


COMMUNITY DEVELOPMENT DEPARTMENT
651-792-7080

COMMERCIAL BUILDING PERMIT APPLICATION
CHECKLIST FOR NEW CONSTRUCTION OF:
COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, PUBLIC AND MULTI-FAMILY RESIDENTIAL BUILDINGS

Online Permits:

www.cityofroseville.com/epermits

The City of Roseville has adopted a digital plan review process for Commercial Permits.
Use the online permitting portal to submit digital plans.

MATERIALS REQUIRED TO BE SUBMITTED WITH ONLINE APPLICATION:

- | | |
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| <input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Signed Architectural Plans
<input type="checkbox"/> Signed Structural Plans
<input type="checkbox"/> Signed Mechanical Plans
<input type="checkbox"/> Signed Electrical Plans
<input type="checkbox"/> S.A.C. Determination Letter - Contact the Met Council, 651-602-1118.
<input type="checkbox"/> Special Structural Testing & Inspection Program Summary Schedule (completed and signed by the Engineer of Record)
<input type="checkbox"/> All Site Related Plans (Including Site, Grading, Erosion Control, Utility, Landscaping and Lighting Plan)
<input type="checkbox"/> Building to Boundary Layout Survey and an Existing Conditions Survey | <input type="checkbox"/> Exterior Envelope Energy Code Computation Worksheet
<input type="checkbox"/> Copy of Soil Test Report
<input type="checkbox"/> Signed Plumbing Plans include MN DLI Plumbing Report on Plans
<input type="checkbox"/> Ponding/Runoff Calculations
<input type="checkbox"/> Project Specifications (if any) |
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ONLY A COMPLETE APPLICATION/SUBMITTAL WILL BE ACCEPTED

ALL plans and specifications must be signed by the Minnesota Registered Architect, Engineer, or Surveyor who prepared them as required by the Minnesota Board of Architecture, Engineering, Land Surveying and Landscape Architecture Rules.

A permit will not be issued until all conditions, involving requirements of all City departments, have been complied with. The time this entire process takes will depend on completeness and accuracy of the plans and application, and the response time of the applicant's resubmittals, should revisions be necessary. This process takes approximately fifteen working days from the date of permit application.

Fee Information

All fees are paid at the time of permit issuance. Please be aware that separate fees make up the permit fees. These fees may include the Building Permit, Plan Review, State Surcharge, Fire Surcharge, SAC, Assessments, Park Dedication (and possibly others). The following list describes most fees and how they are calculated:

Building Permit – Calculated according to the LMC proposed fee schedule, based on construction value

Plan Review Fee – 65% of permit fee

Fire Surcharge- 8% of permit fee

Assessments - If applicable, amounts calculated by Engineering Department

Park Dedication - If applicable, amounts calculated by Parks Department

Construction Deposit – A \$5,000 fee, refundable upon completion of project

State Surcharge – Calculated according to State Statute

SAC Units – Calculated by the Met Council

BUILDING PERMIT ISSUANCE PROCESS

This handout is to explain the Building Permit issuance process for new construction of commercial, industrial, public, institutional and multi-family structures.

1. **Development Review Committee** reviews “Site Plans”. Approval by the Roseville City Council may also be required. Contact the City Planner at 651-792-7074 for questions.
2. **Apply for a Building Permit.** Only a complete application will be accepted for processing. Apply online at www.cityofroseville.com/epermits
3. **Plan review.** Applications are reviewed on a “first come” basis. The review consists of the following:
 - The site/civil plans are routed to our Engineering Department for their review and approval.
 - Landscape plans are routed to the Parks Department for review and approval.
 - A complete set of plans is routed to our Planning Division for review and approval and a determination of any escrow requirements.
 - A complete set is routed to the Fire Marshal for review and approval.
 - Plan review is concurrently performed on the construction drawings by the Building Division.
4. **Verify Code Compliance** City staff to verify compliance with the Minnesota State Building Code, Minnesota Fire Code, the Roseville City Code and Zoning Ordinance, City policies, and any Council Approving Resolutions and/or conditions. Any deficiencies observed will be conveyed to the applicant for appropriate revisions and resubmittal. This process takes approximately fifteen working days from the date of permit application.
5. **Preconstruction Meeting** In conjunction with the issuance of the Building Permit, we may require a preconstruction meeting with the job- site superintendent, the project manager and possibly subcontractor representatives. This is a brief meeting held at the City to identify key personnel involved in the construction, as well as to highlight the City’s inspection policies and procedures.

Should you have any questions, please contact Building Official Dave Englund at 651-792-7087.

Frequently Asked Questions

Does the General Contractor need to be awarded prior to submittal for permit?

During the plan review process, the contractor can remain To Be Determined (TBD). In order to issue the permit, a contractor will need to be assigned and have a current City Contractor License.

Which codes are currently being enforced?

The most up to date code information is available at www.doli.state.mn.us under “Construction Codes and Licensing”

Is a SAC Determination needed on a small, commercial remodeling project?

Yes, a SAC Determination from MET Council is always required on Commercial Projects 651-602-1113

When is a State Plumbing review required?

When there are more than 5 fixtures OR project does not qualify as a minor remodel https://www.dli.mn.gov/sites/default/files/pdf/plumbing_plan_check.pdf

Are there additional requirements for work done at Rosedale Center?

A stamp from mall management is required.

When does Ramsey County Health need to be involved in the plan review process?

When food is prepared at the site, Ramsey County Health must be notified.

Are separate permits required for additional work done at this address?

Yes. Separate permits are required for plumbing, mechanical, and electrical work, as well as signs, fire sprinklers, and fire alarms.

How are emergency lights and exit signs tested at the final inspection?

Power must be cut to the area where work is done to ensure functionality of emergency lights and exit signs.

