



Commercial Building Permit Application Procedure

1. Submittal of required documents by applicant:

- a) Completed Building Permit Application
- b) Completed Storm Water & Erosion Control Permit Application
- c) Two complete sets of scaled drawings, to include:
 - Architectural drawings
 - Structural drawings
 - Electrical drawings
 - Mechanical drawings
 - Plumbing drawings
 - Site/Civil drawings
 - Storm Water & Erosion Control drawings

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

<https://www.revisor.mn.gov/rules/?id=1800.5200>

The certification and signature on plans shall be as required by Minnesota Rules 1800.4200.

<https://www.revisor.mn.gov/rules/?id=1800.4200>

- d) Two copies of construction specification manuals
- e) One copy of energy code compliance forms in accordance with ASHRAE Standard 90.1, to include:
 - Building envelope compliance forms
 - HVAC compliance forms
 - Service water heating compliance forms
 - Lighting compliance forms

2. Plan review by the City:

The plans are concurrently routed to the Community Development Department (Building and Zoning Code review), and the Engineering Department (Storm Water Ordinance Review) for administrative review and approval.

- Review by the Community Development Department for Zoning compliance under City Land Use Requirements- *Chapter 30, Grand Rapids Municipal Code of Ordinances.*
- Review by the Engineering Department for compliance with storm water, drainage, and erosion control requirements
- Review by the Building Safety Division of the Community Development Department for compliance with the State Building Codes

3. Plan review by Minnesota State Plumbing Division (DOLI) and the Minnesota State Fire Marshal Division:

Plumbing plans are required to be sent to the Minnesota State Plumbing Division (DOLI) for review and approval. Also Fire Sprinkler plans shall be submitted to the Minnesota State Fire Marshal Division for review and approval.

- Review by Minnesota State Plumbing Division for compliance of State Plumbing Code
- Reviewed by Minnesota State Fire Marshal Division for compliance of Minnesota State Fire Code

4. Issuance of Permit

- After approval of all submitted documents

Commercial plans are reviewed per the following codes:

- 2007 Minnesota State Building Code
- 2006 International Building Code with MN amendments
- 2006 International Mechanical and Fuel Gas Codes
- 2007 MN Accessibility Code: Chapter 1341 of the MSBC
- 2007 Minnesota State Fire Code
- 2009 Minnesota State Plumbing Code
- 2009 Minnesota State Energy Code
- Most current National Electrical Code
- City of Grand Rapids Municipal Code

Coordination and submittal of complete permit application and plan documents is the responsibility of the applicant. Incomplete information or documents may delay issuance of the approved permit.