



**COMMUNITY DEVELOPMENT DEPARTMENT
INSPECTION SCHEDULING AND INFORMATION 651-792-7080**

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

Online Permits:

[*www.cityofroseville.com/epermits*](http://www.cityofroseville.com/epermits)

MATERIALS REQUIRED TO BE SUBMITTED WITH PERMIT APPLICATION:

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

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.

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

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 _____

Email: _____

Project Engineer (Site Work) _____

Name of Engineering Firm _____ Telephone _____

Street _____ City _____ State _____ Zip _____

Email: _____

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

FEE INFORMATION

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). The following list describes most fees and how they are calculated:

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.

BUILDING PERMIT ISSUANCE PROCESS

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

1. **Development Review Committee** reviews “Site Plans”. Approval by the Roseville City Council may also be required. Contact the City Planner at 651-792-7074 for questions.
2. **Apply for a Building Permit.** Only a complete application will be accepted for processing. Apply online at www.cityofroseville.com/epermits
3. **Plan 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.
 - Plan review is concurrently performed on the construction drawings by the Building Division, when appropriate number of plan sets are submitted.
4. **Verify Code Compliance** City staff to verify compliance with the Minnesota State Building Code, Minnesota 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 fifteen working days from the date of permit application.
5. **Preconstruction Meeting** In conjunction with the issuance of the Building Permit, we may 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 Building Official Dave Englund at 651-792-7087.

Does the General Contractor need to be awarded prior to submittal for permit?

During the plan review process, the contractor can remain To Be Determined (TBD). In order to issue the permit, a contractor will need to be assigned and have a current City Contractor License.

Which codes are currently being enforced?

The most up to date code information is available at www.doli.state.mn.us under “Construction Codes and Licensing”

Is a SAC Determination needed on a small, commercial remodeling project?

Yes, a SAC Determination from MET Council is always required on Commercial Projects

When is a State Plumbing review required?

[When there are more than 5 fixtures](#)

Are there additional requirements for work done at Rosedale Center?

A stamp from mall management is required.

When does Ramsey County Health need to be involved in the plan review process?

When food is prepared at the site, Ramsey County Health must be notified.

Are separate permits required for additional work done at this address?

Yes. Separate permits are required for plumbing, mechanical, and electrical work, as well as signs, fire sprinklers, and fire alarms.

How are emergency lights and exit signs tested at the final inspection?

Power must be cut to the area where work is done to ensure functionality of emergency lights and exit signs.