

8301 Valley Creek Road Woodbury Minnesota 55125-3330
651-714-3543 · TDD 651-714-3568

Email: building@woodburymn.gov

Commercial Permit Application and Plan Review Submittal

Business/Tenant Name: _____

Business/Tenant Address: _____

Previous Tenant Name: _____

Development Name: _____

Building codes currently in effect for Woodbury MN

2015 MN State Building Code
2015 MN Fire Code
2007 MN Elevator Code & Related Devices
2015 MN Conservation Code for Existing Building
2015 MN Energy Code
2017 National Electrical Code
2015 MN Accessibility Code
2015 MN Mechanical & Fuel Gas Code
2015 MN Plumbing Code



Required Materials for Commercial Permit Applications:

	<u>Included</u>	<u>Does Not Apply</u>
1. Completed Commercial Building Permit Application	<input type="checkbox"/>	<input type="checkbox"/>
2. Complete paper copies of building documents including:	<input type="checkbox"/>	<input type="checkbox"/>
(1) Full-size to scale, complete drawing set		
(1) Half-size to scale, complete drawing set		
(1) Complete set of building specifications, structural calculations, energy calculations, soils report, & all other required documents		
Or:		
Complete digital (.pdf) copies of building documents including:	<input type="checkbox"/>	<input type="checkbox"/>
(1) Full-size to scale, complete drawing set		
(1) Complete set of building specifications, structural calculations, energy calculations, soils report, & all other required documents		
(1) Half-size to scale, complete paper drawing set		
3. Plumbing plans must be submitted to, and approved by, MN Dept. of Labor and Industry, Prior to application to the City of Woodbury.	<input type="checkbox"/>	<input type="checkbox"/>
<p>“Minor Remodel” Plumbing Plan Review Checklist: http://www.dli.mn.gov/CCLD/PDF/plumbing_plan_check.pdf Plumbing plan review general information and application: http://www.dli.mn.gov/CCLD/PlanPlumbing.asp</p> <p>MN Department of Labor and Industry Construction Codes and Licensing Division Plumbing Plan Review and Inspections 443 Lafayette Rd N St Paul MN 55155-4343 651-284-5063</p>		
4. Sewer Availability Charge (SAC) Determination Letter Application: https://metro council.org/SACforms Contact Met Council at: SACprogram@metc.state.mn.us or 651-602-1770	<input type="checkbox"/>	<input type="checkbox"/>
5. Washington County Health Department Approval Letter justina.pope@co.washington.mn.us or 651-430-4045 (<i>For work associated with food prep</i>)	<input type="checkbox"/>	<input type="checkbox"/>
6. Special Structural Testing and Inspection Summary Schedule see pg. 5	<input type="checkbox"/>	<input type="checkbox"/>
7. Energy Calculations Per 2015 MN Commercial Energy Code	<input type="checkbox"/>	<input type="checkbox"/>
8. Geotechnical/Soil Investigation report – For new buildings	<input type="checkbox"/>	<input type="checkbox"/>
9. State Building Projects - Initial Application	<input type="checkbox"/>	<input type="checkbox"/>

State Building Projects: *Projects that are considered Public Buildings or State Licensed Facilities must have an Initial application submitted to MN DOLI for review.*

MN Statute 326B.103

State Building Projects Definition:

http://www.dli.mn.gov/CCLD/dele_public.asp

Initial Application:

http://www.dli.mn.gov/CCLD/PDF/bc_pr_res_guide07_bcs_01_initial_app_for_plan_review.pdf

Application for Commercial Permit

Business/Tenant name _____

Site address _____ Suite # _____

Describe work applied for _____

Lease Improvement Landlord Improvement Remodel New Building Other

Applicant Company _____ Contact Name _____

Address _____ City _____

State _____ Zip _____ Office _____

Cell _____ Email _____

Building Code Data

Code Year Built _____ Type of Construction _____ Occupancy Group _____

Business Type _____ Remodeled Sq Ft _____

Gross Sq Ft _____ Occupant Load _____

Separated Use Yes No Sprinkler System Yes No

Type of Sprinkler System Wet Dry Hood Other

A Combination permit system is used in Woodbury. The Permit will include all building permit fees associated with this project, except grading permit fees. Separate permits are not required.

The following information must be provided in order to complete the permit review process. When issued, the building permit will include all required permit fees based on the information provided.

Total Project Value \$ _____

Subcontractor Values

HVAC \$ _____

Interior Plumbing \$ _____

Sanitary Sewer \$ _____

Water Service \$ _____

Storm Sewer \$ _____

Fire Sprinkler System \$ _____

Fire Alarm System \$ _____

Electrical

Transformer (0-10kva) _____

Transformer (over 10kva) _____

Circuits/Feeders (0 – 200amp) _____

Circuits/Feeders (over 200amp) _____

Power Source & Size _____

Tech Circuits _____

Parking Lot & Outdoor Lighting _____

Applicant Name (please print): _____

Applicant Signature: _____ **Date:** _____

Issuance of a permit and inspections conducted do not constitute a guarantee or warranty from the City. The applicant hereby agrees to do all work in accordance with the ordinances of the City of Woodbury, State Building Code, and the requirements of the Building Inspection Department.

Project Address _____ **Suite #** _____

Building Owner _____ **Contact Name** _____

Address _____ City/State/Zip _____

Office Phone _____ Cell _____ Email _____

Architect _____ **Contact Name** _____

Address _____ City/State/Zip _____

Office Phone _____ Cell _____ Email _____

Preferred Method of Contact: Office Cell Email

General Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Office Phone _____ Cell _____ Email _____

Preferred Method of Contact: Office Cell Email

Site Superintendent _____

Office Phone _____ Cell _____

Email _____

HVAC Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Office Phone _____ Cell _____ Email _____

Plumbing Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Office Phone _____ Cell _____ Email _____

License Number _____

Electrical Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Office Phone _____ Cell _____ Email _____

License Number _____

Fire Sprinkler System Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Office Phone _____ Cell _____ Email _____

License Number _____

Fire Alarm Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Office Phone _____ Cell _____ Email _____

License Number _____

Special Structural Testing and Inspection Program Summary Schedule

Site Address _____ Permit No _____

Technical (2)		Description (3)	Type of Inspector (4)	Specific Report Frequency (5)	Assigned Firm (6)
Section	Article				

Note: This schedule shall be filled out and included in a Special Structural Testing and Inspection Program. (If not otherwise specified, assumed program will be "Guidelines for Special Inspection & Testing" as contained in the State Building Code and as modified by the state adapted IBC.)

- (1) Permit No. to be provided by the Building Official
- (2) Referenced to the specific technical scope section in the program.
- (3) Use description per IBC Chapter 17, as adopted by Minnesota State Building Code.
- (4) Special Inspector – Technical (SIT); Special Inspector – Structural (SIS)
- (5) Weekly, monthly, per test/inspection, per floor, etc.
- (6) Name of firm contracted to perform services.

ACKNOWLEDGMENTS

(Each appropriate representative shall sign below)

Owner: _____ Firm: _____ Date: _____

Contractor: _____ Firm: _____ Date: _____

Architect: _____ Firm: _____ Date: _____

SER: _____ Firm: _____ Date: _____

SI-T: _____ Firm: _____ Date: _____

SI-S: _____ Firm: _____ Date: _____

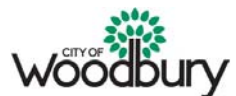
TA: _____ Firm: _____ Date: _____

F: _____ Firm: _____ Date: _____

Legend: SER = Structural Engineer of Record SI-T = Special Inspector – Technical TA = Testing Agency
 SI-S = Special Inspector – Structural F = Fabrication

If requested by engineer/architect of record or building official, the individual names of all prospective special inspectors and the work they intend to observe shall be identified as an attachment.

Accepted for the Inspections Division by: _____ Date: _____



COMMERCIAL BUILDING PERMIT FEES

The following information has been prepared to provide a general guide to estimate permit fees.

A combination permit system is used in Woodbury. The permit includes Building Permit, Plan Check, Plumbing, Fire Sprinkler, HVAC, Electric, Surcharge, SAC, Sewer and Water Area and Connection, and Escrow fees for the project except grading fee.

1. **BUILDING PERMIT FEE:** Based on the total value of all work. Value includes, but is not limited to finish work, painting, roofing, electrical, plumbing, mechanical systems, structure, design, profit, and all other costs related to the project.

<u>PERMIT FEE</u>	<u>VALUE OF WORK</u>
\$ 84.75	FOR FIRST \$ 2,000 + \$16.60 EACH ADDITIONAL \$1,000
\$ 466.55	FOR FIRST \$ 25,000 + \$12.15 EACH ADDITIONAL \$1,000
\$ 770.30	FOR FIRST \$ 50,000 + \$ 8.50 EACH ADDITIONAL \$1,000
\$1,195.30	FOR FIRST \$ 100,000 + \$ 6.80 EACH ADDITIONAL \$1,000
\$3,915.30	FOR FIRST \$ 500,000 + \$ 5.60 EACH ADDITIONAL \$1,000
\$6,715.30	FOR FIRST \$1,000,000 + \$ 4.55 EACH ADDITIONAL \$1,000

2. **PLAN CHECK FEE:** 65% of the Building Permit Fee. (This is in addition to the permit fee)
3. **PLANNING/ZONING REVIEW** \$100.00
4. **PLUMBING PERMIT:** 1.5% of Value or \$75 minimum
5. **SEWER AND WATER:** 1.5% of Value or \$75 minimum
6. **STORM SEWER:** 1.5% of Value or \$75 minimum
7. **AUTOMATIC FIRE EXTINGUISHER:** 2% of Value or \$100 minimum
8. **FIRE ALARM SYSTEMS:** 2% of Value or \$100 minimum
9. **FIRE SERVICE FEES:** Permit Value x .003
- ALL OCCUPANCIES EXCEPT: U, R-3 AND R-2 - 12 UNITS OR LESS:**
10. **HVAC PERMIT:** 1.5% of Value or \$75 minimum
11. **ELECTRICAL PERMIT:** See Commercial Electric fee schedule
12. **STATE SURCHARGE:** Based on the total value of work

Valuation of Structure

Addition or Alteration

\$1,000,000 or less

\$1,000,000 to \$2,000,000

\$2,000,000 to \$3,000,000

\$3,000,000 to \$4,000,000

\$4,000,000 to \$5,000,000

Greater than \$5,000,000

Surcharge Computation

.0005 X Value

\$ 500 + .0004 X (Value - \$1,000,000)

\$ 900 + .0003 X (Value - \$2,000,000)

\$1200 + .0002 X (Value - \$3,000,000)

\$1400 + .0001 X (Value - \$4,000,000)

\$1500 + .00005 X (Value - \$5,000,000)

13. **SAC (Sewer Availability Charge):** **Fee per unit is assigned by Metropolitan Council**
The number of units is assigned by Metropolitan Council Environmental Services.
Contact the Metropolitan Council Environmental Services at (651) 602-1378 for SAC unit assignment.
14. **SEWER AND WATER CHARGES:**
The Woodbury Engineering Department assigns Sewer and Water Area and Connection charges.
Contact the Engineering Department at engineering@woodburymn.gov or 651-714-3593 for these fees.
15. **GRADING PERMITS** are required except for small jobs. Contact the Engineering Department engineering@woodburymn.gov or 651-714-3593 for grading information and fees.
16. **PLANNING REVIEW:** \$100.00 per building, single dwelling or multiple dwelling.

Commercial Electrical Fee Schedule

A combination permit is used in Woodbury. Electric installed in new commercial, Leasehold, Landlord, or remodel projects are paid for by the general contractor at the time the building permit is issued.

Services		Circuits & Feeders	
<u>Reference</u>	<u>Fee</u>	<u>Reference</u>	<u>Fee</u>
0 – 400 amp	\$ 38.50 ea	0 – 200 amp	\$ 6.60 ea
401 – 800 amp	\$ 66.00 ea	More than 200 amp	\$16.50 ea
More than 800 amp	\$110.00 ea		

Additional charges:

Street, parking and outdoor lighting standards (each standard)	\$ 5.50 ea
Traffic signals	\$ 5.50 ea
Transformers for light, heat and power (0 – 10kva)	\$ 16.50 ea
Transformers for light, heat and power (more than 10kva)	\$ 33.00 ea
Transformers for electronic power supplies, signs and outdoor lighting	\$ 5.50 ea

Electrical inspection fee per visit:	\$38.50 **
Electrical re-inspection fee:	\$38.50

A stand-alone electric permit requires an additional \$1.00 state surcharge.