



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**INSPECTION SCHEDULING 651-792-7080 • APPLICATION QUESTIONS 651-792-7083**  
**FAX 651-792-7070**

**COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST FOR NEW CONSTRUCTION OF:  
 COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, PUBLIC AND MULTI-FAMILY RESIDENTIAL BUILDINGS**

**TO BE COMPLETED BY THE ARCHITECT OF RECORD** (Please Print)

Name of Project \_\_\_\_\_

**Building Code Design Criteria:**

Type of Construction \_\_\_\_\_ Occupancy Group(s) \_\_\_\_\_ Building Height \_\_\_\_\_

Number of Stories \_\_\_\_\_ Floor Area (Total and Each Floor) \_\_\_\_\_

**Architect of Record** \_\_\_\_\_

(Person who signed architectural drawings)

(Registration No.)

**Name of Architectural Firm** \_\_\_\_\_ Telephone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Project Engineer** (Site Work) \_\_\_\_\_

**Name of Engineering Firm** \_\_\_\_\_ Telephone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CERTIFICATION:**

I hereby certify that the plan(s) and/or specification(s) prepared by me or under my direct supervision for this referenced project, comply with the Minnesota State Building Code and the "Site Plan" approved by the City of Roseville.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**MATERIALS REQUIRED TO BE SUBMITTED WITH PERMIT APPLICATION:**

- \_\_\_ 1 Building Permit Application (Separate Form)
- \_\_\_ 1 Landscape Cost Estimate
- \_\_\_ 1 Exterior Envelope Energy Code Computation Worksheet
- \_\_\_ 1 Copy of Soil Test Report
- \_\_\_ 1 Special Structural Testing & Inspection Program Summary Schedule (completed and signed by the Engineer of Record)
- \_\_\_ 3 Sets of Specifications (if provided for project)
- \_\_\_ 5 Sets of all Site Related Plans (Including Site, Grading, Erosion Control, Utility, Landscaping and Lighting Plan)
- \_\_\_ 5 Copies of a Building to Boundary Layout Survey and an Existing Conditions Survey
- \_\_\_ 5 Sets of signed Architectural Plans
- \_\_\_ 5 Sets of signed Structural Plans
- \_\_\_ 3 Sets of signed Plumbing Plans – include MN Dept of Labor and Industry Plumbing Report on Plans
- \_\_\_ 5 Sets of signed Mechanical Plans
- \_\_\_ 5 Sets of signed Electrical Plans
- \_\_\_ 1 Ponding/Runoff Calculations
- \_\_\_ 1 S.A.C. Determination Letter - Contact the Met Council, 651-602-1118.

***ONLY A COMPLETE APPLICATION/SUBMITTAL WILL BE ACCEPTED***

**ALL** plans and specifications must be signed by the Minnesota Registered Architect, Engineer, or Surveyor who prepared them as required by the Minnesota Board of Architecture, Engineering, Land Surveying and Landscape Architecture Rules.

**CITY OF ROSEVILLE  
COMMUNITY DEVELOPMENT DEPARTMENT**

**BUILDING PERMIT ISSUANCE**

This handout is to explain the Building Permit issuance process for new construction of commercial, industrial, public, institutional and multi-family structures.

Before a Building Permit application can be accepted for review by the Building Division, "Site Plans" must first be reviewed by the Development Review Committee. Approval by the Roseville City Council may also be required. Applications that have not received proper approval will be returned. Contact the City Planner at 651-792-7074 for questions.

The next step in the approval process is to make application for a Building Permit. A complete Building Permit application submittal consists of those documents identified on the attached Building Permit Application Checklist. Only a complete application will be accepted for processing.

Upon receipt of a completed application, it will be entered into the current rotation for review. Applications are reviewed on a "first come" basis. The review consists of the following:

- The site/civil plans are routed to our Engineering Department for their review and approval.
- Landscape plans are routed to the Parks Department for review and approval.
- A complete set of plans is routed to our Planning Division for review and approval and a determination of any escrow requirements.
- A complete set is routed to the Fire Marshal for review and approval.
- A plan review is concurrently performed on the construction drawings by the Building Division.

Plans are reviewed by City staff to verify compliance with the Minnesota State Building Code, Minnesota Uniform Fire Code, the Roseville City Code and Zoning Ordinance, City policies, and any Council Approving Resolutions and/or conditions. Any deficiencies observed will be conveyed to the applicant for appropriate revisions and resubmittal. This process takes approximately ten working days from the date of permit application.

A permit will not be issued until all conditions involving requirements of all departments have been complied with. The time this entire process takes will depend on the time of year, completeness and accuracy of the plans and application, and the response time of the applicant's resubmittals, should revisions be necessary.

All fees are paid at the time of permit issuance. Please be aware that separate fees make up the permit fees. These fees may include the Building Permit, Plan Review, State Surcharge, Fire Surcharge, SAC, Assessments, Park Dedication (and possibly others). A description of most fees and how they are calculated is listed below.

**BUILDING PERMIT:** Calculated according to the LMC proposed fee schedule, and based on construction value.

**PLAN REVIEW FEE:** 65% of the permit fee.

**STATE SURCHARGE:** Calculated according to State Statute.

**FIRE SURCHARGE:** 8% of the permit fee.

**SAC UNITS:** Calculated according to the current guidelines of Metropolitan Council Environmental Services. Contact them directly for their written SAC Determination which is required prior to Building Permit issuance. MCES's telephone number is 651-602-1113.

**ASSESSMENTS:** If applicable, the amounts will be determined by the Engineering Department.

**PARK DEDICATION:** If applicable, the amount will be determined by the Parks Department.

In conjunction with the issuance of the Building Permit, we require a preconstruction meeting with the job-site superintendent, the project manager and possibly subcontractor representatives. This is a brief meeting held at the City to identify key personnel involved in the construction, as well as to highlight the City's inspection policies and procedures.

Should you have any questions, please contact Permits Coordinator Don Munson at 651-792-7081.