



## Building Permit Plan Intake Checklist Commercial & 3+ Multi-Family Residential 2016 R1

Applicants, use this checklist to make sure your plans and application packet are complete. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. Bring this list to the permit counter when you come or return to make your permit application.

Project address

Applicant name

Applicant phone

Applicant Checklist	Required Items	Required-New Building	Required-Addition	Required-Interior Remodel with Change of Use	Required-Interior Remodel NO Change of Use	Sitework and Foundation Only	Staff use only		
							Pre-Application Verification	STAFF	
							Notes	Verified	Not Accepted
	Three identical sets: Survey, Site, Civil, Architectural & Structural plans  Do not submit Mechanical and Plumbing plans with building permit application. Separate submittal and review at time of HVAC or Plumbing permit application.	x	x	x	x	x			
	<b>One specification manual in electronic format.</b>	x	x	x	x	x	<i>As applicable to the project. Can be delayed, but need prior to start plan review.</i>		<
	One 11 x 17 complete <b>full</b> set including boundary survey and zoning code summary. May exclude structural	x	x	x		x	<i>For Planning Division review.</i>		
	One 11 x 17 complete <b>civil</b> set including boundary survey	x	x	x		x	<i>For Engineering Division review.</i>		
	Plans certified and signed by MN licensed design professional(s) in accordance with MN Rules	x	x	x	x	x			
	Building permit application completed	x	x	x	x	x			
	Valuation	x	x	x	x	x			
	<b>Design professional designation form</b>	x	x	x	x	x	<i>Commercial and 3+ multi-family with value over \$100,000</i>		
	Plan review fee payable to the city of Duluth	x	x	x	x	x	<i>Commercial and 3+ multi-family with value over \$100,000</i>		
	<b>Memorandum of Understanding for Phased Projects</b>	x	x	x	x	x	<i>Documents scope of permit, signed by applicant and Const Services</i>		<
	Completed UDC Zoning Compliance Summary	x	x	x		x			
	Completed Sustainability Checklist for new residential development 3 or more units or non-residential with GFA 10,000 sf or more, 2 copies (can be delayed, but required prior to plan review)	x					<i>As applicable to the project. Can be delayed but required prior to plan review.</i>		<
	Erosion control permit application and plans	x	x			x	<i>If applicable to the project</i>		<
	Drainage Report. One Copy.	x	x			x	<i>If applicable to the project</i>		<
	City of Duluth Public Improvement plan, 5 copies, 11 x 17.	x	x			x	<i>If applicable to the project</i>		<
	Sanitary Sewer Extension Application or copy of email correspondence from Chief Utilities Engineer stating not required	x	x			x	<i>If applicable to the project</i>		
	Soils Report (can be delayed submittal, but required prior to plan review) one hard copy and one in electronic format	x	x			x			<
	Other plans and documents as required by UDC, 2 copies	x	x	x		x	<i>As applicable to the project</i>		
	Code Summary for Building Code (see handout for required information), 3 copies	x	x	x	x	x			
	Calculations for area increases shown	x	x	x		x			<
	Sprinklered or Not indicated	x	x	x	x	x			
	<b>FOUR</b> copies of a Code and Life Safety Plan (showing fire resistive rated construction type and rating per MSBC Ch 7), identifying the egress system, exit signage, emergency lighting locations, fire alarm control panel, fire department connection, accessible entrances and egresses, elevators, incidental use rooms, occupancy classifications and types(s) of construction.	x	x	x	x	x	<i>Items as applicable to the project. 1-Site; 2-Record; 3-Fire Dept; 4-Mech Review</i>		
	Copies of special approvals by Planning Commission or Council	x	x	x		x	<i>Items as applicable to the project</i>		<
	Boundary survey, number of copies as noted above	x	x	x		x			

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Site Plan. Number of copies as noted above		x	x	x		x				
Legal description on Site Plan		x	x	x		x				
Drawn to scale		x	x	x		x				
Property line dimensions shown		x	x	x		x				
Consistent with survey		x	x	x		x				
Existing and proposed structures shown, dimensioned and distances between buildings shown		x	x	x		x				
Setback dimensions from property lines shown		x	x	x		x				
Easements on property shown		x	x	x		x				
Adjacent streets and alleys shown		x	x	x		x				
Driveways shown		x	x	x		x				
Fire equipment access road shown		x	x	x		x				
Fire hydrants shown with dimensions from building		x	x	x		x				
Landscape Plan		x	x*	x*	x*	x*				* See UDC 50-25.1 for applicability
Lighting Plan		x	x*	x*	x*	x*				* See UDC 50-31.1 for applicability
Special Inspection Form or architect's certification on plan that none required (can be a delayed submittal, but required prior to plan approval)		x	x	x	x	x				<
Structural calculations (Required prior to plan review. Include design criteria and sample calculations)		x	x			x			If applicable to the project	<
Documentation of compliance with current MN Commercial Energy Code. Download Compliance Forms at: <a href="http://www.ashrae.org/technology/page/97">http://www.ashrae.org/technology/page/97</a> - scroll down the page to "Interactive 90.1-2004 Compliance Forms". As an Alternate Method may use ICC 2012 CommCheck. (can be a delayed submittal, but required prior to permit)		x	x	x						<
CAF Fee Determination when applicable (WLSSD Verification) (can be a delayed submittal, but required prior to permit)		x	x	x	x	x			If applicable to the project	<
If Food Service Facility is part of the project applicant must submit plumbing plans to Todd Carlson (218.730.4051) and Const Services must receive written approval prior to plumbing permit issuance.		x	x	x	x	x			If applicable to the project	<
Firestopping details approved by the design professional (can be delayed)									If applicable to the project	<
Shop drawings approved by the design professional (can be delayed)									If applicable to the project	<
Written request for use of Alternate Method, Design or Material (can be delayed) (see form for preparation requirements)									If applicable to the project	<
Plans for high piled storage, hazardous material storage and quantities, approved by the design professional before submittal									If applicable to the project	<
<b>Commissioning plan in accordance with MN Commercial Energy Code.</b>		x	x	x	x				When required by MN Energy Code.	<
HVAC mechanical plans are to be submitted separately with HVAC permit application		x	x	x	x				If project includes mechanical work: Submit 2 copies of plans to Construction Services with HVAC permit application.	<
Plumbing plans are to be submitted separately with plumbing permit application.		x	x	x	x				Local review if over 25 plumbing openings. ALL work in hospitals, nursing homes, supervised living facilities, other licensed health care facilities and school require plan review by state, MN DOLI Plumbing Section	<
Hood Suppression System Plans with Appliance Layout to be submitted separately with Hood Suppression application		x	x	x	x				If project includes a commercial kitchen hood. See separate submittal requirements.	<