



NEW COMMERCIAL HANDOUT

The City of Albertville Building Inspections Department requires the following information be provided with submittal of a **New Commercial Building Permit Application**.

- Two (2) copies of a Certified Lot Survey
- Two (2) Full Sets of Building Plans and one (1) reduced set of plans no larger than 11 x 17 and one electronic copy

PLAN SUBMITTAL REQUIREMENTS:

1. Architectural

- a. All plans must be prepared and signed by a Licensed MN Architect in accordance with State Statute.
- b. Cover sheet must include Code Analysis Information for project
- c. Architectural drawings must include elevation drawings of exterior view of front, rear, and sides of finished structure
- d. Floor plans showing the dimensions of the space, location of equipment, bathrooms, emergency exits, interior walls, fire rated walls, stairways, plumbing and mechanical equipment
- e. Section drawings (side cutaway view) showing the details of the footing through the roof
- f. Provide copies of the floor and roof truss specifications prepared and stamped by a Licensed MN Engineer on it
- g. Architect shall submit one (2) hard copies of all addendums
- h. Energy Calculations – to verify the work meets the State Energy Code

2. Engineering

- a. Civil drawings must be prepared and signed by a Licensed MN Engineer
- b. Civil plans must include grading, drainage, and utility plans
- c. Utilities plans must include location of sewer and water from street to structure
- d. Fire service must be indicated from street to structure
- e. Location of fire department connection must be identified

- f. Location of fire hydrants within 300 feet of property line
- g. Must submit copies of all soil reports to the City
- h. All lots that are part of a subdivision in which an NPDES Storm Water permit was required must submit a copy of the permit or Subdivision Registration form as well as the Storm Water Pollution Prevention Plan (SWPPP) for the site.
- i. Estimates of SAC & WAC charges may be provided by our City Engineer when requested; charges are due at permit issuance
- j. Upon the completion of the final lot grading and site improvements, the permittee shall submit to the City of Albertville an as-built survey showing that the final lot grading and site improvements are in compliance with the plans approved for the site. A final Certificate of Occupancy will not be issued until as-built has been approved.

3. State

- a. Two sets of plumbing plans prepared and signed by a Licensed MN Master Plumber
- b. Restaurants or establishments selling any sort of food products must submit plans to the MN Dept. of Health
- c. Elevators – any project installing elevators or related devices must apply to the MN Dept. of Labor & Industry (visit www.doli.state.mn.us)
- e. An electrical permit must be obtained by the State, visit <http://www.dli.mn.gov/business/electrical-contractors>. Electrical Inspector is Paul Hipsag 763-241-2102
- f. Special Inspector Testing Agency form will be required as specified in the 2015 Minnesota State Code, Chapter 17

4. City of Albertville

- a. City license required for all Sewer and Water Contractors.
- b. A fire department key box is required prior to issuance of a certificate of occupancy and may be purchased at the city. Boxes are available in surface mount and flush mount. Contact City Hall for more information.
- c. The City of Albertville has a dumpster cover Ordinance # 2003-01 All dumpsters must be covered with a secure cover or tarp.



5959 Main Avenue N.E.
P.O. Box 9
Albertville, MN 55301

As-Built Survey Requirements (Commercial Lot)

Upon the completion of the final lot grading and site improvements, the permittee shall submit to the City of Albertville an as-built survey/plans showing that the final lot grading and site improvements are in compliance with the plans approved. A registered Minnesota land surveyor and/or engineer, as specified, shall sign as-builts.

The certification shall contain at a minimum the following information:

1. As-built finish floor elevations.
2. As-built footprint of buildings
3. As-built footprint of parking lot and driveways.
4. As-built grade elevations of building corners.
5. As-built top of curb elevations at all corners, high points, low points, and at a minimum interval of 100'.
6. As-built spot elevations of all graded retention ponds, swales and wetlands.
7. As-built ground elevation at all emergency overflow (EOF) locations.
8. As-built ground elevation at all lot corners.
9. As-built rim and invert elevations at all manholes (storm and sanitary sewer).
10. As-built locations of sewer and water services.
11. As-built pipe lengths and grades for storm sewer and sanitary sewer lines.
12. As-built top nut of hydrant elevations.
13. As-built swing ties to all gate valves, curb stops and cleanouts. The maximum swing tie length is 100 feet and the swing ties must be made to manholes, catch basins, hydrants and/or permanent building corners.
14. As-built retaining wall elevations along top and bottom of wall.
15. Identify all wetland delineations and wetland demarcation.
16. As-built 100 Year HWL / OHWL contour of any water features (ponds, wetlands, etc.).
17. As-built elevations of all storm water conveyance swales and drainage ways.
18. Verification that all property corners are in place as of this date.



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:
 New Construction Residential
 New Construction Commercial
 Tenant Finish
 Addition
 Garage/Shed
 Plbg
 Alteration
 Reside/Reroof
 Htg
 Finish Bsmt
 Fireplace
 Deck

Description of Work: _____

Size of Structure: Length _____ Width _____ Height _____
Total Square Footage: First Floor _____ Second Floor _____ 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?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Dept.	Date _____	Approved _____
City Engineer	_____	_____
Notify of Assoc & Covenant	_____	_____
Public Works	_____	_____
City Planner	_____	_____