



BUILDING PERMIT APPLICATION COMMERCIAL

Date _____

Permit _____

JOB ADDRESS:	ENGINEER FEE	
APPLICANT IS: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor/Other (describe)	_____	
LEGAL DESCRIPTION Subdivision Lot Block PID#	PERMIT	
PROPERTY OWNER NAME ADDRESS PHONE #	_____	
CONTRACTOR/RESPONSIBLE PARTY LICENSE #	STATE SURCHARGE	
CONTRACTOR ADDRESS PHONE #	_____	
ARCHITECT/ENGINEER (for Commercial Work) Name Address Phone #	SEWER	
CLASS OF WORK: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Demo	_____	
DESCRIBE WORK:	ATTORNEY FEE	
VALUATION OF WORK: \$	_____	
<ul style="list-style-type: none"> • Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning. • This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. • I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. 	LICENSE CHECK	
	_____	PLAN CHECK
	_____	_____
Signature of Contractor/Responsible Party Print Name Date	TOTAL	
Signature of Property Owner Print Name Date	_____	
Building Department • Phone 763.635.1060 • FAX 763.635.1090	RECEIVED BY	

	APPROVED FOR ISSUANCE BY	

	CONSTRUCTION TYPE	

	OCCUPANCY GROUP	

	DIVISION	

	TOTAL SQ FT OF BLDG	

	# OF STORIES	

	MAX OCCUPANT LOAD	

	USE ZONE	

	FIRE SPRINKLERS	
	<input type="checkbox"/> YES	
	<input type="checkbox"/> NO	

COMMERCIAL BUILDING PERMIT APPLICATION REQUIREMENTS

Four (4) sets of plans (24" x 36") signed by a State of MN Licensed Architect/Licensed Professional Engineer. Complete plans must include:

Title Sheet

- Building classification and type of construction
- Allowable height
- Allowable area
- Exiting
- Accessibility
- Energy code compliance

Site Plan

Elevations

Details

- Door schedule
- Hardware schedule
- Wall schedule
- Bathroom fixtures
- Fire stopping

Architectural

Structural

Special Inspection Program

Fire Sprinklers

- All fire sprinkler plans involving 20 or more heads must be reviewed by the State Fire Marshall.
- All plans involving less than 20 heads will be reviewed by the City of Elk River.
- A fire sprinkler inspection request form must be applied and paid for before work can proceed.

Mechanical

- All commercial HVAC plans, specs and calculations must be designed and signed by a registered professional mechanical engineer.

Plumbing

- All commercial plumbing plans must be submitted to and reviewed by the State DOLI, Plumbing Codes Division. The permit will be issued by the City of Elk River after it has received and reviewed the written approval of the DOLI. The City will require two (2) sets of the same plan that have been submitted to the State for approval.