



Tenant Improvement Permit Requirements

The City of Albertville Building Inspections Department requires the following information be provided with submittal of a Commercial Tenant Finish/Occupancy application.

1. One Completed Permit Application (see attached)
2. Two (2) Full Sets of Building Plans and one (1) reduced set of plans no larger than 11 x 17 or an electronic set emailed to maeghanb@albertvillemn.gov
3. Plans must be signed by a licensed MN Architect and need to include the following information. *(Unless otherwise approved by the Building Official)*
 - Floor Plans showing the dimensions and layout of the space, location of equipment, fixture layout, accessible cash wrap detail, location of bathrooms, fitting rooms (if applicable), emergency exits, fire extinguishers, interior walls, fire rated walls, stairs and plumbing and mechanical equipment.
 - Code Analysis show codes that plans are being reviewed under, list Use Classification, Type of Construction, Occupancy Load, Sprinkled/Non-Sprinkled, Calculated Floor Area – Allowable and Actual, Calculated Height – Allowable and Actual, Exiting and Accessibility.
4. Provide Energy Calculations – for the proposed structure, to verify the work meets the State Energy Code requirements.
5. Must obtain a Fire Department Key Box prior to issuance of Certification of Occupancy. Fire Boxes are available in flush mount or service mount. Please contact the Building Department to purchase a Fire Department Key Box.
6. Separate Permits are required for Plumbing, Heating, Fire Suppression, Fire Alarms, Commercial Kitchen Equipment and Signage – both permanent and temporary.
Plumbing and fire suppression plans may have to be submitted to the state for review - verify with City/State
7. Commercial SAC & WAC Charges – SAC charges are determined by our City Engineer in accordance to the Metropolitan Council Environmental Services. SAC and WAC charges are due at the time of permit issuance.



8. Restaurants or establishments selling any sort of food products must submit plans to the MN Department of Health.

Where required, plans, documents and specifications must be prepared in accordance with the State Board of Architecture Rules.

State or local license may be required for specific trades (e.g. Plumbing, HVAC, Fire, Electrical and Utility) Any questions, contact our Building Department at 763-497-3384, ext 103.



BUILDING PERMIT APPLICATION

5959 Main Avenue NE
 Albertville, MN 55301
 Phone: 763.497.3384 Fax 763.497.3210

Date Received _____
 Date Notified _____
 Date Paid _____
 Ck, Cash, CC _____
 Permit # _____

Site Address: _____
Business Name: _____
The Applicant is: _____ Owner _____ Contractor _____ Tenant

Legal Description: PID # _____
 Addition _____ Lot _____ Block _____

Owner:
 Name _____ Address _____

City _____ State _____ Zip _____

Email _____

Phone (H) _____ (W) _____ (C) _____

Contractor:
 Company Name _____ License # _____

Address _____ City _____ St _____ Zip _____

Contact Person _____ Email _____

Phone: (W) _____ (C) _____ (Fax) _____

Architect:
 Name _____ Address _____

City _____ State _____ Zip _____

E-Mail _____

Phone (W) _____ (C) _____ (Fax) _____

Type of Work:

<input type="checkbox"/> New Construction Residential	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Finish Bsmt
<input type="checkbox"/> New Construction Commercial	<input type="checkbox"/> Garage/Shed	<input type="checkbox"/> Reside/Reroof	<input type="checkbox"/> Fireplace
<input type="checkbox"/> Tenant Finish	<input type="checkbox"/> Plbg	<input type="checkbox"/> Htg	<input type="checkbox"/> Deck

Description of Work: _____

Size of Structure:	Total Square Footage:
Length _____	First Floor _____
Width _____	Second Floor _____
Height _____	Basement _____
	Garage _____

Estimated Valuation of Work: \$ _____

Separate permits are required for electrical, plumbing, heating or fireplace. I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. It is applicants responsibility to locate and establish the elevations, if needed, of all site improvements. Required adjustments at owners expense. I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible.

Applicants Signature _____ Applicants Printed Name _____ Date _____

Approved by Building Official _____ Value Approved _____ Date _____

Special Conditions or Comments: _____

BUILDING PERMIT FEES

Permit _____
 Surcharge _____
 Plan Check _____
 Engineering (site) _____
 Mechanical _____
 Fireplace (s) _____
 Plumbing _____
 Sewer _____
 Water _____
 Water Meter _____
 City WAC _____
 JP WAC _____
 SAC _____
 Storm Water _____
 License Check _____
 Other _____
TOTAL _____

Type of Const. _____
 Use of Bldg _____
 Occupancy Group _____
 Occupancy Load _____
 Zoning _____
 Code Used _____

Are Fire Sprinklers Required?
 Yes No

	Date	Approved
Fire Dept.	_____	_____
City Engineer	_____	_____
Notify of Assoc & Covenant	_____	_____
Public Works	_____	_____
City Planner	_____	_____