



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, Minnesota

- 2020 MN State Building Code
- 2020 MN Fire Code
- 2007 MN Elevator Code & Related Devices
- 2020 MN Conservation Code for Existing Building
- 2020 MN Energy Code
- 2017 National Electrical Code
- 2020 MN Accessibility Code
- 2020 MN Mechanical & Fuel Gas Code
- 2015 MN Plumbing Code



Required Materials for Commercial Permit Applications:

	Included	Does Not Apply
1. Completed commercial building permit application	<input type="checkbox"/>	<input type="checkbox"/>
2. Complete digital (.pdf) copies of building documents including: Complete drawing set along with a complete set of building specifications, structural calculations, energy calculations, soils report, with all other required documents. Contractor is responsible for providing copy of approved plans on site for review.	<input type="checkbox"/>	<input type="checkbox"/>
3. Plumbing plans must be submitted to, and approved by, Minnesota Department of Labor and Industry, prior to application to the City of Woodbury.	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing plan review general information and application: http://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review 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		
Or if applicable:		
“Minor remodel” plumbing plan review checklist: (page 5)	<input type="checkbox"/>	<input type="checkbox"/>
4. Complete digital (.pdf) copies of fire sprinkler plans and specifications, fire alarm plans and specifications, kitchen hood, ansul system and all other required documents.	<input type="checkbox"/>	<input type="checkbox"/>
5. Building plans must be submitted to, and reviewed by, Met Council prior to application to the City of Woodbury. Sewer availability charge (SAC) determination letter Application: metro council.org/SACforms Contact Met Council at: SACprogram@metc.state.mn.us or 651-602-1770	<input type="checkbox"/>	<input type="checkbox"/>
6. 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"/>
7. Minnesota Department of Agriculture, Food and Feed Safety Division 625 North Robert Street, St. Paul, MN 55155. ann.walters@state.mn.us or 651-201-6094	<input type="checkbox"/>	<input type="checkbox"/>
8. Special structural testing and inspection summary schedule (page 6)	<input type="checkbox"/>	<input type="checkbox"/>
9. State building projects - initial application copy	<input type="checkbox"/>	<input type="checkbox"/>

MN Statute 326B.103

State Building Projects: *Projects considered Public Buildings or State Licensed Facilities must have an Initial application submitted to MN DLI for review. The City of Woodbury has Municipal delegation agreement for conducting all plan reviews and inspections for all “public buildings and state-licensed facilities.” Effective as of Jan. 28, 2019.*

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 _____ Contact # _____

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 Fire Sprinkler System Wet Dry Hood Other

A combination permit is used in Woodbury. The permit will include all building permit fees associated with this project; separate permits are not required. Engineering may require grading permits.

The following information will be required 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 \$ _____

Electrical Counts:

Subcontractor Values

HVAC \$ _____

Interior Plumbing \$ _____

Sanitary Sewer \$ _____

Water Service \$ _____

Storm Sewer \$ _____

Fire Sprinkler System \$ _____

Fire Alarm System \$ _____

Transformer (0-10kva) _____

Transformer (over 10kva) _____

Circuits/Feeders (0 – 200amp) _____

Circuits/Feeders (over 200amp) _____

Power Source & Size _____

Tech Circuits _____

Parking Lot & Outdoor Lighting _____

Solar (Watts) _____

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 _____

Cell _____ Email _____

Architect _____ **Contact Name** _____

Address _____ City/State/Zip _____

Cell _____ Email _____

General Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Cell _____ Email _____

Site Superintendent _____

Cell _____

Email _____

HVAC Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Cell _____ Email _____

Plumbing Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Cell _____ Email _____

License Number _____

Electrical Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Cell _____ Email _____

License Number _____

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

Address _____ City/State/Zip _____

Cell _____ Email _____

License Number _____

Fire Alarm Contractor _____ **Contact Name** _____

Address _____ City/State/Zip _____

Cell _____ Email _____



License Number _____

Project Contractor: _____

Date: _____

“Minor Remodel” PLUMBING Plan Review Checklist

The purpose of this checklist is to provide guidance to determine if a proposed project may be considered “Minor Remodel” in areas where DLI performs plan review. “Minor remodel” must be five or fewer standard plumbing fixtures in *non-licensed facilities and must have prior approval by the Administrative Authority. To qualify for “minor remodel,” ALL boxes in part A and part B must be checked “no.”*

Instructions:

- If you answer “yes” to any of the questions below, STOP and submit complete plumbing plans to DLI for review and approval prior to installation. The proposed work does not qualify.

Part A. Facility Licensure:

yes no 1. Is the proposed work in a state licensed healthcare facility or state correctional facility?

yes no 2. Is the proposed work in a commercial kitchen; licensed facility serving food and/or beverage service or food preparation area; or in agricultural licensed food processing/food manufacturing facility; or similar licensure?

Examples are: convenience stores, fast food and commercial restaurants, continental breakfast areas, bars, coffee shops, bed and breakfast, wineries serving the public, grocery stores, delis, etc.

Part B. Scope of Minor Remodel:

yes no 3. Scope of work is MORE than 5 plumbing fixtures?

yes no 4. Consist of new water and/or sewer services?

yes no 5. Has the plumbing been installed or completed?

yes no 6. Is the proposed plumbing work for a new building?

yes no 7. Includes water softener or a water treatment installation?

yes no 8. Includes a new water heater with capacity greater than 6 gallons?

yes no 9. Includes a flammable, grease, or any other interceptor?

yes no 10. Include any fixtures connecting to a chemical waste system or acid neutralization tank?

yes no 11. Scope includes alternate materials, fixtures or methods?

yes no 12. Installation or modification of any storm water piping or roof drains?

yes no 13. Installation any equipment that will require a pressure or atmospheric vacuum breaker, or a reduced zone pressure (RPZ) backflow preventer on the water supply line?

yes no 14. Includes any outside plumbing such water and sewer service connections?

yes no 15. Includes nonconventional venting such as combination waste and vent system?

yes no 16. Includes a bathtub, combination shower/tub, whirlpool tub, salon sink, or pedicure spa tub?

yes no 17. Includes nonwater urinal?

yes no 18. Includes a sump pump or a macerating toilet system?

yes no 19. Includes a hand sink, three-compartment sink, or food prep sink?

yes no 20. Unsure if the work may qualify or not?

- If you answer “no” to ALL questions in both A and B, you may contact the proper administrative authority for their approval then proceed to fill out the required plumbing permit application.

For more information on minor remodel, visit:

<http://www.dli.mn.gov/CCLD/PlanPlumbingFAQ.asp> and

http://www.dli.mn.gov/CCLD/PlanPlumbingFAQ.asp#minor_remodel



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 and testing" as contained in the state building code and as modified by the state adapted IBC.)

- (1) Permit number 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 fee, grading fee per Engineering.

- 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

- Plan check fee:** 65 percent of the Building Permit Fee. (This is in addition to the permit fee)
- Planning/zoning review** \$100.00
- Plumbing permit:** 1.5 percent of value or \$75 minimum
- Sewer and water:** 1.5 percent of value or \$75 minimum
- Storm sewer:** 1.5 percent of value or \$75 minimum
- Automatic fire extinguisher:** 2 percent of value or \$100 minimum
- Fire alarm systems:** 2 percent of value or \$100 minimum
- Fire service fees:** Permit value x .003 maximum \$15,000

All occupancy types, except: one and two-family residential dwellings, townhomes, U, and R-2 with 12 units or less.

- HVAC permit:** 1.5 percent of value or \$75 minimum
- Electrical permit:** See commercial electric fee schedule

- State surcharge:** Based on the total value of all work

<u>Addition or Alteration</u>	<u>Surcharge Computation</u>
\$1,000,000 or less	.0005 X Value
\$1,000,000 to \$2,000,000	\$ 500 + .0004 X (value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$ 900 + .0003 X (value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1200 + .0002 X (value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1400 + .0001 X (value - \$4,000,000)
Greater than \$5,000,000	\$1500 + .00005 X (value - \$5,000,000)

- Sewer availability charge (SAC): 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.
- Grading permits** are required, except for small jobs. Contact the Engineering Department engineering@woodburymn.gov or 651-714-3593 for grading information and fees.

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

<u>Reference</u>	<u>Fee</u>
0 – 400 amp	\$ 38.50 ea.
401 – 800 amp	\$ 66.00 ea.
More than 800 amp	\$110.00 ea.

Circuits and feeders

<u>Reference</u>	<u>Fee</u>
0 – 200 amp	\$ 6.60 ea.
More than 200 amp	\$16.50 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.
Retrofit of existing fixtures	\$ 0.25 per fixture, \$ 38.50 minimum

Solar photovoltaic systems:

Inspection fee for the installation of solar PV system at any location (except any one or two family residential dwelling. See residential fee schedule) shall be according to the following table based on wattage of system:

(1) 0 watts to and including 5,000 watts	\$ 60.00
(2) 5,001 watts to and including 10,000 watts	\$ 100.00
(3) 10,001 watts to and including 20,000 watts	\$ 150.00
(4) 20,001 watts to and including 30,000 watts	\$ 200.00
(5) 30,001 watts to and including 40,000 watts	\$ 250.00
(6) 40,001 watts to and including 1,000,000 watts for each additional 10,000 watts over 40,000 watts	\$ 250.00, plus \$25
(7) 1,000,000 watts to 5,000,000 watts for each additional 10,000 watts over 1,000,000 watts	\$ 2,650.00, plus \$15
(8) 5,000,000 watts and larger for each additional 10,000 watts over 5,000,000 watts.	\$ 8,650.00, plus \$10

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

**All stand-alone electric permits require an additional \$1.00 state surcharge.