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Commercial Project Summary, Code Analysis, and Life Safety Plan Requirements

Code Summary

Code summary must include all codes applicable to the project:

- ☐ 2020 MN State Building Code (2018 International Building Code with 2020 MN Amendments)
- ☐ 2020 MN Conservation Code for Existing Buildings – List the ONE method used – Prescriptive – Work Area– Performance
- ☐ 2020 MN Accessibility Code – Provide Compliance Narrative
- ☐ 2024 MN Energy Code - ASHRAE Standard 90.1-2019 – Provide Compliance Documentation
- ☐ 2020 MN Mechanical and Fuel Gas Code - 2020 MN State Plumbing Code - 2020 Electrical Code
- ☐ 2020 MN State Fire Code
- ☐ 2026 Unified Development Chapter (UDC)– City of Duluth's Zoning Regulations – Show compliance for project items.

Minimum Project Summary and Code Analysis

All projects must have a summary and code analysis that includes the following:

- ☐ Project Summary – Completely describe the project to be covered with this permit.
- ☐ Building Information – Area of the building including all floors – Separated or Non-Separated Uses Documented
- ☐ Construction Type – Per Chapter 6 of the Minnesota Building Code.
- ☐ Occupancy of the Space – Per Chapter 3 of the Minnesota Building Code. – Note if it is a Change of Occupancy.
- ☐ Occupancies in the Entire Building – Per Chapter 3 of the Minnesota Building Code.
- ☐ Sprinkler Status of the Building – If it is sprinklered include system type being used if known.

Change of Occupancy, Alterations, New Building, or Addition Projects

Additional information for these projects may be required:

- ☐ When using the Conservation Code for Existing Buildings (CCEB), use only one of the compliance methods and provide a code path that can be followed by the Plans Examiner. Show when the CCEB directs the project to the specific chapters in the Minnesota Building Code.
- ☐ Address all items which are applicable to the project for every chapter in the Minnesota Building Code. Include both the code requirement & what is being used in the project (Show how the project meets the code). Include any calculations or documentation needed to show compliance.
- ☐ Plumbing fixture Calculations in chapter 29 to be based on actual use & not the official Occupancy Classification
- ☐ Minnesota Accessibility Code – Provide a narrative, analysis, or summary detailing how the project complies.

☐ Minnesota Energy Code – Include documentation in addition to the summary of how the project complies. Energy Code Plan may be required to show the thermal envelope in both plan and building section views. Please note that there is a new COM-check specifically for the 2024 Minnesota Energy Code.

Life Safety Plan – Required in addition to written Summaries and/or Analysis

All items shall be shown on the Life Safety Plan as we do not review electrical, equipment, or other plans for these items. On standard floor plans (and section drawing if applicable) include the following to create a Life Safety Plan:

☐ Identify rooms or spaces. Include square footage, occupancy, and occupant load for each space.

☐ Egress from Building to Right of Way – Show common path & total travel distances. Include distance from building to property line. Show exit enclosures, passageways stairways, horizontal exits, and any areas of refuge.

☐ Identify Rated Walls & Assemblies (List rating & wall type -(partition, barrier or fire wall))

☐ Fire-Protection/Life Safety Systems: Fire Department connection & control panel, Knox box location, standpipes, detection, alarms, smoke-control, emergency power, exit signage, emergency lighting, etc.

☐ Accessibility - entrances, routes, areas of refuge, features (Bathrooms, drinking fountains, visible alarms)

Unified Development Chapter (UDC) – City of Duluth's Zoning Regulations

☐ Include all items, in a narrative, previously discussed with a City Planner to show compliance with the UDC.