



Commercial Building Permit Application Procedure

1. Separate Permits/Applications are required for plumbing, electrical, mechanical, fire sprinkler, fire alarm, site utility, etc.

2. **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
 - ❖ Certificate of survey, Architectural site plan, Civil site plan

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>)
- One copy of construction specifications
- One copy of energy code details, to include:
 - ❖ Minnesota Energy Code commercial envelope calculations
 - ❖ Electrical power and lighting calculations ASHRE 90.1

3. **Plan review by city:**

The plans are routed to the Planning and Zoning Department, Engineering/Building 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. The Building Official may require more plans, specifications, details, equipment or other shop drawings, materials and/or manufacturers installation requirements per MSBC 1300.0130. After the plan has been approved by the above mentioned

departments, it is returned to the Inspections Department for building code compliance review. All plumbing plans and all site utility plans must be submitted to the Department of Labor and Industry Construction Codes and Licensing Division plumbing plan review unit for their approval. The plumbing permit cannot be issued until we receive the plan approval letter from DLI-CCLD

Additional sets may be submitted too expedite the plan review process, 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 by City Building Inspection Department

4. Issuance of Permit

- After approval of all documents

Commercial plans are reviewed per the following codes:

- Current Minnesota State Building Code (MSBC)
 - ❖ Current International Building Code (IBC) with MN Amendments
 - ❖ MN Accessibility Code: Chapter 1341 of MSBC, Chapter 11 IBC and ANSI A117.1-2003
 - ❖ Current International Fire Code (IFC) with MN Amendments
 - ❖ Current International Mechanical Code (IMC) with MN Amendments
 - ❖ Current MN Plumbing Code
 - ❖ Current MN Energy Code
 - ❖ Current National Electrical Code
 - ❖ Special Inspection Agreement per IBC Chapter 17
- City of Red Wing Ordinances

Once a permit is issued, please use the permit number and site address when inquiring about the job or scheduling inspections.

Coordination and submittal of complete permit and plan documents is the responsibility of the applicant and/or agent, it is also their responsibility to get all other required approvals from other entities. Examples: Minnesota Department of Health, Goodhue County Environmental Health...)
Incomplete documents may prolong permit issuance.

