



Construction Services & Inspections

411 W 1st St Rm 210 Duluth MN 55802 218 730 5300 permittingservices@duluthmn.gov

Building Permit Plan Intake Checklist **Commercial & 3+ Multi-Family Residential 2017** 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	New Building	Addition	Interior Remodel with Change of Use	Interior Remodel NO Change of Use	Sitework and Foundation Only	Notes	Staff use only	
								Verified	Delayed Submittal
APPLICATIONS - duluthmn.gov/onestop									
	Building Permit Application completed w/ valuation. <i>Pre-paid plan review fee Commercial and 3+ Multi-Family with value over \$100,000.00</i>	x	x	x	x	x			
	Erosion Control Permit Application and Plans	x	x			x	<i>If applicable to the project</i>		<
	Sanitary Sewer Extension Application - For Engineering <i>Or copy of correspondence from Chief Utilities Engineer stating not required</i>	x	x		x	x	<i>If applicable to the project</i>		
PLANS									
	Three identical sets: Survey, Site, Civil, Architectural, Structural, Code Summary & Life Safety plans, Energy plans, Lighting and Landscaping plans <i>Certified & signed by MN licensed design professional(s) in accordance with MN Rules</i>	x	x	x	x	x	<i>Mechanical and Plumbing plans separate submittal and review at time of HVAC or Plumb permit</i>		
	Code Summary & Life Safety plan - one digital copy	x	x	x	x	x	<i>Can be delayed - required prior to plan approval</i>		<
	Zoning set - Zoning Code Summary, Boundary Survey, Lighting and Landscaping plans, Arch. Site plan, Arch. Elevations, <i>exclude structural - one 11x17 complete set</i>	x	x	x		x	<i>For Planning Division review</i>		
	Civil set including Boundary survey - one 11 x 17 complete set	x	x	x		x	<i>For Engineering Division review</i>		
FORMS - duluthmn.gov/onestop									
	Design Professional in Responsible Charge form <i>Commercial and 3+ Multi-Family with value over \$100,000.00</i>	x	x	x	x	x	<i>If applicable to the project</i>		
	Special Inspection Form <i>Or Architect's certification in Code Summary that none are required</i>	x	x	x	x	x	<i>Can be delayed - required prior to plan approval</i>		<
	Energy Compliance Worksheet - <i>with all supporting documents as required</i>	x	x	x	x	x			<
	CAF (Capacity Availability Fee) Determination <i>Dan Belden - WLSSD - dan.belden@wlssd.com 218 740 4774</i>	x	x	x	x	x	<i>Can be delayed - required prior to permit issuance</i>		<
	UDC Zoning Compliance Summary	x	x	x		x	<i>For Planning Division review</i>		<
	Sustainability Checklist - 2 copies <i>New Residential Development 3 or more units or Commercial w/ GFA 10,000 sf or more</i>	x					<i>1 - Planning review 1 - Building review</i>		<
	Alternate Method, Design or Material written request form - <i>with all supporting documents</i>	x	x	x	x	x	<i>Can be delayed - required prior to plan review</i>		<
REPORTS / DOCUMENTATION									
	Specification Manual - <i>one in electronic format</i>	x	x	x	x	x	<i>If applicable to the project</i>		<
	Structural Calculations - <i>include design criteria and sample calculations</i>	x	x			x	<i>If applicable to the project</i>		<
	Soils Report - <i>one hard copy and one in electronic format</i>	x	x			x			<
	Drainage Report - <i>one copy - For Engineering</i>	x	x			x	<i>If applicable to the project</i>		<
OTHER									
	State Project Jurisdiction Agreement	x	x	x	x	x	<i>If applicable to the project</i>		
	High piled storage, hazardous material storage, quantities - Approved by design professional	x	x	x	x		<i>If applicable to the project</i>		<
	Firestopping details - Approved by design professional - <i>can be delayed</i>	x	x	x	x		<i>If applicable to the project</i>		<
	Shop drawings - Approved by design professional - <i>can be delayed</i>	x	x	x	x	x	<i>If applicable to the project</i>		<
	Food Service Facilities - Compliance with Fats, Oils and Grease Ordinance - For Engineering	x	x	x	x	x	<i>Approval required prior to permit issuance</i>		<
	Copies of special approvals by Planning Commission or Council	x	x	x		x	<i>If applicable to the project</i>		<



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Applicants, use this along with the checklist to make sure your plans and application packet are complete and include all items.

SITE PLAN - Items to be included

- Legal description on site plan
- Property line dimensions shown with setback dimensions
- Existing and proposed structures shown, dimensioned, distances between buildings shown
- Adjacent streets and alleys shown
- Fire equipment access road shown, fire hydrants shown with dimensions from building
- Drawn to scale
- Consistent with survey
- Easements on property shown
- Driveways shown
- Exterior accessible route

CODE SUMMARY - Items to be included

- List of codes the building was designed to comply with
- Area, height and number of stories - including calculations
- Occupancy use group classifications
- Extent of fire protection systems - Sprinklered, standpipes, detection, alarms, smoke, etc.
- Type(s) of construction
- Separated or Non-separated uses
- Occupant load(s)

LIFE SAFETY PLAN - Items to be included

- Fire resistive rated construction type and rating
- Fire walls, fire barriers, fire partitions, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways identified
- Distance to property lines, streets, and building on same site
- Fire department connection and fire alarm control panel
- Areas of refuge
- Incidental use areas
- Full means of egress shown
- Travel distance - Common path and exit access distances
- Number of occupants using each exit and width calculation
- Exit signage shown and emergency lighting locations
- Accessible entrances and exits, accessible elements
- Location of address on building

ENERGY CODE COMPLIANCE DRAWING SHEETS - Items to be included on Energy Drawings

- Narrative explanation of energy code compliance approach
- Schedule of energy-related features, including building construction components, services and equipment. List the U-value, R-value or other energy metric used with each item. Plan sheet or specification section for each item in the construction documents.
- Drawings depicting the thermal envelope and continuous air barrier
- Indication whether system commissioning is required. Prior to issuance of permit, the individual or company providing system commissioning must be acknowledged by project owner.

- ** **HVAC Permits** - Submit HVAC Permit Application along with *two sets* of the HVAC / Mechanical Plans. HVAC / Mechanical plans will be verified for design compliance with the Building Life Safety plans.
- ** **Plumbing Permits** - Submit Plumbing Permit Application along with *two sets* of the Plumbing Plans. If total is greater than 25 openings or includes a food service facility, plumbing plan review is required prior to issuance of plumbing permit. **ALL work in hospitals, nursing homes, supervised living facilities, licenced health care facilities and schools require plan review by MN State DOLI Plumbing Section.**
- ** **Fire Suppression Permit** - Submit Fire Suppression Permit Application along with *two sets* of required plans and documents, including appliance layout.
- ** **Phased Projects** - Phased projects require special approval by the City of Duluth. A Memorandum of Understanding, written by the City of Duluth, will be required to be signed by all parties involved.
- ** **City of Duluth Public Improvement Plan** - *5 copies (11 x 17) to be submitted for review* - For Engineering

CONTACT INFORMATION

<http://www.duluthmn.gov/onestop>

Permitting Services 218-730-5240
Planning and Zoning 218-730-5580
Engineering 218-730-5200