

## SUBMITTAL REQUIREMENTS FOR OBTAINING A COMMERCIAL BUILDING PERMIT

1. Completed City of Stillwater building permit application (plumbing and mechanical applications submitted separately).
2. **TWO** Stapled or Bound large format (MINIMUM size 24"x26") sets of and one digital set:
  - a. Architectural plans signed by Minnesota Licensed Architect with Building Code analysis information.
  - b. Minnesota certified structural plans.
  - c. Minnesota civil plans prepared and signed by a registered professional engineer including site, grading and utility plans, which include sanitary sewer/water main/storm sewer plans.
  - d. Landscaping plans, grading and drainage plans.
  - e. Certified plumbing plans.
  - f. Certified mechanical plans.
  - g. Certified fire suppression plans. Please contact Tom Ballis, Deputy Fire Chief at 651-351 4951 for fire suppression questions.
  - h. certified electrical plans.
3. One set of scaled digital plans submitted as a PDF or link to [Planningdept@ci.stillwater.mn.us](mailto:Planningdept@ci.stillwater.mn.us). (only required if external changes or changes to footprint).
4. One copy of:
  - a. Energy calculations (Building Envelope, Lighting, HVAC) demonstrating compliance with the MN Commercial Energy Code, Chapter 1323 **OR** ASHRAE Standard 90.1.
  - b. Certified soil testing report from a third party testing company.
  - c. Completed special inspection agreement signed by all parties/agencies.
  - d. Metropolitan Council SAC determination letter.
4. **Plan revisions and plan review responses may be emailed but will not be stamped as Received until 2 sets of full size plans are submitted to the Building Office.**

**Contractor must submit Reissued Full set of drawings in digital TIF format PRIOR to release of permit.**

**Separate review and individual permit approvals** required for sewer/water, plumbing, mechanical, fire suppression and electrical prior to commencing work. These plans must be submitted to the appropriate agency for review and permitting.

**It will be the responsibility of the owner/contractor** to submit plans to the appropriate agencies including:

1. Metropolitan Council for SAC determination.
2. Plumbing plan submittal to the State of Minnesota Department of Labor and Industry, Plumbing Division.
3. Washington County Department of Public Health.
4. Fire Suppression Plans to the State Fire Marshall.

Contractors must be licensed by the City of Stillwater, see [www.ci.stillwater.mn.us](http://www.ci.stillwater.mn.us) for applications.

Electrical permits are available at the State website: [www. DLI.electricity@state.mn.us](http://www.DLI.electricity@state.mn.us)

**SAC Determination**

Metropolitan Council  
Environmental Services  
390 N. Robert St.  
St. Paul, MN 55105  
651-602-1000  
[www.metrocouncil.org](http://www.metrocouncil.org)

**Restaurant/Food**

Washington County Government Center  
Department of Public Health  
14949 62<sup>nd</sup> St. N.  
Stillwater, MN 55082  
651-430-6655

**Plumbing**

MN Dept. of Labor & Industry  
Public Health Engineer  
Plumbing Plan Review & Inspections Unit  
443 Lafayette Road  
St. Paul, MN 55115  
651-284-5063

**Fire Suppression**

MN Dept. of Public Safety  
State Fire Marshall  
445 Cedar St., Suite 145  
St. Paul, MN 55101-5145  
651-201-7200

1. Does this location fall under your jurisdiction? [Google Washington County Property Viewer](#) to confirm.
2. Do you have any requirements outside of the Building Inspection department? Contact the Planning Department at 651-430-8820.
3. Do we need to submit to the Fire Department separately? No, the Building Department will route the building plans to the Fire Department, however; fire sprinkler and fire alarm plans must be submitted to the Fire Department or State Fire Marshall's office separately.
4. Do we need to submit either Fire Alarm or Fire Sprinkler drawings with the original permit application or can this be a deferred submittal? Fire sprinkler and fire alarm drawings need to be submitted directly to the Fire Department for review and permitting. Contact Tom Ballis, Deputy Fire Chief, for fire sprinkler and alarm questions. 651-351-4951 or [tballis@ci.stillwater.mn.us](mailto:tballis@ci.stillwater.mn.us)
5. Number of sets required? 2 full size hard copy sets 22 X 36 and one digital set. As-built plans will be required to be submitted in TIF format prior to final inspection.
6. Do plans need original signatures? Yes, plans must be signed and stamped.
7. Do we need a demo permit prior to the building permit, and if so, what are the requirements? A separate permit would be required if interior demolition is to be completed prior to issuing the build-out permits. If demolition will not begin until the build-out building permit is obtained, the work would be included in the one building permit
8. Do we need to state the General Contractor's name at time of permit? Yes. Permit applications will not be accepted without the General Contractor listed.
9. Is the GC specifically required to submit the drawings? No, but the City licensed contractor must be listed on the permit application and sign the application. Commercial projects require the contractor to obtain a city contractor's license.
10. Do we need low voltage permits, and do we need them prior to issuing the building permit? All electrical permits, including low voltage work are obtained by the licensed electrical contractor(s) from the State Board of Electricity and inspected by the state inspector. Contact the State Board of Electricity for licensing and permitting of all electrical systems. 651-284-5064 or [dli.electricity@state.mn.us](mailto:dli.electricity@state.mn.us)
11. What is a SAC determination and do I need to submit to Met Council? A SAC determination is a computation of SAC units assigned to a given property. It is a fee imposed by the Metropolitan Council Environmental Service (MCES) and is for sewer capacity. Commercial, institutional and industrial projects that are new, changing business use or being modified need to submit for a SAC determination. You can apply on-line. The link and additional information is found on our website under Building Inspections SAC/WAC.
12. Do we need to state any subcontractor's names? Plumbing and mechanical contractors need to pull separate permits. Other sub-contractors (framers, flooring, finish carpenters, etc.) do not need to be listed separately.
13. Do we need to submit licenses for either the General Contractor or subcontractors? The general contractor and HVAC contractor must obtain their own city license. The plumbing contractor must provide a copy of their MN state plumbing contractor's license.
14. Are insurance certificates or bonds required, and if so, by whom? Insurance certificates are required to be submitted as part of the contractor's license application package.
15. Are separate applications required by the subcontractors, and if so, by whom? Plumbing and mechanical permits need to be obtained through the city. Electrical permits are issued by the State. Fire sprinkler and alarm permits are issued by the Stillwater Fire Department or State Fire Marshal's office – contact Tom Ballis for specific criteria.
16. Can we use an expeditor? If so, does the Building Department work with any specific expeditors? No
17. Are there other expediting options such as fees for faster turnaround or third party review? No
18. Is Landlord approval required, and if so, must the Landlord approve prior to submission or prior to permit approval? No
19. Can we receive our permit without the Landlord's work (any applicable site and shell work) being completed and approved? Yes, if the landlord's work does not need to be completed prior to the build-out work.
20. Can the drawings be submitted via mail, FedEx, UPS, etc.? Yes

21. Is a plan check fee required at the time of submittal? No. Plan Review fee is collected with the permit fee at the time of issuance. If Plan Review is completed and the project does not move forward, the Plan Review fee must be paid upon application withdrawal.
22. Are energy calculations required? Yes per Minnesota Energy Code.
23. What are the codes for the following divisions
  - a. Building 2020 MN Building Code (2018 IBC with state amendments)
  - b. Mechanical 2020 MN Mechanical and Fuel Gas Code (2018 IMC & IFGC with state amendments)
  - c. Electrical Contact State Board of Electricity for current code cycle
  - d. Plumbing 2020 MN Plumbing Code (2012 UPC with state amendments)
  - e. Life Safety 2020 MN Building Code and 2020 MN Fire Code (2018 IFC with state amendments)
  - f. Accessibility 2020 MN Accessibility Code (2018 IBC Chapter 11 and ANSI 117.1-2009 with state amendments)
  - g. Energy Conservation 2024 MN Commercial Energy Code.