



Certificate of Occupancy

CITY OF STILLWATER, Building Department
216 North Fourth Street, Stillwater, MN 55082
651-430-8825, fax 651-430-8810

MR 1300.0220 requires that no Building or structure shall be used or occupied, and no change in the existing occupancy classification of a building, structure, or a portion of a building or structure shall be made until the Building Official has issued a certificate of occupancy. In addition, a certificate of occupancy is required for any structure that is erected or moved, any portion of any existing industrial or commercial structure that is significantly structurally altered or remodeled and any existing industrial or commercial structure that changes occupancy classification or is occupied by a new tenant or owner.

- Building Permit Application – completely filled out, dated and signed.
- Completed City Contractor License application along with a certificate of liability insurance with the City as certificate holder and proof of workers compensation.
- Copy of State License or IR License.
- Electronic plans and Two (2) sets of complete large sized hard copy, scaled and dimensioned construction plans. Construction plans for Commercial buildings MUST to be signed and certified by the appropriate licensed design professional (architect or engineer) with full code analysis for your business.
- Met Council SAC determination. If any SAC fees are determined to be due, these will be added to your CO permit.