



General Requirements - 1 copy

- Building permit application
- SAC Determination Letter:
Contact the Metropolitan Council for submittal requirements at SACprogram@metc.state.mn.us
- Health Department Letter of Approval for work associated with food preparation:
Contact Hennepin County Human Services Department, Public Health Protection, Epidemiology and Environmental Health, 612-543-5200

Building Documents - 2 copies

Architectural and structural documents certified by licensed professionals (unless applicant can demonstrate exemption to Minnesota Rule 1800.5200).

- Energy code analysis
- Construction specifications
- Cover sheet information
- Building code analysis
- Architectural site plan
- Floor plans
- Sections and details of construction
- Construction assemblies
- Interior elevations
- High piled storage evaluation form
- Hazardous, corrosive, and toxic materials inventory (MSDS and quantities)

Building Document Details

Cover Sheet Information: Project name, address, index of drawings, building code analysis prepared and certified by an architect licensed in Minnesota.

Building Code Analysis:

- Identify construction type
- Identify all occupancy groups and associated floor areas
- Demonstrate through calculations that the proposed work complies with building code allowable area limitations and provide a plan diagram if mixed occupancy (separated use or non-separated use)
- Indicate the occupant loads and exiting
- Provide plumbing fixture calculations based upon occupant load

Floor Plans:

- Clearly differentiate between existing and new work
- Provide functional room names for all spaces
- Indicate location of fire rated assemblies and construction types
- Provide dimensions at all new work
- Provide reference marks to other drawings (elevations, sections, and details)
- Identify all exit signs and emergency lighting

Sections/Details:

- Illustrate the basic wall section and detail transitions
- Indicate materials and configurations at transitions
- Provide critical elevations points and dimensions
- Indicate flashings, weeps, and joints

Fire Rated Assemblies: Provide details and test assembly references.

Interior Elevations: Provide dimensioned elevations at handicap accessible function areas (toilet rooms, reception counters, drinking fountains, sinks and counters for non work related use).