



City of Brooklyn Center

Building & Community Standards Department
 6301 Shingle Creek Pkwy, Brooklyn Center, MN 55430
 2199

**Commercial Building Permit
 Application Submittal
 Requirements**

Project Name _____ Address _____

PID _____

Contact _____ Title _____

Phone o) _____ c) _____ email _____

Commercial Building Permit Application Submittal Requirements

A Complete List of Construction Documents Includes:

(Depending on the scope of projects, some items may not apply)

Please check (✓) the following items included with your submittal:

1)	A completed building permit application.
2)	For new construction, attach a copy of the City Council resolution with conditions of approval.
3)	Four complete sets of signed architectural plans and specifications including structural, plumbing, mechanical (HVAC), electrical and/or fire suppression. 2 sets of specification books. (A hard copy and digital pdf as-built must be submitted at the completion of the project prior to receiving the Certificate of Occupancy).
4)	SAC determination letter from Metropolitan Council. Call 651-602-1421.
5)	Certificate of Survey.
6)	Erosion control, Drainage and Utilities plan(s) as approved by the City Engineer.
7)	Soil boring test(s) documentation from an engineering firm or approved agency.
8)	A completed Minnesota Energy Code Analysis as outlined in Minnesota State Building Code Ch. 1323. (See handout).
9)	A completed life/safety egress plan and building code analysis.
10)	Hennepin County Environmental Health plan review and approval of kitchen/food establishment and restaurant equipment, swimming pool/facilities open to the public, and/or hotels/motels or the Minnesota Department of Agriculture, if applicable. Call 612-543-5200.
11)	Drawings depicting location and type of construction of trash enclosure/recycling area that contain 1000 sq ft or over, per MSB 1303.1500.
12)	Signed plumbing plans. State approved review letter and approved plumbing plans, if applicable.
13)	Separate permits are required for fire suppression systems. Plans must be signed by a registered MN Fire Protection Engineer or a NICET level 3 or 4 designer. State Fire Marshall approval, if applicable.
14)	A completed Special Inspections schedule along with a list of the qualifications of individuals performing Special Inspections. (See form).

Please submit all documents to the Building Official in the Building and Community Standards Department. Documents will be distributed to the appropriate department for review (Planning, Engineering, Fire and Building). Permit turn-around times vary due to the complexities of the plans and the completeness of the plans submitted. If you have questions, please call 763-569-3330.