



Documents to be Submitted for Commercial Plan Review

All plans must be signed by a licensed architect or licensed engineer with the State of Minnesota. Any unsigned plans will be rejected. Review may NOT start until the proper plans and specifications have been received. We do not offer an expedite option or up-front fees at this time.

Payment will be required once the application has gone through the approval processes.

New Construction, Additions and/or changing footprint:

1. Application (completed online)
2. One plan set (must be signed)
3. Watershed Permit (apply with watershed district)
4. SAC Determination Letter (Apply with Metropolitan Council)
5. Survey / Site Plan
6. Landscape Plan
7. Energy Calcs
8. City Contractor License
9. Special Inspection Schedule
10. Performance Bond

Interior Alterations, Remodels and/or not changing footprint (no exterior work being performed):

1. Application (completed online)
2. One plan set (must be signed)
3. SAC Determination Letter
4. City Contractor License
5. Special Inspection Schedule

Note: Special Inspection form is only required when structural concrete, welding or other structural changes are being done.