



16319 Kettle River Blvd. Columbus Mn. 55025
 651-464-3120 Phone
 Building Department hours: M-F 8:00 am to 2:30 pm.

COMMERCIAL PERMIT APPLICATION

Permit Number _____ Date Received _____

Job Address _____	Current Owner _____
Legal Description PID # _____	
Contractor Phone # _____	Address License # _____
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 _____ Total Sq. Feet _____	
Number of Stories _____ 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>	
For Office Use Only	
Permit Fee _____ Plan Review Fee _____ State Surcharge _____ SAC Units _____	
Sewer _____ Water _____ License Fee _____ Plumbing Fee _____	
Mechanical Fee _____ Professional Services _____ Other _____ Penalty _____	
Total Fee _____ Check # _____ Rec. # _____ Date Pd. _____	
NOTE: Only Cash or Check Accepted for Building Permit Payment. Make Checks payable to The City of Columbus	



New Commercial Construction Process Guide and 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

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.
- 2015 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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PERMIT NUMBER _____

PERMIT APPLICATION FOR FIRE SUPPRESSION SPRINKLING SYSTEM

JOB ADDRESS _____

Property ID # _____

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 \$ _____

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

CHECK # _____ ACCOUNT HOLDER _____

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT _____ DATE _____

REVIEWED BY _____ DATE _____

BUILDING OFFICIAL _____ DATE _____