting (location, type and size).
- Mechanical equipment (air conditioning units, electrical transformers, etc.).
- Drainage Information: Indicate the direction of water drainage from the site and building by use of elevations, contours, drainage directional arrows, swales, etc.
- Locations of gutters, downspouts, and sump pump discharge areas.
- Erosion control plan.
- Plan sheets must be signed by the appropriate Minnesota licensed design professional

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### **Building Elevations** (Two copies, scaled and dimensioned):

- Building elevations for each facade showing the following: height of existing structures and proposed height of new site structures.

### **Construction Plan Set** (Two copies)

- Construction documents shall be prepared by a licensed architect and /or engineer and must be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the code.

- 2007 Minnesota Building Code**

**State Building Code Amendment Chapter 1300.0130 Submittal documents.** Plans, specifications, engineering calculations, diagrams, soil investigation reports, special inspection and structural observation programs and other data shall constitute the submittal documents and shall be submitted in two (2) sets with each application for a permit. When such plans are not prepared by an architect or engineer, the Building Official may require that the plans be prepared by a licensed architect or engineer. The Building Official may require plans, computations and specifications to be prepared and designed by an engineer or architect licensed by the State to practice as such even if not required by State law.

**Information on plans and specifications:** Plans and specifications shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations.

Plans including the phrase "Preliminary — not for construction" will not be accepted for permit review.

Minnesota Rules 1800.5200 require plans be prepared by a licensed architect and / or engineer except when exempted by Minnesota Statutes Section 320.03, Subdivision 2. The law and applicable codes in Minnesota have requirements that professional submissions must be certified by the professional who prepared them or supervised their preparation.

- Structural tests and special inspections program** (when required by IBC Chapter 17). See guidelines beginning on page 28 of the Minnesota State Building Code and the program summary schedule found on page 33. Program summary schedule is to be provided prior to permit issue.

### **Energy Code Compliance Worksheet** (exterior envelope & ventilation)

- Submit documentation (worksheets) indicating compliance path choices for the building envelope, heating, ventilation, air conditioning, and service water heaters.
- Signed affidavit by the electrical designer (engineer) verifying power and lighting compliance as required in ASHRAE 90.1 with State amendments.

### **Protection of Adjoining Property/Shoring Plan**

- Plan or written explanation showing how adjoining property will be protected during the excavation and construction until the final grade is established.

### **Construction Contract**

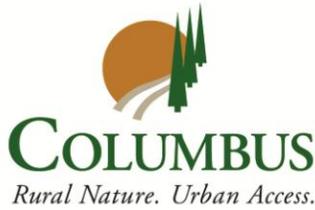
- Provide a copy of the contract for cost verification.

### **Service Availability Charge (SAC)**

- Complete a SAC Determination with Metropolitan Council Environmental Services, Contact # 651-602-1421

### **Plumbing Plan**

- Submit Plumbing Plans as required to the Minnesota Department of Labor and Industry Plumbing Division for review and approval.



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## COMMERCIAL PERMIT APPLICATION

Permit Number \_\_\_\_\_ Date Received \_\_\_\_\_

Job Address		Current Owner	
Legal Description PID #			
Contractor Phone #	Address License #	Lead Certification #	
Architect Phone #	Address Registration #		
Engineer of Record Phone #	Address Registration #		
Use of Building			
Type of Work <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Building <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Other, describe.			
Description of Project			
Number of Plumbing Fixtures or Appliances to be installed.			
Occupancy Classification _____		Type of Construction _____	
Number of Stories _____		Total Sq. Feet _____	
Zoning District _____			
Valuation of Work \$ _____			
<small>SEPARATE PERMITS ARE REQUIRED FOR BUILDING, ELECTRICAL, PLUMBING, HVAC, FIREPLACES AND FIRE SUPPRESSION SYSTEMS. THIS PERMIT BECOMES NULL AND VOID AFTER 180 DAYS OR IF CONSTRUCTION IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AFTER WORK HAS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPILED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. THE CITY OF COLUMBUS RESERVES THE RIGHT TO REQUIRE ADDITIONAL FEES FOR STAFF REVIEW NOT TYPICALLY ASSOCIATED WITH PERMIT APPLICATIONS OR THE ISSUANCE THEREOF.</small>			
Signature of Applicant _____		Date _____	
Printed Name of Applicant _____		Date _____	
<small>APPLICANT WILL SUPPLY PLUMBING FIXTURE COUNT FOR FEE CALCULATION.          APPLICANT WILL SUPPLY HEAT LOSS CALCULATION AND COMPLETE LIST OF APPLIANCES TO BE INSTALLED FOR A MECHANICAL PERMIT.          ADDITIONAL INFORMATION MAY BE REQUIRED TO BE SUBMITTED TO THE BUILDING OFFICIAL FOR REVIEW IN ORDER TO VERIFY COMPLIANCE WITH APPLICABLE CODES AND OR ORDINANCES.</small>			
<b>For Office Use Only</b>			
Permit Fee _____	Plan Review Fee _____	State Surcharge _____	SAC Units _____
Sewer _____	Water _____	License Fee _____	Plumbing Fee _____
Mechanical Fee _____	Professional Services _____	Other _____	Penalty _____
Total Fee _____		Rec. # _____	Date Pd. _____
<small>NOTE: Only Cash or Check Accepted for Building Permit Payment.          Make Checks payable to The City of Columbus</small>			



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PERMIT NUMBER \_\_\_\_\_

**PERMIT APPLICATION FOR FIRE SUPPRESSION SPRINKLING SYSTEM**

JOB ADDRESS \_\_\_\_\_

Legal Description \_\_\_\_\_

Owner's Name \_\_\_\_\_ Telephone \_\_\_\_\_

General Contractor \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Contractors License Number \_\_\_\_\_

**TO BE SUBMITTED: Four (4) copies of the Blue Print or Plans.**

Approximate Starting Date \_\_\_\_\_ Approximate Completion Date \_\_\_\_\_

Valuation of Work \$ \_\_\_\_\_

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

TOTAL AMOUNT DUE \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_