

Commercial Building Permit Application Procedure

1. Submittal of required documents by applicant:

- Completed Building Permit Application
- Two complete sets of scaled drawings, to include:
 - ❖ Architectural drawings
 - ❖ Structural drawings
 - ❖ Electrical drawings
 - ❖ Mechanical drawings
 - ❖ Plumbing drawings
 - ❖ Site/Civil drawings

Plans and specifications shall be prepared and certified by an architect or engineer as required by Minnesota Rules 1800.5200.

(<http://www.revisor.leg.state.mn.us/arule/1800/5200.html>)

Certification and signature on plans as required by Minnesota Rules 1800.4200.

(<http://www.revisor.leg.state.mn.us/arule/1800/4200.html>)

- Two copies of construction specifications
- One copy of energy code details, to include:
 - ❖ Minnesota Energy Code commercial envelope calculations
 - ❖ Electrical power and lighting calculations

2. Plan review by city:

The plans are routed to the Planning and Zoning Department, Engineering Department and Fire Marshal Office, respectively, for the appropriate departmental review. At the time of reviews the appropriate department may contact you with questions or concerns. After the plan has been approved by the above mentioned departments it is returned to the Inspections Department for building code compliance review.

Including, but not limited to:

- Review/verification by City Planning & Zoning Office for compliance with City Zoning codes
- Review/verification by City Engineering Department
- Review/verification by City Fire Marshal Department for compliance with State Fire codes
- Review/verification of compliance with State Building codes

3. Issuance of Permit

- After approval of all documents

Commercial plans are reviewed per the following codes:

- 2007 Minnesota Building Code (MSBC)
 - ❖ 2006 International Building Code (IBC) with MN Amendments
 - ❖ MN Accessibility Code: Chapter 1341 of MSBC
 - ❖ 2006 International Fire Code (IFC) with MN Amendments
 - ❖ 2000 International Mechanical Code (IMC) with MN Amendments
 - ❖ 2003 MN Plumbing Code
 - ❖ 2000 MN Energy Code
 - ❖ 2005 National Electrical Code
- City of St. Cloud Ordinances

At time of application you will receive a job number (example: C08-100), this number is required to obtain any information during the permit process until a building permit is issued. Once a permit is issued please use the permit number when inquiring about the job.

Coordination and submittal of complete permit and plan documents is the responsibility of the applicant and/or agent. Incomplete documents may prolong permit issuance.

Commercial Contractor Licensing Procedure

License required: No person, firm or corporation shall engage in a business of commercial contracting in the City of St. Cloud without first securing an annual license. Such license shall expire on December 31 of each year.

A commercial contractor is a building contractor engaging in work other than work performed under a license from the State of Minnesota as a residential building contractor, remodeler or specialty contractor in the business of contracting or offering to contract to improve residential real estate, all terms as defined by Minnesota Statute, Chapter 326.83.

To obtain a commercial contractor license for the City of St. Cloud the following must be submitted to the City's Building Official:

- Commercial contractor's license application
 - ❖ Available at City Hall or on-line
- **(Original)** \$25,000 License and/or Permit Surety Bond
 - ❖ Must have the Principal's signature notarized
 - ❖ Must be for a **Commercial Contractor**
 - ❖ City of St. Cloud **DOES NOT** supply Bonds
- Proof of Workers' Compensation insurance
- Certificate of liability insurance for \$100,000/\$500,00/\$250,000

Classification of License:

- Class A: Commercial contractors whose annual gross and total building operations exceed a sum of \$50,000.
- Class B: Commercial contractors whose annual gross and total building operations exceed a sum of \$25,000 and not more than \$50,000.
- Class C: Commercial contractors whose annual gross and total building operations are less than \$25,000.

See the City of St. Cloud ordinance Section 445 for more information.
On the web at: <http://ci.stcloud.mn.us/Web/departments/Legal/Code/SEC445.html>

Minnesota Statute, Chapter 326.83 on the web at: <http://www.revisor.leg.state.mn.us/stats/326/83.html>