



## COMMERCIAL BUILDING PERMIT PROCEDURE

### What is Considered a “Commercial Building?”

- A commercial building is any building EXCEPT the following:
  - Single Family Dwelling
  - Two-Family Dwelling (Duplex)
  - Townhomes
    - To be classified as a townhome the building must be built per International Residential Code (IRC) townhome standards, including but not limited to proper fire separation and the townhome must “extend from foundation to roof and with open space on at least two sides.”
    - There are many “condos” that have the word “townhome” in their name. If you are unsure whether your project is a condo or townhome please call the Building Safety Department to check.

### Who can Obtain a Commercial Building Permit?

- All commercial building permits must be issued to a Licensed Commercial Contractor, licensed through the City of St. Cloud. For more information on how to become a Licensed Commercial Contractor please see page 5.
  - Property owners, tenants, Licensed Residential Contractor (licensed by the State of Minnesota), building maintenance persons, etc. **ARE NOT** allowed to obtain commercial building permits without becoming licensed with the City of St. Cloud.
    - Exception: Apartments and/or condo's consisting of 3 or 4 units per building are required to have a commercial building permit, but the permit can be obtained, and work done by a Licensed Residential Contractor (licensed with the State of Minnesota); or a Licensed Commercial Contractor (licensed by the City of St. Cloud).

### Who can Apply for a Commercial Building Permit/Plan Review?

- Anyone can apply for a Commercial Building Permit, but the permit can only be issued to a Licensed Commercial Contractor.
  - The applicant is responsible for any plan review fees that are accrued if plan review is completed but a permit is not issued (cancellation of job after plan review).
  - The applicant is responsible for notifying the Contractor, if applicable, when the permit is ready and the permit cost.
  - If the plan review process is completed and permit is ready prior to a Licensed Commercial Contractor being named, or the licensing is being worked on, the permit and approved plans will be placed on hold and not released until the Licensed Commercial Contractor information is submitted to the City.

### How do I Apply for a Commercial Building Permit/Plan Review?

- The City of St. Cloud requires ALL plans, over 11 x 17 (full-scale) to be submitted electronically.
  - The City of St. Cloud **WILL NOT** accept paper plans that are printed half scale on 11 x 17 paper, the plans must be full-scaled size.
  - There is no up-front fee for plan reviews on building permits, all review fees are included in the building permit fee.

- For electronic plan review:
  - Fill out the application form found here: <http://ci.stcloud.mn.us/FormCenter/Building-Safety-16/Commercial-Building-Permit-Application-180>.
    - If you go to the City of St. Cloud website, go to: Government -> Building Safety-Permits -> Plan Review -> ePlans. Under the Electronic Plan Review you want the Commercial Building Permit Application.
  - Within 1 business day of submitting the permit application you will receive an email from ePlans inviting you to the project. You will upload all related plans and documents in this system. Please see the handouts on the City website for more information.
- For paper plan review:
  - Fill out the application form found here: <https://www.ci.stcloud.mn.us/DocumentCenter/View/702/Commercial-Building-Permit-Application>.
    - If you go to the City of St. Cloud website, go to: Government -> Building Safety-Permits -> Permits -> Commercial Projects. Under "Commercial Building Permit" you want the "Commercial Building Permit Application."
  - Print and sign the application and submit it to the Building Safety Department at City Hall along with ONE set of full-size scaled plans (11 x 17 or smaller ONLY).

## Submittal Requirements

- **Application:**
  - The application must be completely and accurately filled out:
    - Make sure the address is the correct address. If you have questions on the address, please contact the Planning and Zoning Department at (320) 255-7218.
    - If applicable, the correct water meter size and whether it's a new service or an upgrade must be accurately filled out. If there are questions on water meter sizing please contact your Plumbing Contractor.
- **Plans:**
  - Complete set of scaled drawings to include (as applicable), but not limited to:
    - Architectural Drawings
      - Including Code Summary
        - Specify which Energy Code path is being followed as listed in Section C401.2 of the 2015 MN Energy Code.
    - Structural Drawings
    - Site/Civil Drawings
      - Including dimensions to property lines and other buildings on property.
    - SWPPP plans, drainage maps, etc.
    - Mechanical Drawings
      - Can be delayed submittal
    - Plumbing Drawings
      - Can be delayed submittal
  - All plans and specifications shall be prepared and certified by an Architect and/or Engineer as required by Minnesota Rules 1800.5200.
    - Certification and signature are required on plans per Minnesota Statute 326.12 (Subd. 3). Electronic signatures are accepted.
  - See ePlans handouts on the City's website to see how drawings need to be separated, labeled, etc. prior to uploading into the ePlans system. Drawings not uploaded correctly will be rejected.
- **Documents:**
  - Spec books
  - Geotechnical reports if applicable
  - Completed Structural Testing and Special Inspections form including **ALL** required signatures
  - BMP's specs, SWPPP information, etc. if applicable.

## Review by The City

- Once all plans have been submitted appropriately the City will start the plan review process.
  - Smaller projects, such as tenant finishes, small remodels, etc. typically take 2 – 3 weeks for 1<sup>st</sup> review.
  - Larger projects, such as new buildings, additions, large remodels, etc. typically take 4 – 6 weeks for 1<sup>st</sup> review.
  - Estimated review timelines may change during busy times of year.
- Plans reviews will be routed, simultaneously, through various departments depending on the scope of the project. These Departmental reviews include, but are not limited to:
  - Building Safety Department
  - Planning and Zoning Department
  - Engineering Department
  - Fire Marshal
    - Sprinkler System plans are reviewed and permits are issued by the State of Minnesota.
      - The City of St. Cloud will inspect the Sprinkler System and a separate Inspection Permit is required through the City.
    - Fire Alarm and Specialty Suppression System reviews and permits are done by the City of St. Cloud.
    - Separate permit(s) and plan review(s) are required through the City Fire Marshal Office for Fire Alarm and Fire Suppression Systems.
  - Utility Department (Water and Wastewater)
  - Stormwater/Land Disturbance
- Health Departmental review may be required; this is done separately from the building permit review. See information under “Health Department Review” header in this handout for more information.
- Once plan review from all Departments is completed:
  - If there are corrections needed the plans will be sent back, with Changemarks/Checklist items (corrections needed) via the ePlans system.
    - All revisions will go through the ePlans system, please see the ePlans handouts for more information on using this system.
  - If the plans are approved the Applicant will receive an email from ePlans stating the approved plans are ready for download/printing and the permit cost.
    - It is the applicant's responsibility to notify the Contractor, if applicable, that the permit is ready and the permit price.
    - If there is no Contractor of record the applicant will receive an email stating the plans/permit is approved and on hold pending the Contractor information submittal. This email will contain a link to the form the Contractor must fill out.

## Issuance of Permit

- Once the plans are approved and the permit is ready for issuance you will receive an email stating that and the permit price.
- Each permit type (Building, Plumbing, HVAC, Electrical, etc.) has its own Inspection Record Card. Each card must be kept on-site and available to the inspectors during construction.
- For electronic plan reviews
  - Permits can either be paid for in person at City Hall or online on the City eTRAKIT Site.
    - Online:
      - Please see the handout here: <http://ci.stcloud.mn.us/DocumentCenter/View/19120/eTRAKIT-Contractor-Pay-For-Permit> on how to pay for permits.
      - City eTRAKIT Site: <https://sws.stcloudcity.com/etrakit/>
        - If you do not have an account as a Contractor yet, please call Sheri at (320)255-7239 or email: [building.safety@ci.stcloud.mn.us](mailto:building.safety@ci.stcloud.mn.us)

- In Person:
  - At City Hall: 400 – 2<sup>nd</sup> St S St. Cloud, MN; on the Main Floor go to the window labeled “Building Permits”.
  - Please make note of your permit number that is in the email.
- You are responsible for having the approved plans on the construction site and available at all times. Plans can either be in either electronic or paper form, but if electronic all sub-contractors and inspectors must have access to them onsite.
- For paper plan reviews:
  - Permits must be paid for, and approved plans picked up, in person at City Hall.
    - City Hall: 400 – 2<sup>nd</sup> St S St. Cloud, MN; on the Main Floor go to the window labeled “Building Permits”.
    - Please make note of your permit number that is in the approval email.
  - Approved (City Stamped) plans must always be on the construction site and available.

### Inspections

- A minimum of 24-hour notice is required for all inspections.
  - Inspections are done on a first-come first-serve basis, and there is no guarantee that you can get an inspection within 24 hours.
  - Inspections are available 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m., Monday through Friday.
- To schedule a building inspection call (320) 255-7238.
  - You will need to leave a message, including the type of inspection, address, permit number, and phone number to call back.
- All fire inspections (fire alarms, specialty suppression, sprinkler systems, and Fire Marshal walk-throughs) are scheduled and completed by the Fire Marshal. Please call (320) 255-7284 to schedule these inspections.

### Current Code Editions

- 2015 Minnesota State Building Code (MSBC)
- 2015 MN Accessibility Code
- 2015 Minnesota Energy Code
  - W/ANSI/ASHRAE/IES Standard 90.1 – 2010 option
- 2015 Minnesota Fire Code
- 2015 Minnesota Mechanical and Fuel Gas Code
- 2015 MN Plumbing Code
- 2017 National Electrical Code (NEC)

### Health Department Review

- Does my project need to be reviewed by the Health Department?
  - If the business is currently licensed by the City of St. Cloud Health Department or it will be required to be licensed upon completion of the project, the plan and/or scope of work must be submitted for review using the application at <http://ci.stcloud.mn.us/989/Forms-Applications>. A separate set of plans must be submitted with the Health and Inspections plan review application, plans submitted for building plan review **CANNOT** be forwarded.
    - Business operations that include a plan review by the Health Department include, but are not limited to:
      - Food service operations, retail food outlets, grocery, convenience stores, catering operations, places of beverage (bars), meat markets, food vehicles, food stands.
      - Hotels, motels, board and lodging establishments, bed and breakfasts.
      - Massage and nonresidential daycares.

- Exceptions:
  - Plans related to health care facilities, dietary kitchens, and public swimming pools are submitted to the Minnesota Department of Health.
  - Plans and processes related to the commercial manufacture and packaging of food are submitted to the Minnesota Department of Agriculture for review.
- Please call (320) 255-7214 to discuss plans regarding mobile food units, seasonal food stands, and temporary food stands.

### Commercial Contractor Licensing Procedure

- License required: No person, firm or corporation shall engage in a business of commercial contracting in the City of St. Cloud without first securing an annual license. Such license shall expire on December 31<sup>st</sup> of each year.
  - A commercial contractor is a building contractor engaging in work other than work performed under a license from the State of Minnesota as a residential building contractor, remodeler or specialty contractor in the business of contracting or offering to contract of improve residential real estate, all terms as defined by Minnesota Statute, Chapter 326.83.
- To obtain a Commercial Contractor license for the City of St. Cloud, the following must be submitted to the City's Building Safety Department:
  - Commercial Contractors license application:
    - Available at City Hall or online on the City website:
      - <http://ci.stcloud.mn.us/DocumentCenter/View/695/Commercial-Contractors-License-Application?bidId=>
        - *If you go to the City of St. Cloud website, go to: Government -> Building Safety-Permits -> Contractor Licensing & Mechanical Exam Forms. You want the "Commercial Building Contractors" application.*
      - The back page (Certificate of Compliance, Workers' Compensation Law) of the application also needs to be filled out and signed. This is a requirement from the State of Minnesota.
  - An **ORIGINAL** \$25,000 License and/or Surety Bond
    - The Principles signature **MUST** be notarized
    - The bond must be for a **COMMERCIAL CONTRACTOR**
    - The City of St. Cloud **DOES NOT** supply bonds/bond forms
  - Proof of Workers' Compensation Insurance
  - Certificate of Liability Insurance f or \$100,000/\$500,000/\$250,000
    - With the City of St. Cloud listed as the certificate holder
  - Payment for the license fee
    - The fees are based on the classification of license and when the license is applied for. The fees can be found on the Commercial Contractors License application.
- Classification of Licenses:
  - Class A: Commercial contractors whose annual gross and total building operations exceed a sum of \$50,000.
  - Class B: Commercial contractors whose annual gross and total building operations exceed a sum of \$25,000 and not more than \$50,000
  - Class C: Commercial contractors whose annual gross and total building operations are less than \$25,000
- Issuance of Licenses:
  - Licenses are typically issued within one business day after all the requirements have been properly submitted and payment for the license has been made.