



DEVELOPMENT SERVICES BUILDING INSPECTIONS

160 Lake Street North
Big Lake, Minnesota 55309

Building Inspections (763) 263-5440
City Hall (763) 263-2107
Fax (763) 263-0133

COMMERCIAL, INDUSTRIAL & INSTITUTIONAL PERMITS

Apply for permits at City Hall on weekdays between 8:00 a.m. and 4:30 p.m. Completed permit applications may be mailed. Commercial and industrial permitting time depends on complexity of the work and completeness of plans.

**Three (3) weeks may be required for permit processing for new buildings and major additions.
Work must not begin until the permit and the job copy of the plan are on the job site.**

BUILDING PERMIT REQUIREMENTS:

1. **Completed Application Form.**
2. **Submit five (5) complete set of the following plans and specification to the Big Lake City Hall; sets may include:**
 - Land Survey (Boundary or topographic may be required)**
 - Landscape Plans**
 - Civil/Site Development Plans for Grading, Drainage, Paving, Site Lighting / Photometric Plans**
 - Civil/Site Development Plans for Utilities (Water Mains, Sanitary Sewer, Storm Sewer)**
3. **Submit three (3) complete sets of the following plans and specifications to the Big Lake City Hall; sets may include:**

<input type="checkbox"/> Soils Analysis**	<input type="checkbox"/> Plumbing Plans**
<input type="checkbox"/> Site Plans	<input type="checkbox"/> Mechanical Plans**
<input type="checkbox"/> Building Plans**	<input type="checkbox"/> Fire Suppressions**
<input type="checkbox"/> Structural Plans**	<input type="checkbox"/> Fire Alarm System**
<input type="checkbox"/> Special Inspections	<input type="checkbox"/> Environmental Remediation**
<input type="checkbox"/> Energy Calculations	
<input type="checkbox"/> Electrical Plans and Energy Calculations	
<input type="checkbox"/> Shop drawings, structural calculations, and other documents as necessary	
<input type="checkbox"/> Food Establishment Kitchen Equipment Plans and Specifications	

(Minnesota Dept. of Health approval is required prior to building permit application.)

NOTE: ** As applicable, plans and specifications must be prepared and certified by a Minnesota licensed Architect, Engineer, Landscape Architect, or Land Surveyor according to the laws of the State of Minnesota. When a Nurseryman, Master Plumber,, or Master Electrician prepares plans and specifications for his own work, plans and specifications must be certified with the signature and license number of that individual, as applicable.

- **When required, land use permits, recording of land use documents, and an on-site development surety must be approved and in place prior to building permit issuance.**

Required on-sited development sureties include bond, letter of credit or approved equal to insure the installation and maintenance of required landscaping materials such as trees, shrubs, sod, irrigation system, etc. Additional sureties may be required if there is a developers agreement for the project.

- **Deferral of permit submittals must be pre-approved by the Building Official. The Architect or Engineer of record must coordinate submittal documents and must list deferred submittals on the plans submitted for the building permit.**

This informational document may not comprehensively address all City ordinances regarding the subject addressed. It is provided to serve only as a helpful guide during design phase. Any site preparation or other work requiring permits is not allowed until all required permits have been issued by the City of Big Lake.

PLUMBING PERMITS:

1. Completed Application form.
2. Plumbing plans, specifications, and riser diagrams when necessary (signed by Minnesota Master Plumber or Professional Engineer as required).

HEATING/MECHANICAL PERMITS:

1. Completed Application form.
2. Heat Loss and Heat Gain Calculations.
3. Mechanical plans, shop drawings, and specifications when necessary (signed by Professional Engineer as required).

SEWER PERMITS:

1. Completed Application form.
2. Site utilities plan when necessary (signed by Minnesota Master Plumber or Professional Engineer when required).

WATER PERMITS:

1. Completed Application form.
2. Site utilities plan, specifications, and riser diagrams when necessary (signed by Minnesota Master Plumber or Professional Engineer as required).

FIRE SUPPRESSION/ALARM SYSTEM PERMITS:

Fire Suppressions:

1. Completed Application form.
2. Three (3) sets of Site Utilities Plans, Fire Suppression/Sprinkler Plans, Specifications, Riser Diagrams, and Hydraulic Calculations when necessary (signed by Fire Protection Engineer, Minnesota Master Plumber, or Professional Engineer as required).

Fire Alarm System:

1. Completed Application form.
2. Two (2) sets of plans and specifications including cut sheets of equipment and devices.

STATE OR CITY LICENSE MAY BE REQUIRED FOR ANY WORK IN THE BUILDING TRADES.

Please address all inquiries to:

City Administration, Public Relations	Scott Johnson City Administrator	(763) 263-2107 Fax: (763) 263-0133 E-Mail: scott@ci.big-lake.mn.us
Economic Development, Redevelopment	Jim Thares Economic Development Director	(763) 263-2107 Fax: (763) 263-0133 E-Mail: scott@ci.big-lake.mn.us
Land Use / Site Design / Landscaping	Katie Larsen, Senior Senior City Planner	(763) 263-2107 Fax: (763) 263-0133 E-Mail: scott@ci.big-lake.mn.us
Public Utilities	Mike Goebel Public Works Director	(763) 263-2268 Fax: (763) 263-0133 E-Mail: mike@ci.big-lake.mn.us
	Bradley C. DeWolf, P.E. City Engineer	(612) 756-1032 Fax: (763) 427-0833 E-Mail: bradde@bolton-menk.com
	Jared Voge, P.E. Assistance City Engineer	(612) 756-0326 Fax: (763) 427-0833 E-Mail: jaredvo@bolton-menk.com
Building, Fire & Life Safety Code	Inspectron, Inc. Building Official	(800) 322-6153 Fax: (651) 322-7580
	Tony Eisinger Fire Chief	(763) 263-3456 Fax: (763) 263-7006 E-Mail: biglakefire@sherbtl.net
Food Service / Commercial Kitchens	Minnesota State Department of Health – St. Paul	(320) 650-1078