

Commercial Building Intake Checklist Commercial & 3+ Multi-Family Residential

Applicants, use this checklist to make sure your plans and application packet are complete. Find more details on the other side of this form about each item on the list. 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. You can find applications, forms, and other information on the CSI website at www.duluthmn.gov/csi.

Project address

Applicant name

Applicant phone

Has the project had a Construction Services Pre-Review Meeting? Y/N

Planning Pre-Application Meeting? Y / N

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 by CSI	
APPLICATIONS									
1	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		A	LUT
2	Erosion Control Permit Application and Plans	X	X			X	<i>When applicable</i>	A	LUT
PLANS - See reverse for required information to be provided on plans									
3	Three copies BOUNDARY SURVEY w/ legal description. <i>Certified & signed by licenced surveyor.</i>	X	X			X		A	LUT
4	Three identical sets CIVIL plans. <i>Certified & signed by MN licensed design professional(s) in accordance with MN Rules</i>	X	X			X		A	LUT
5	Three copies ARCHITECTURAL SITE plans. See reverse for plan requirements. <i>Certified & signed by MN licensed design professional(s) in accordance with MN Rules</i>	X	X	X	X	X		A	LUT
6	Three identical sets BUILDING plans. See reverse for plan requirements. <i>Certified & signed by MN licensed design professional(s) in accordance with MN Rules</i>	X	X	X	X	X		A	LUT
7	One additional set CIVIL plans including Boundary survey - 11 x 17 format	X	X			X		A	LUT
8	MECHANICAL and PLUMBING - can be included for reference only	X Separate submittal. See reverse for explanation							
FORMS									
9	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>When applicable</i>	C	LUT
10	Special Inspection Form <i>Or Architect's certification in Code Summary that none are required</i>	X	X	X	X	X	<i>Required prior to plan approval</i>	C	PEX
11	Energy Compliance Worksheet - with all supporting documents as required - see reverse	X	X	X	X	X		A	L/P
12	CAF (Capacity Availability Fee) Determination <i>Dan Belden - WLSSD - dan.belden@wlssd.com 218 740 4774</i>	X	X	X		X	<i>Required prior to permit issuance</i>	C	LUT
13	UDC Zoning Compliance Summary	X	X	X		X		B	LUT
14	Sustainability Checklist - 2 copies <i>New Residential Development 3 or more units or Commerical w/ GFA 10,000 sf or more</i>	X					<i>When applicable</i>	B	LUT
15	Alternate Method, Design or Material written request form - <i>with all supporting documents</i>	X	X	X	X	X	<i>When applicable</i>	C	PEX
REPORTS / DOCUMENTATION									
16	Specification Manual - <i>one in electronic format</i>	X	X	X	X	X	<i>When applicable</i>	B	LUT
17	Structural Calculations - <i>include design criteria and sample calculations</i>	X	X			X	<i>When applicable</i>	B	LUT
18	Soils Report - <i>one hard copy and one in electronic format</i>	X	X			X	<i>When applicable</i>	B	LUT
19	Drainage Report - <i>one copy - For Engineering</i>	X	X			X	<i>When applicable</i>	B	LUT
OTHER									
20	State Project Jurisdiction Agreement	X	X	X	X	X	<i>When applicable</i>	C	LUT
21	High piled storage, hazardous material storage, quantities - <i>Approved by design professional</i>	X	X	X	X		<i>When applicable</i>	C	PEX
22	Firestopping details - <i>Approved by design professional - can be delayed</i>	X	X	X	X		<i>When applicable</i>	D	PEX
23	Shop drawings - <i>Approved by design professional - can be delayed</i>	X	X	X	X	X	<i>When applicable</i>	D	PEX
24	Food Service Facilities** - <i>Compliance with Fats, Oils and Grease Ordinance - For Engineering</i>	X	X	X	X	X	<i>Required prior to permit issuance</i>	C	LUT
25	Copies of special approvals by Planning Commission or Council	X	X	X		X	<i>When applicable</i>	B	LUT

To schedule a Pre-Review meeting with Construction Services, go to our web page duluthmn.gov/construction-services-inspections/request-prm before finalizing plans and compiling the submittal package. This gives the design team a chance to introduce the project to reviewers, to ask questions related to codes or submittal requirements, and gives city staff a chance to share knowledge about a particular building or applicable code issues. The complete list of items required for each scope of project is on the other side of this form. This information indicates important information that needs to be included with or on some of those required documents and plans.

ARCHITECTURAL SITE PLAN - Items to be included (legible and printed to scale)

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

BUILDING PLANS - Items to be included (legible and printed to scale)

- Architectural plans - *Certified & signed by MN licensed design professional(s)*
- Structural plans - *Certified & signed by MN licensed engineer*
- Energy Code Compliance Drawing Sheets - see below
- Building Code Summary - see below
- Life Safety Plan - see below
- Lighting and Landscaping - compliant w/ zoning req.

BUILDING CODE SUMMARY - Items to be included

- Code Path - MN Building Code or MN Conservation Code compliance method
- Area, height and number of stories - including calculations
- Occupancy use group classifications
- Occupant load(s)
- Extent of fire protection systems - Sprinklered, standpipes, detection, alarms, smoke, etc.
- Type(s) of construction
- Separated or Non-separated uses
- MN Accessibility Code Path

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
- Exit signage shown and emergency lighting locations
- Accessible entrances and exits, accessible elements
- Full means of egress shown
- Travel distance - Common path and exit access distances
- Number of occupants using each exit and width calculation
- Areas of refuge
- Incidental use areas
- Location of address on building

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

- Narrative explanation of energy code compliance approach with all supporting documents as required
- Schedule of energy-related features, including building construction components, building 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.

- ** **Mechanical Permits** - Mechanical plan review may happen simultaneously with the building plan review, but plans will not be reviewed until a mechanical permit application is received. The building permit must be issued before the mechanical permit can be issued. Submit HVAC Permit Application along with two sets of the HVAC / Mechanical Plans and Energy Compliance Forms. HVAC / Mechanical plans will be verified for design compliance with the Building Life Safety plans.
- ** **Plumbing Permits** - Plumbing plan review may happen simultaneously with the building plan review, plans will not be reviewed until a plumbing permit application is received, the building permit must be issued prior to plumbing permit being issued. 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.
- ** **Fat, Oil and Grease (FOG)** - All projects with food facilities must comply with the Fats, Oils and Grease Ordinance. Plans must be submitted for review and approval prior to the issuance of a plumbing permit.
- ** **Fire Suppression Permit** - Submit Fire Suppression Permit Application along with two sets of required plans and documents, including appliance
- ** **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://duluthmn.gov/csi>

Permitting Services & Plan Review

Planning & Zoning, Planning Pre-Application Meetings, Planning

Engineering

Schedule a Pre-Review Meeting

permittingservices@duluthmn.gov

218-730-5240

218-730-5580

218-730-5200

<http://duluthmn.gov/csi/plan-review/request-a-meeting/>