Apply for Permits

In accordance with the Minnesota State Building Code (MSBC), permits are required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, fire system or other equipment, which is regulated by the (MSBC). The owner or authorized agent shall make application to the Building Codes Division (BCD) and obtain the required permit(s) prior to beginning work. Permits for high pressure steam work, elevators, or facilities and uses licensed by the State of Minnesota are issued by the Minnesota Department of Labor and Industry.

www.dli.mn.gov/CCLD/elevator.asp
www.dli.mn.gov/CCLD/hpp.asp

Contact Information:
Clayton Talbot, Plans Examiner
Email 612-626-2783 | 612-210-7119 (cell)

Paul Schoenecker, Plans Examiner
Email 612-624-2903 | 612-865-9451 (cell)

Request Inspections

Construction or work for which a permit is required is subject to inspection by the Building Codes Division (BCD) and the construction or work shall remain accessible and exposed for inspection purposes until approved. The person doing the work authorized by a permit shall notify the BCD that the work is ready for inspection. The person requesting the inspection required by the code shall provide access to and means for inspection of the work. It is the responsibility of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the BCD. Any portion of work that does not comply shall be corrected and that portion of work shall not be covered or concealed until authorized by the BCD.
Building Permit Submittal Checklist for New Construction and Additions

To facilitate your building project and the University’s permit process as well as to provide a consistent level of customer service, submittals for building permit must be complete at the time of application. The following documents are required at time of permit submittal so that Building Code Division (BCD) staff can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. If you have questions or concerns at this stage of your project, we will be happy to meet with your design team to answer questions and assist you in completing the application process.

Two complete sets of plans, specifications and submittal documents are required at time of permit application:

- Completed on-line permit application
- Soils Analysis / Geotechnical report
- Land Survey / If applicable
- Civil plans (Grading, drainage, utilities)
- Landscape Plans
- Site Plan
- Architectural Building Plans / Code analysis
- Structural Plans (Structural analysis, design calculations)

The following documents may be deferred submittals and are required prior to issuance of a permit:

- Signed Special Inspections Form
- Hazardous Materials Inventory Statement
- SAC Letter from Metropolitan Council
- Exiting / Staging Plan
- Energy Calculations

Separate Permit applications, plans and approvals are required for the following work:

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- The Building Official may authorize projects to be constructed using phased design and permitting. Consideration will be given to size, complexity, construction schedule and other related factors to determine if this approach is acceptable. Authorization must be obtained prior to submitting any initial building permit applications/documents. Extremely large and/or complex projects may require a preliminary meeting prior to building permit submittal.
- Requests for use of alternate materials or methods of construction must be submitted through the Architect of record office for BCD code approvals.
- Construction change orders must be reviewed for code compliance prior to construction implementation.
- Where required, plans, documents and specifications must be prepared in accordance with the MN State Board of Architecture Rules. [www.mn.gov/aelslag](http://www.mn.gov/aelslag)
- State licensing or bonding may be required for specific trade permits (eg. Plumbing, HVAC, Electrical) [www.dli.mn.gov/CCLD/Forms.asp](http://www.dli.mn.gov/CCLD/Forms.asp)
Building Permit Submittal Checklist for Remodeling Renovations or Improvements

To facilitate your building project and the University’s permit process as well as to provide a consistent level of customer service, submittals for building permit must be complete at the time of application. The following documents are required at time of permit submittal so that Building Code Division (BCD) staff can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. If you have questions or concerns at this stage of your project, we will be happy to meet with your design team to answer questions and assist you in completing the application process.

Two complete sets of plans, specifications and submittal documents are required at time of permit application:

- Completed on-line permit application
- Scope of work
- Architectural Building Plans / Floor plans (Code analysis)
- Structural Plans (Structural analysis, design calculations (if applicable)

The following documents may be deferred submittals and are required prior to issuance of a permit:

- Signed Special Inspections Form
- SAC Letter from Metropolitan Council
- Energy Calculations
- Hazardous Materials Inventory Statement
- Exiting / Staging Plan

Separate permit applications, plans and approvals are required for the following work:

- Mechanical / HVAC
- Plumbing / Process Systems
- Electrical Systems
- Fire Suppression
- Fire Alarms
- Phased Construction
- Demolition
- High Pressure Steam
- Elevators
- State Licensed Facilities

- The Building Official may authorize projects to be constructed using phased design and permitting. Consideration will be given to size, complexity, construction schedule and other related factors to determine if this approach is acceptable. Authorization must be obtained prior to submitting any initial building permit applications/documents. Extremely large and/or complex projects may require a preliminary meeting prior to building permit submittal.
- Requests for use of alternate materials or methods of construction must be submitted through the Architect of record office for BCD code approvals.
- Construction change orders must be reviewed for code compliance prior to construction implementation.
- Where required, plans, documents and specifications must be prepared in accordance with the MN State Board of Architecture Rules. www.mn.gov/aelslag
- State licensing or bonding may be required for specific trade permits (eg. Plumbing, HVAC, Electrical) www.dli.mn.gov/CCLD/Forms.asp