



COMMUNITY DEVELOPMENT DEPARTMENT
651-792-7080

APPLICATION CHECKLIST FOR COMMERCIAL INTERIOR REMODEL

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:

- Building Permit Application
- Submit plans digitally, floor plans with wall section detail(s) required.
- Plans for Rosedale Center must have stamp from mall management
- City Contractor License
- Separate permits required for Plumbing, HVAC, Electric, Water & Sewer
- Identify Occupancy Classification and Construction Type
- Identify if the space/building is sprinklered
- Submit at least 15 working days prior to commencement of construction

You will be notified when the permit is approved.

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

When is a State Plumbing review required?

When there are more than 5 fixtures and/or the project does not qualify as a Minor Remodel

[HTTPS://WWW.DLI.MN.GOV/SITES/DEFAULT/FILES/PDF/PLUMBING_PLAN_CHECK.PDF](https://www.dli.mn.gov/sites/default/files/pdf/plumbing_plan_check.pdf)