

To facilitate a building project and the city's permit process, submittals for building permits must be complete at time of application. The following required submittals constitute a complete application for a Building Permit. Plan reviews for permit approval will not begin until a complete application is received. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur.

All construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the code and relevant laws, ordinances, rules, and regulations, as determined by the building official. Any plans that are not legible, dimensioned, or submitted on unsuitable material will not be accepted.

Permitting time will depend on project complexity, completeness of plan submittals and number of already received project submittals. If needed, a pre-design process is provided and a preliminary meeting will be scheduled to answer questions and assist in the application process. Please allow up to 20 days for plan review.

### CODES

- **2015 MN Building Code** (2012 IBC with MN Amendments)
- **2015 MN Accessibility Code** (Chapter 1341 MSBC)
- **2015 MN Mechanical and Fuel Gas Code** (Chapter 1346 MSBC)
- **2015 MN Commercial Energy Code** (Chapter 1323 MSBC)
- **2015 MN Plumbing Code** (Chapter 4715 MSBC)
- **2015 MN Conservation Code** (Chapter 1311 MSBC)
- **2007 MN Fire Code**
- **2014 Redwood Falls Unified Development Ordinance.**

### DESIGN CRITERIA

- **Ground Snow Load.** 50 psf.
- **Roof Snow Load.** 35 psf.
- **Footing Depth.** Minimum 42" below grade.
- **Basic Wind Speed.** 90 mph (3-second gusts).
- **Winter Design Temp.** -17° F

### SUBMITTAL DOCUMENTS

- ☐ **Building Permit Application.** A completed building permit application is required.
- ☐ **Demolition Permit Application.** A completed demolition permit application
- ☐ **Application Fee.** The required application fee must be submitted.
- ☐ **Energy Code Compliance Forms.** Energy code compliance shown and submitted on forms approved by the Building Official.
- ☐ **Construction Specifications.** One electronic PDF set of project specifications.
- ☐ **Special Inspections Summary.** A completed and wet signed Special Inspections Summary (as required).

## **BUILDING PLAN SUBMITTALS**

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One (1) full size set, one (1) 11 x 17 set, and one electronic set of the following plans are required. All building plans must be certified by a licensed architect or engineer in the State of Minnesota, unless an exemption to Minnesota Rule 1800.5200 can be demonstrated and/ or approved by the Building Official.

- ☐ **Site Plan.** A scaled site plan including the following information:
  - All property lines with dimensions (A survey may be required)
  - Driveway location
  - All known easements
  - Natural features (lakes, creeks, floodplain, or wetlands)
  - Existing structures with setbacks from all property lines
  - Proposed structures with setbacks from all property lines
  - Proposed parking areas, with parking stall sizes
  - Landscaping plan
  - Exterior lighting locations for all pole mounted and building mounted lights, showing detail & size.
- ☐ **Civil Plan.** A full set of civil plans showing grading, drainage, utility, and erosion provisions.
- ☐ **Code Analysis and Life Safety Plan.**
- ☐ **Interior and Exterior Elevations.**
- ☐ **Building Sections & Details of Construction.**
- ☐ **Floor Plan.**
- ☐ **Structural Plan.** A full set of structural plans stamped and signed by a Structural Engineer licensed by the State of Minnesota
- ☐ **Mechanical Plan.** A full set of mechanical plans signed by a Mechanical Engineer licensed by the State of Minnesota
- ☐ **Plumbing Plan.** A full set of plumbing plans signed by the Plumbing Engineer or Master Plumber licensed by the State of Minnesota (approval required from Minnesota Department of Labor and Industry).
- ☐ **Electrical Plan.** A full set of electrical plans showing compliance with provisions of energy code. Permits, inspections, and approvals from Minnesota Department of Labor & Industry.
- ☐ **Fire Sprinkler Plan.** A full set of fire sprinkler plans reviewed and approved by the State Fire Marshal.
- ☐ **Fire Alarm Plan.** A full set of fire alarm plans showing all device locations and battery calculations. A full set a of device shop drawings are also required.

## **ADDITIONAL SUBMITTALS THAT MAY BE REQUIRED**

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- ☐ **Additional Fire Suppression Details.**
- ☐ **SWPPP Plan.**
- ☐ **Planning & Zoning Approval.**
- ☐ **Other Items as Required.**