



**City of Plymouth**  
Building Inspection  
Division

**Submittal Requirements  
Commercial Additions &  
New Construction**

**General Requirements- 1 copy**

- Building Permit Application
- SAC Determination Letter. Contact Met. Council for submittal requirements. 651-602-1118
- Health Department Letter of Approval for work associated with food preparation. Contact Hennepin County Human Services Department, Public Health Protection, Epidemiology and Environmental Health. 612-543-5210.
- Erosion Control Financial Guarantee and Cash Deposit.
- Street Sweeping Contract
- SIPA Document
- Geotechnical Report - Engineer Certified

**Building/Civil Documents- 2 copies**

Architectural and Structural documents  
Certified by licensed professionals.  
(except Minnesota Rule 1800.5200,  
Subparts 2, 3, and 4.)

- Site Survey
- Grading Plan & Details.
- Utility Plan & Details.
- Landscape Plan & Details
- Tree Survey (if required by Planning)
- Special Inspections Testing Agreement- wet signatures.
- Energy Code Analysis- Building Envelope- architect certified.
- Construction Specifications
- Cover Sheet Information
- Building Code Analysis
- Architectural Site Plan
- Floor Plans
- Roof Plan
- Exterior Elevations all sides
- Sections and Details of Construction
- Construction Assemblies
- Interior Elevations
- High Piled Storage Evaluation Form
- Hazardous, Corrosive, and Toxic Materials Inventory

**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. Provide a plan diagram if mixed occupancy- separated use.
- Indicate the occupant loads and exiting
- Provide plumbing fixture calculations based upon occupant load.

Architectural Site Plan:

- Indicate property lines and setbacks to new work.
- Show dimensional location and size of new construction and site improvements.
- Annotate accessible routes and paths of exit discharge.

Floor Plans:

- Clearly differentiate between existing and new work.
- Provide functional room names for all spaces.
- Indicate location of fire rated assemblies & 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.

Roof Plan:

- Indicate roof pitch, slope to drains, and drain locations.
- Indicate secondary drainage system if required.
- Locate roof access, screening, and roof openings.
- Locate fire walls.

Exterior Elevations: Identify materials and critical elevations (top of wall, grade, building height transitions, footing depths).

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.

Construction Assemblies: Provide details and test assembly references.

Interior Elevations: Provide dimensioned elevations at handicap accessible function areas. (Toilet Rooms, Reception Counters, Drinking Fountains, Sinks & counters for non-work related use.)