



<b>EDINA BUILDING DEPARTMENT INFORMATION SHEET</b>		SHEET NUMBER IS-002
SUBJECT Requirements for Obtaining Building Permit - New Commercial		REVISION NUMBER 3 on 1/11/07
CODE REFERENCE 2000 IBC 106	APPROVAL <i>Steve G. Nicholson</i>	EFFECTIVE DATE 1/25/02
		PAGE 1 OF 1

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Address: \_\_\_\_\_

**DATE RECEIVED**      **REQUIRED?  
YES/NO**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Permit Application   |
| _____ | _____ | 2. Council approval (attach conditions). Case # _____   |
| _____ | _____ | 3. Approved Minnesota Department of Health plans for pools and licensed health care facilities<br>Submit pool plans & specs to:                      Submit health care facility plans to:<br>Minnesota Dept of Health, Suite 220,              Minnesota Department of Health, Suite 300<br>P.O. Box 64975, St. Paul, MN 55101              85 East 7 <sup>th</sup> Place, St Paul, MN 55164<br>Phone: 651 215 0836                                      Phone: 651 215 8700 |
| _____ | _____ | 4. SAC determination letter. For more information contact:<br>Metropolitan Council, Wastewater Services, 230 E. 5 <sup>th</sup> St., St. Paul, MN 55101<br>Attention: Jodi Edwards, 651-602-1113  |
| _____ | _____ | 5. Registered survey prepared in accordance to Edina City Policy #P-005   |
| _____ | _____ | 6. Approved landscaping plan  |
| _____ | _____ | 7. Cash or Letter of Credit (covering landscaping, curb and gutter, bituminous, etc.) Amount determined by Planning and/or Engineering Departments  |
| _____ | _____ | 8. Soil tests   |
| _____ | _____ | 9. Erosion Control, Drainage & Utility plans - signed by MN civil engineer  |
| _____ | _____ | 10. 800 MHz radio coverage requirements acknowledgement. ECC 485, BSP-08F   |
| _____ | _____ | 11. MEC exterior envelope energy calculations   |
| _____ | _____ | 12. MEC lighting power budget requirements checklist  |
| _____ | _____ | 13. Building plans & specifications - signed by MN architect. Structural plans signed by MN structural engineer. Prepared in accordance with Edina City Policy #P-001.  |
| _____ | _____ | 14. HVAC plans - signed by MN mechanical engineer   |
| _____ | _____ | 15. Fire Sprinkler plans - signed by MN fire protection engineer or NICET Level 4 sprinkler system designer   |
| _____ | _____ | 16. Fire alarm plans  |
| _____ | _____ | 17. Electrical plans - signed by MN electrical engineer or contractor   |
| _____ | _____ | 18. Plumbing plans - signed by MN mechanical engineer or master plumber   |
| _____ | _____ | 19. Special Structural Testing & Inspection Schedule  |
| _____ | _____ | 20. Description of occupancy  |
| _____ | _____ | 21. Contact List - Names, phone numbers, addresses of: building owner, contractor, tenants & all design professionals   |
| _____ | _____ | 22. Variance approval (Planning/Zoning Department) if applicable  |
| _____ | _____ | 23. Complete plans for any food preparation or serving area (Health Department)   |
| _____ | _____ | 24. Watershed District permit   |

Submit two (2) complete sets of plans and specifications. Each sheet of at least one plan set and the signature page of at least one specification book must include wet signatures of the design professionals. Submit three (3) sets when food preparation is involved.

Plans must be reviewed & approved by Planning Dept., Engineering Dept., Fire Dept. and Inspections Dept. (building, plumbing and HVAC). Plan review meetings with the designers are required at 30%, 60% and 90% plan completion unless otherwise indicated by the City plan reviewer. Additional meetings will be scheduled if necessary. Plan review time will vary, but in all cases each permit applicant should allow a minimum of three weeks after correct, complete submittals & application have been submitted to the Inspections Dept.