



Dear Maple Grove Commercial/Industrial Contractor:

Welcome to Maple Grove. To make your building experience run as smoothly as possible, enclosed are the forms required for a building permit and listed below are the codes used to conduct the plan review and inspections. After approval of a site plan has been granted either by the City Council or, in the event of an in-house review and approval by the Community Development Department, the Fire and Building Inspections Department will begin the plan review and permitting process.

At the time of plan submittal a Plan Review/Code Deficiency meeting will be scheduled. At the Plan Review meeting we would like the applicant/owner and architect to be in attendance. At the Plan Review meeting we will schedule a Pre-Construction meeting to be held three days after plan revisions have been submitted. At the Pre-Con we would like the applicant/owner, architect (*optional*), and contractor/job superintendent in attendance to discuss plan revisions and inspections procedures; we will also be prepared to issue a building permit at this time provided all information has been submitted and approved.

Commercial plans are reviewed per the following codes:

- ◆ 2006 International Building Code (IBC) with MN Amendments
- ◆ 2006 International Fire Code (IFC) with MN Amendments and City Ordinance
- ◆ 2009 Minnesota Mechanical Code 1346.
- ◆ 2009 MN Fuel Gas Code
- ◆ 2009 MN Plumbing Code
- ◆ 2009 MN Commercial Energy Code & ASHRAE Standard 90.1-2004
- ◆ 2011 National Electrical Code
- ◆ 2007 MN State Accessibility Code Chapter 1341 including Chapter 11 of the 2006 IBC
- ◆ Website: <http://www.mncodes.org/>

General Notes:

- ◆ Code Analysis is Required
- ◆ Designed for 90 MPH wind load, Exposure "B", 50 pound roof load plus drift, and a minimum 42" frost depth.
- ◆ SAC Charges to be determined by Metropolitan Waste; see attached SAC brochure.
- ◆ Restaurants or establishments selling any sort of food product shall submit plans to Hennepin County Environmental Health. Plans must be submitted and approved by Hennepin County Health prior to the issuance of a building permit from Maple Grove. Contact Hennepin County Health at 952-351-5215.
- ◆ Specifications for all fire stopping and product designs
- ◆ Half size set of approved plans for field inspector required

(see reverse side)

Attachments include:

1. Building Permit Application
2. SAC Brochure
3. Code Analysis Form
4. Commercial Certificate of Occupancy Application or Business Certificate Application
5. Special Inspections Form to be submitted prior to issuance of a building permit
6. Emergency Phone Number form to be submitted prior to the issuance of a building permit
7. City of Maple Grove Sewer and Water Connection Charge Fee Schedule – new construction only

All submittals shall be submitted to Becky Roy at 12800 Arbor Lakes Parkway, Maple Grove, Minnesota 55369. If you have any questions please do not hesitate to call her at 763-494-6062 or email at broy@ci.maple-grove.mn.us

Commercial Building Permit Application

City of Maple Grove

12800 Arbor Lakes Pkwy, P.O. Box 1180, Maple Grove, MN 55311

CONTACT NUMBERS:

Becky Roy, Administrative Assistant 763-494-6062 (Broy@ci.maple-grove.mn.us)

Larry Huff, Plans Examiner 763-494-6080 (Lhuff@ci.maple-grove.mn.us)

Site Address (including suite number if applicable):

Suite #

Occupant:

(please be sure to complete Certificate of Occupancy or Business Application for all new tenants)

Property Owner

Name: Contact Person:

Address: email address:

City: State: Zip: Phone#:

Contractor

Name: Project Manager:

Address: email address:

City: State: Zip: Phone#:

Architect/Designer/Engineer

Company: Design Professional:

Address: MN State Registration #:

City: State: Zip: Phone #:

Email address:

Description of Work

- Comm/Ind/Pub – New
- Comm/Ind/Pub – Alt
- Comm/Ind/Pub – Add
- Comm/Ind/Pub – ReRoof
- Retaining Wall
- Commercial Swimming Pool

Main Structure /Work Type

- New
- Addition
- Interior Finish
- Remodel/Alter
- Repair
- Footing/Foundation
- Demolish

~OVER~

New Construction or Addition Plan Review Submittal Checklist:

___ **Applicable Building Code: 2006 IBC with MN Amendments**

___ Completed Permit Application

___ ***New Construction - 5 Complete Sets of Plans; folded or separately rolled for distribution (all copies must be signed by a registered professional)***

___ Completed Code Analysis Form

___ Completed Certificate of Occupancy Application

___ Hennepin County Environmental Health Submittal. **Submittal Date:** _____

If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.

___ Metropolitan Waste Control Commission(SAC Determination) **Submittal Date:** _____

*See Attached SAC Brochure

SAC must be determined prior to issuance of building permit.

Tenant Improvement/Remodel Plan Review Submittal Checklist

___ **Applicable Building Code: 2006 IBC with MN Amendments**

___ Completed Permit Application

___ ***3 Complete Sets of Plans; folded or separately rolled for distribution (all copies must be signed by a registered professional)***

___ Completed Code Analysis Form if Code Analysis is not on front of plan

___ Completed Certificate of Occupancy Application if new commercial tenant space

___ Completed Business Certificate Application

___ Hennepin County Environmental Health Submittal. **Submittal Date:** _____

Contact: Debra Anderson – 612-235-0352 - If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.

___ Metropolitan Waste Control Commission(SAC Determination) **Submittal Date:** _____

*See Attached SAC Brochure

SAC must be determined prior to issuance of building permit.

Estimated Value of Work to be Performed _____

COMPLETE BELOW ONLY IF APPLICATION INCLUDES PLANS

Building Permit Data Practices Advisory

You may be required to submit building plans with your permit application so that the City can determine if a building permit should be issued. If you do not submit building plans when they are required, you will not obtain the permit. If you think that those plans have economic value from not being generally available and you wish to maintain their secrecy please check the box below that is designated a trade secret information and explain your reasons. If you think that those plans have information that would jeopardize the security of the property if the information were released please check the box below that is designated security information and explain your reasons. Trade secret information and security information are not available to the public. Building plans that contain trade secret information or security information will not be given to the public and will be provided only to government officials who have a need to review them. Other building plans are available to anyone.

Please check one of the following choices and sign below:

The building plans have trade secret information. Please identify:

The building plans have security information: Please identify:

The plans do not have trade secret information or security.

Fees and plan review are based on Section 304 and Table 3A of the 1997 UBC.

The undersigned hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Maple Grove to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Maple Grove, the State of Minnesota and rulings of the Building Department.

Applicant's Signature: _____ Date: _____

The Applicant is: Owner Contractor Architect

A Plan Review Meeting to be scheduled at the time permit application and plans are submitted. Please contact Becky Roy at 763-494-6062 to schedule this meeting. A Pre-Construction meeting will be scheduled on all new construction or if deemed necessary prior to the issuance of the building permit.

Contact Info

CITY CONTACTS

MCES CONTACTS

For more information and to access SAC forms, visit:
www.metrocouncil.org/environment/RatesBilling/SAC_Program.htm

Kelly Barnebey

Submittal Information, Questions & Determination Status
651-602-1421, kelly.barnebey@metc.state.mn.us

Karon Cappaert

SAC Determination Review
651-602-1118, karon.cappaert@metc.state.mn.us

Jessie Nye

SAC Coordinator (and all other SAC questions)
651-602-1378, jessica.nye@metc.state.mn.us



SEWER AVAILABILITY CHARGE (SAC)

Why Do I Have to Pay SAC?
And Other FAQs

What is SAC?

SAC or Sewer Availability Charge is a one-time fee charged by Metropolitan Council Environmental Services (MCES) to local governments for use of reserve capacity in the Metropolitan Waste System.

Local governments may also charge, on top of the MCES charge, a local SAC or add-on fee for capacity in the local sewer system.

What is paid for by SAC?

SAC pays for capital or debt payments associated with providing reserve capacity in the Metropolitan Waste System. Remaining capital or debt payments is paid by system users through the Municipal Wastewater Charge.

For more information on the award-winning system, visit www.metrocouncil.org/water.

Why do I have to pay SAC?

The SAC program, which has existed since 1973, helps pay for system capacity and expansion.

When residents and business owners pay SAC to local governments, they are paying for their portion of this capacity. It's a cost of service for standing ready to receive wastewater.

What if I can't afford SAC?

MCES recognizes the economy has been challenging for most people and businesses. Typically SAC and other municipal fees are eligible expenses for small business loans.

Check with your local bank or lending agent.

What is a SAC Determination?

A SAC Determination is a computation of SAC units assigned to each property. The result—or determination—is the maximum potential capacity (not actual usage) needed for each property.

All residential properties have the same SAC unit assignment of 1 SAC per dwelling unit.

Industrial, commercial and institutional properties require a "determination" of the amount of wastewater capacity needed for the site.

Do I need a Determination?

Any commercial, industrial or institutional property connecting to the wastewater system for the first time—or businesses whose use changes or is modified—will need a SAC Determination.

Local governments (where the property is located) may complete determinations, or MCES staff may complete them upon request.

MCES completes all industrial determinations.

More about Determinations

To apply for a determination with MCES, submit the SAC Determination Application (available on our Web site: metrocouncil.org/environment/RatesBilling/SAC_Program.htm) and items listed on the transmittal form. Some determinations require more than a scalable floor plan and application.

It usually takes one to two weeks to complete a determination once all paperwork has been received.

SAC is then paid to your local government, usually as part of permit or business license.



City of Maple Grove

12800 Arbor Lakes Parkway, Maple Grove, MN 55369

Code Analysis Requirements Tenant Improvement

A Code Analysis is required on all commercial plans. Please include the following information when submitting commercial plans for review and approval.

Project Information

Site Location: _____

Total Tenant Square Footage: _____

Building Code Analysis

1. **Commercial plans are reviewed per the following codes:**
 - ◆ 2006 International Building Code (IBC) with MN Amendments
 - ◆ 2006 International Fire Code (IFC) with MN Amendments and City Ordinance
 - ◆ 2000 International Mechanical Code with MN Amendments
 - ◆ 2003 MN Plumbing Code
 - ◆ MN Commercial Energy Code
 - ◆ 2008 National Electrical Code
 - ◆ 2006 IBC Chapter 11 with MN Amendments
 - ◆ Website: <http://www.mncodes.org/>

2. Construction Type:

3. Tenant Occupancy by Group and Division
 - Sprinkled/Non-Sprinkled
 - Fire barrier wall requirements

4. Occupant Load:

5. Exiting:
 - Exit Width Calculation

Required:

Actual:

- Exit Arrangement/Travel Distance

Required :

Actual:

6. Identify all areas designed for high pile storage

7. Plumbing Fixture Calculations

Required:

Actual:

Deferred plan submittals – Plumbing, Mechanical, Electrical, Fire Sprinkler and Smoke Evacuation Systems.

All deferred submittals shall come with Architect/Engineer's approval before submittal to Building Department for review.



APPLICATION FOR COMMERCIAL CERTIFICATE OF OCCUPANCY

12800 Arbor Lakes Parkway, PO Box 1180
Maple Grove, MN 55311
763-494-6062

Business Name(dba): _____

Business Site Address: _____

Business Contact Person: _____ Phone # _____

Email address _____

Owner of Building : _____ Phone # _____

Address _____
Street City State Zip

(the above must be completed in it's entirety)

Business Type:

<input type="checkbox"/>	Retail	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Office/Bank/Professional	<input type="checkbox"/>	Office/Warehouse
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Church	<input type="checkbox"/>	Amusement/ /Recreational	<input type="checkbox"/>	Restaurant

Describe **FULLY** the nature of use, materials used, also list hazardous and flammable materials if applicable, and hours of operation, etc. (attach an additional sheet of paper if more room is needed).

Total Occupied Square Footage _____ Tobacco License Required ___ Yes ___ No
Total Number of Employees _____ Liquor License Required ___ Yes ___ No
Number of Parking Spaces Available _____

Industrial Users Please Complete This Section

Office Area Square Footage _____
Shop/Factory Area Square Footage _____
Warehouse/Storage Area Square Footage _____

(signature required on reverse side)

ALL INFORMATION MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR A CERTIFICATE OF OCCUPANCY.





APPLICATION FOR COMMERCIAL BUSINESS CERTIFICATE

12800 Arbor Lakes Parkway, PO Box 1180
Maple Grove, MN 55311
763-494-6062

Business Name(dba): _____

Business Site Address: _____

Business Contact Person: _____ Phone # _____

Email address _____

Owner of Building : _____ Phone # _____

Address _____
Street City State Zip

Business Type:

<input type="checkbox"/>	Retail	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Office/Bank/Professional	<input type="checkbox"/>	Office/Warehouse
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Church	<input type="checkbox"/>	Amusement/ /Recreational	<input type="checkbox"/>	Restaurant

Describe **FULLY** the nature of use, materials used, also list hazardous and flammable materials if applicable, and hours of operation, etc. (attach an additional sheet of paper if more room is needed).

Total Occupied Square Footage _____ Tobacco License Required ___ Yes ___ No
Total Number of Employees _____ Liquor License Required ___ Yes ___ No
Number of Parking Spaces Available _____

Industrial Users Please Complete This Section	
Office Area Square Footage	_____
Shop/Factory Area Square Footage	_____
Warehouse/Storage Area Square Footage	_____

Date Submitted _____ Applicant's Signature _____

For Office Use Only:

Proposed use (does) (does not) meet Zoning requirements for the _____ zoning district.

Zoning Coordinator

Date

<p><i>Comments/Conditions of CO Approval:</i></p> <hr/> <hr/> <hr/>
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Please return completed application to Rebecca Roy at 12800 Arbor Lakes Parkway, PO Box 1180, Maple Grove, MN 55311. If you have any questions, please call 763-494-6062 or email at broy@ci.maple-grove.mn.us.

Location: G:/ Building/ Building Forms
Updated 08/21/07

CITY OF MAPLE GROVE

Structural Testing and Special Inspection

Statement of Special Inspections

Project Name: _____

Location: _____

Owner: _____

(Must be Completed by Architect)

This *Statement of Special Inspections* is submitted as a condition for permit issuance in accordance with the Special Inspection and Structural Testing requirements of the 2006 International Building Code as adopted by the current Minnesota State Building Code. It includes a schedule of Special Inspection services applicable to this project and the identity of agencies to be retained for conducting these inspections and tests. This *Statement of Special Inspections* encompasses the following disciplines:

_____ Structural _____ Architectural _____ Other: _____

The Special Inspector shall keep records of all inspections and shall furnish inspection reports to the Building Official, the Architect and Structural Engineer of Record. Discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official, the Architect and SER. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

All interim reports shall be submitted to the Building Department, Architect and SER.

A Final Report of Special Inspection documenting completion of all required Special Inspections, testing and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Occupancy.

Please return this form completed to Becky Roy of the Building Inspections Department prior to the Pre-Construction Meeting.

ACKNOWLEDGEMENTS

Each appropriate representative shall sign below:

Owner: _____	Firm: _____	Date: _____
Contractor: _____	Firm: _____	Date: _____
Architect: _____	Firm: _____	Date: _____
SER: _____	Firm: _____	Date: _____
SI-S: _____	Firm: _____	Date: _____
SI-T: _____	Firm: _____	Date: _____
TA: _____	Firm: _____	Date: _____
F: _____	Firm: _____	Date: _____

Legend: SER = Structural Engineer of Record SI-T = Special Inspector – Technical
 TA = Testing Agency SI-S = Special Inspector – Structural F= Fabricator

MAPLE GROVE FIRE DEPARTMENT

Emergency List Update

Construction Company Name: _____

Address: _____

Phone Number _____

Site Business Name _____

Site Address _____

Trailer/Job Site Phone Number _____

NIGHT CALL NUMBERS

Name

Telephone Number

Comments:

❖ **(Please return to Becky Roy in the Inspections Division at the time of the Plan Review Meeting 494-6065)**

Because the release of the names and telephone numbers for night call contacts could jeopardize the security of this business, this information shall be deemed general nonpublic data. (MS 13.37, Subd. 1(a)). This information will be retained by the Maple Grove Fire and Police Departments for emergency use only. All other information requested on this sheet is deemed public.

2011 Sewer and Water Connection Fees
 City of Maple Grove
 12800 Arbor Lakes Parkway
 PO Box 1180
 Maple Grove, MN 55311
 763-494-6062

**Residential Sewer and Water
 Connection Fee Schedule**

Water Connection Charge	\$2030.00/unit	City Wide	Ord 580:00 Subd. 4
Residential Sewer Connection Charge	\$745.00/unit	District 1000 & 2000	Ord. 560:00 Subd. 3
Residential Sewer Connection Charge	\$600.00/unit	District 3000 – 8000	Ord. 560:00 Subd. 3

The Fees effective thru 2/1/2012

**Fees remained the same as 2010/Ken Ashfeld

Commercial/Industrial Fee Schedule

Water Connection Charge	\$8,105 per acre	City Wide	Ord 580:00 Subd. 4
Commercial Sewer Connection Charge	\$2,980 per acre	District 1000 & 2000	Ord. 560:00 Subd. 3
Commercial Sewer Connection Charge	\$2,385 per acre	District 3000 – 8000	Ord. 560:00 Subd. 3
*SAC	\$2,230/unit	Pd at Bldg Permit	

Fees effective 2/1/09 still effective 2/1/10

Commercial/Industrial

SAC charges to be determined by Metropolitan Council and fees to be paid at the time of building permit issuance. Questions on SAC charge determination may be answered by Jessie Nye of the Metropolitan Waste Control Commission at 651-602-1378.

If you have any questions on the above fee schedule please do not hesitate to give Becky a call at 763-494-6062.

ACCESSIBILITY FOR COMMERCIAL APPLICATIONS

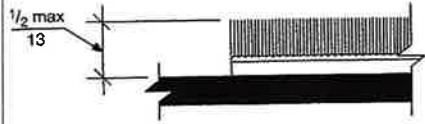


**City of
Maple Grove**

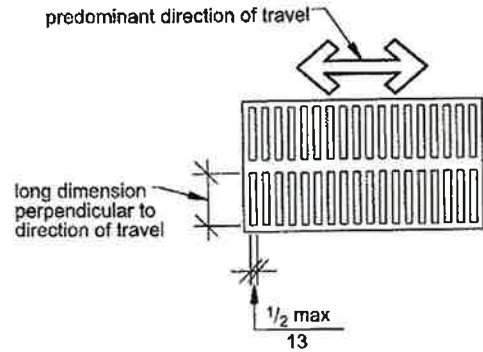
BUILDING INSPECTIONS

763-494-6060

www.ci.maple-grove.mn.us



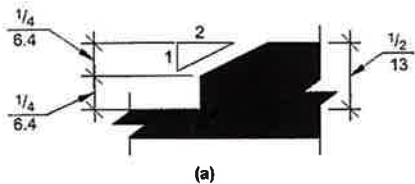
**Fig. 302.2
Carpet on Floor Surfaces**



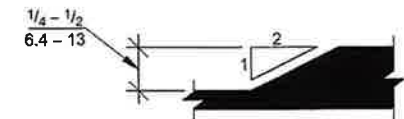
**Fig. 302.3
Openings in Floor Surfaces**



**Fig. 303.2
Vertical Changes in Level**

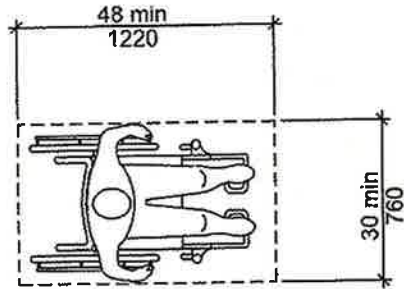


(a)

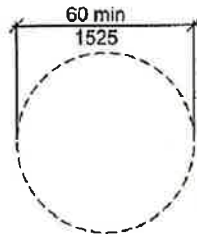


(b)

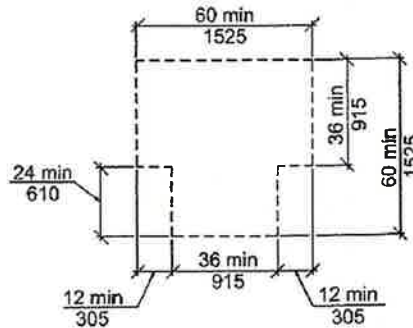
**Fig. 303.3
Beveled Changes in Level**



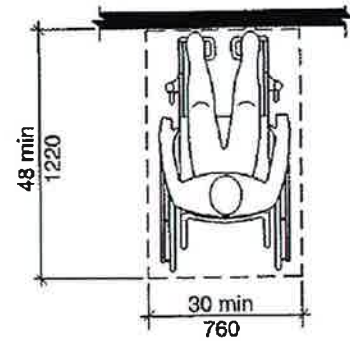
**Fig. 305.3
Size of Clear Floor Space**



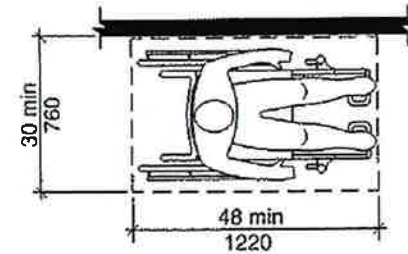
(a) Circular



**(b) T-shaped
Fig. 304.3
Size of Turning Space**

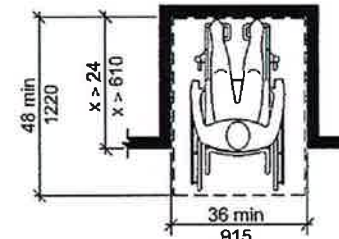


(a) Forward

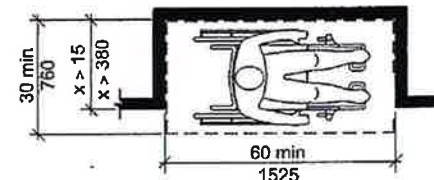


(b) Parallel

**Fig. 305.5
Position of Clear Floor Space**



(a) Forward Approach



(b) Parallel Approach

**Fig. 305.7
Maneuvering Clearance in an Alcove**

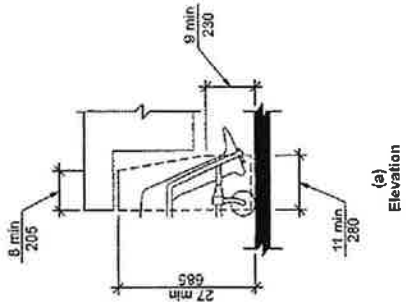


Fig. 306.3
Knee Clearance

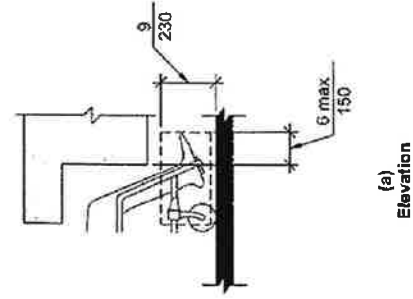
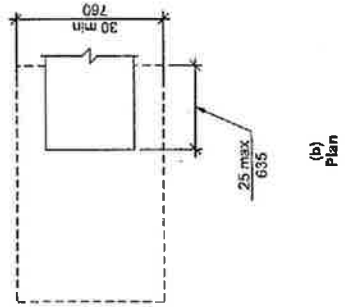


Fig. 306.2
Toe Clearance

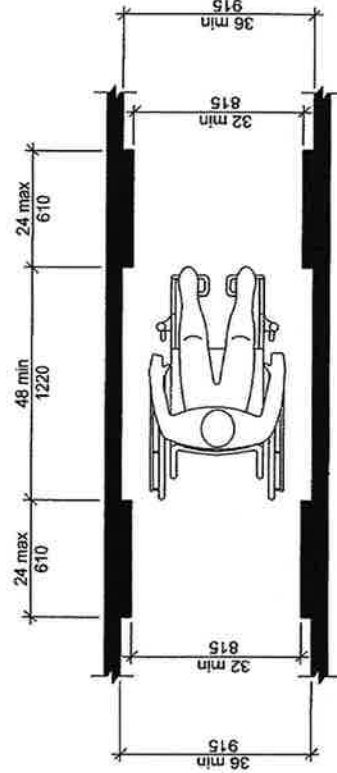
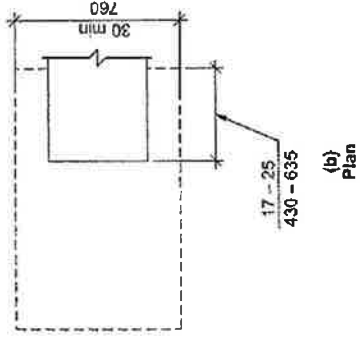


Fig. 403.5
Clear Width of an Accessible Route

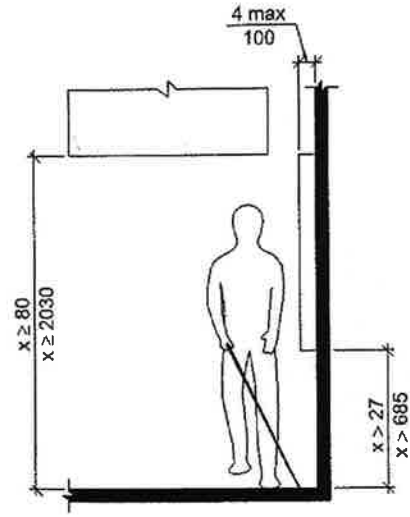


Fig. 307.2
Limits of Protruding Objects

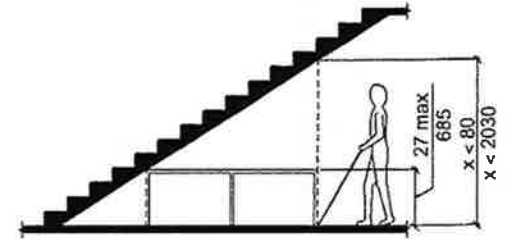


Fig. 307.4
Reduced Vertical Clearance

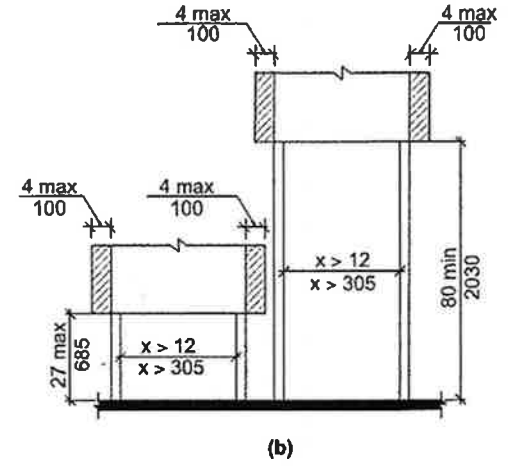
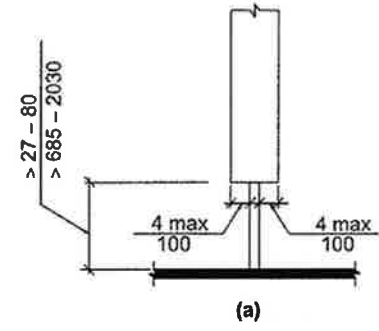


Fig. 307.3
Post-Mounted Protruding Objects



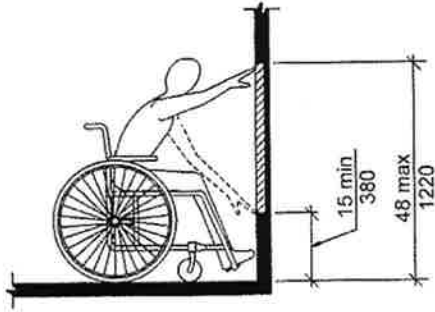


Fig. 308.2.1
Unobstructed Forward Reach

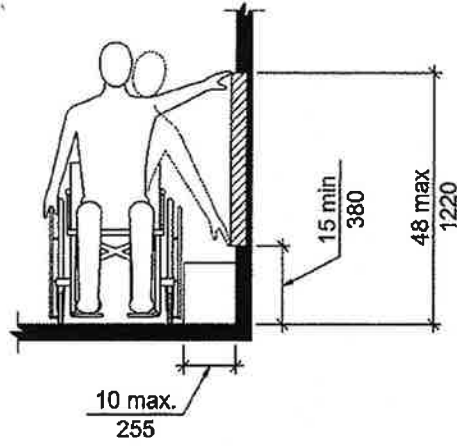


Fig. 308.3.1
Unobstructed Side Reach

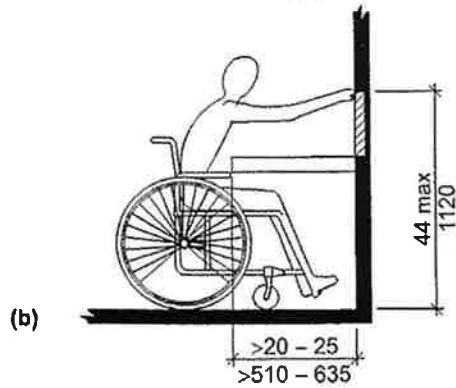
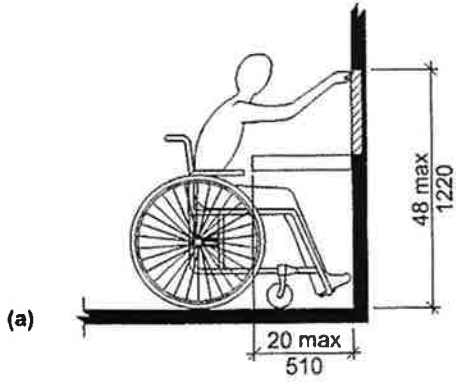


Fig. 308.2.2
Obstructed High Forward Reach

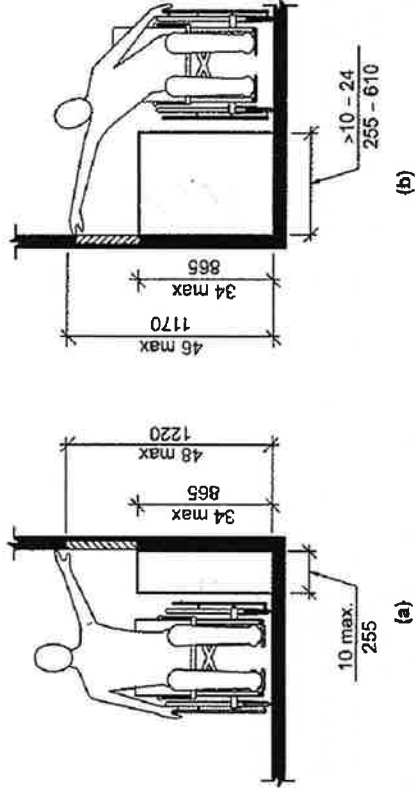


Fig. 308.3.2
Obstructed High Side Reach

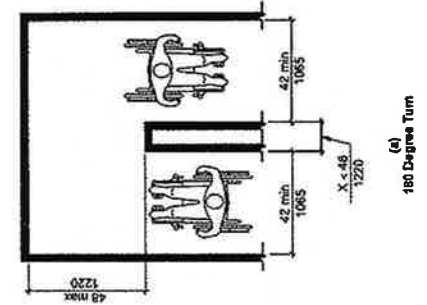
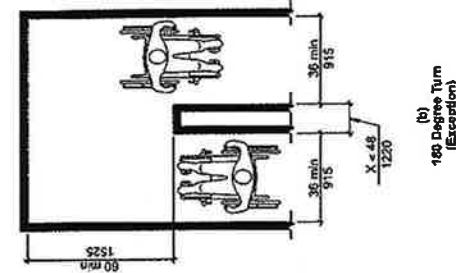
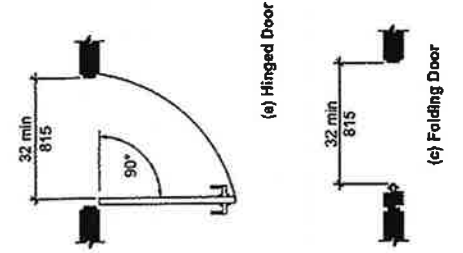
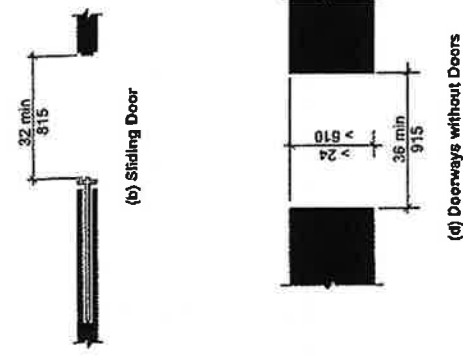


Fig. 404.2.2
Clear Width of Doorways

Fig. 403.5.1
Clear Width at Turn

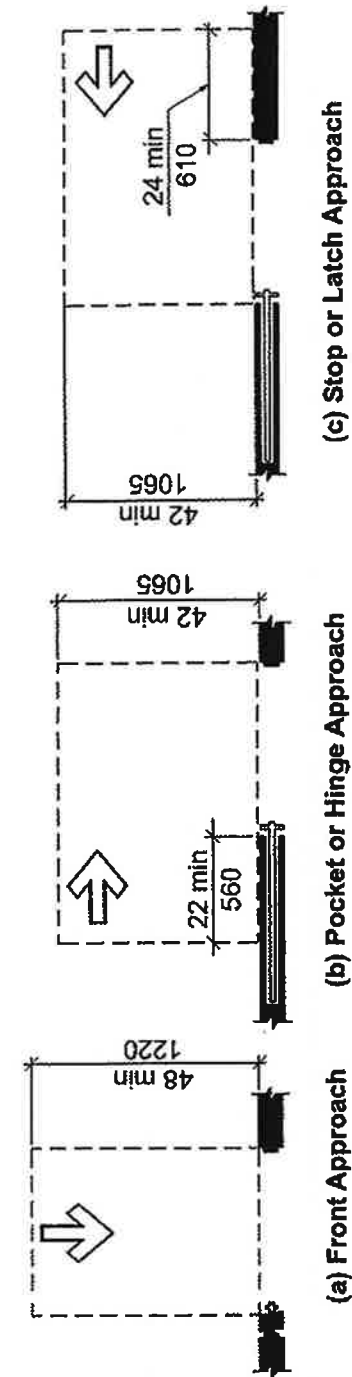
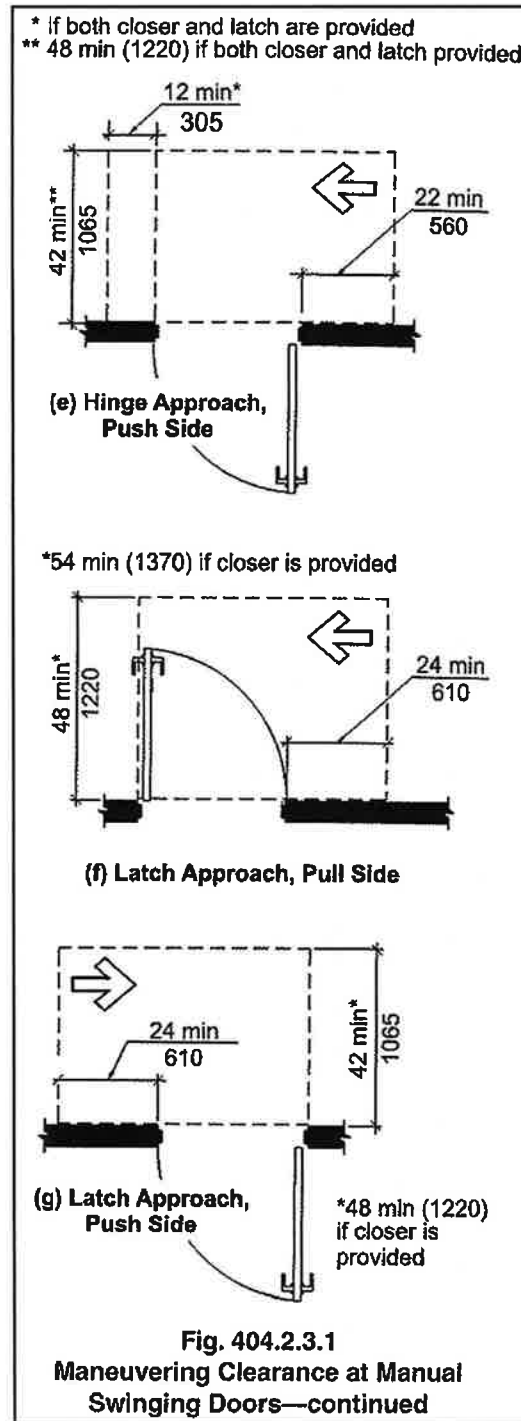
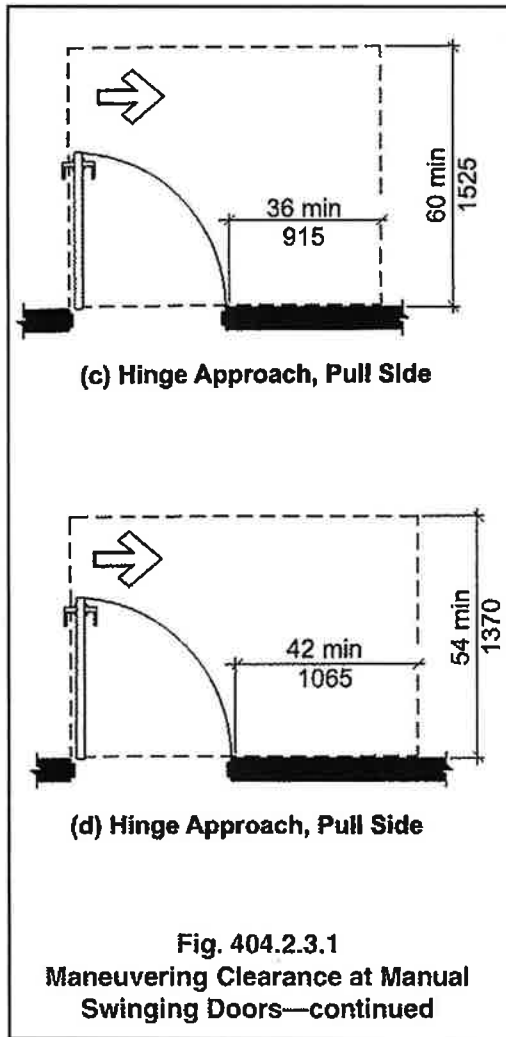


Fig. 404.2.3.2
Maneuvering Clearance at Sliding and Folding Doors

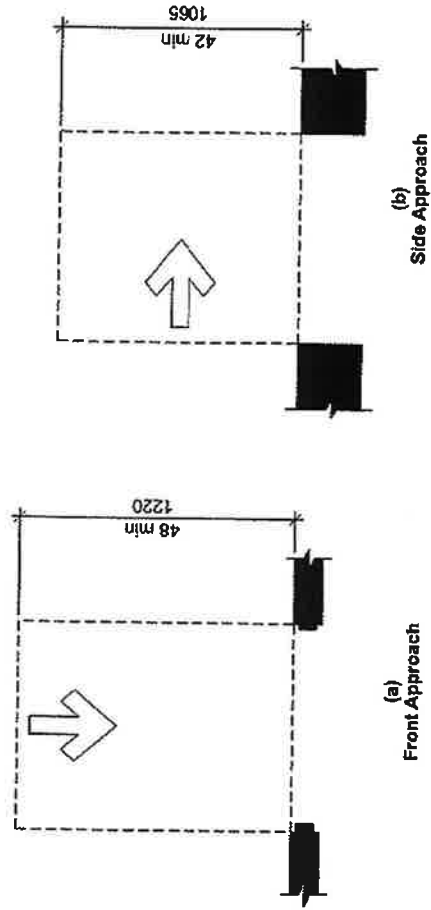
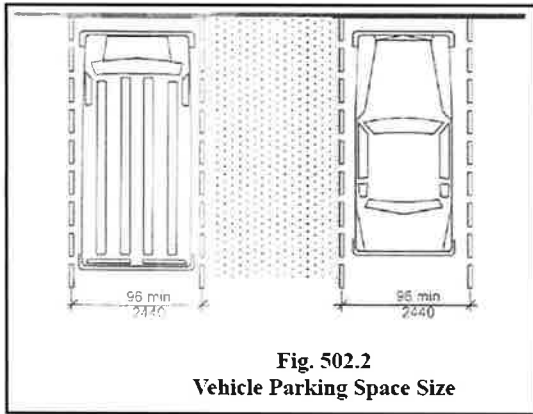


Fig. 404.2.3.3
Maneuvering Clearance at Doorways without Doors

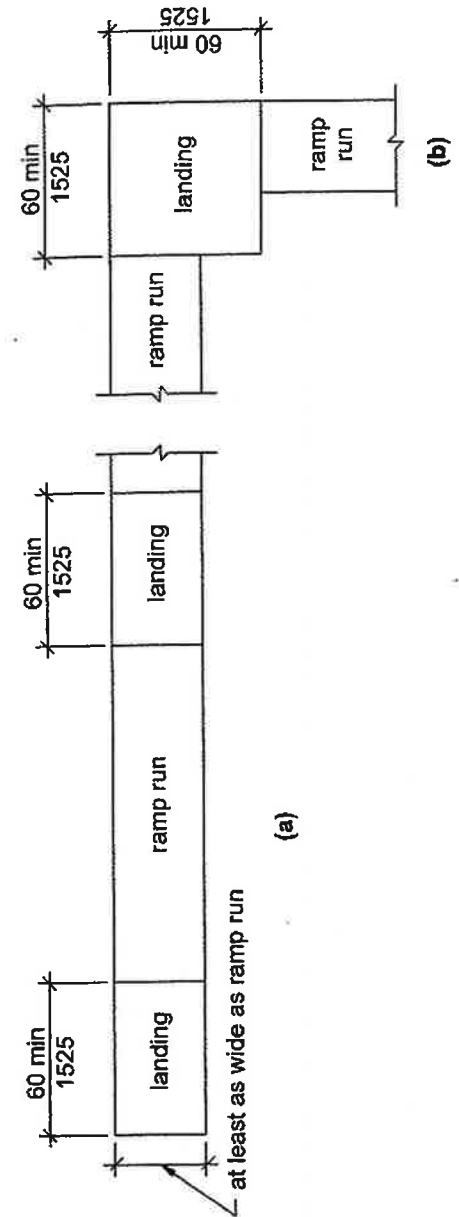
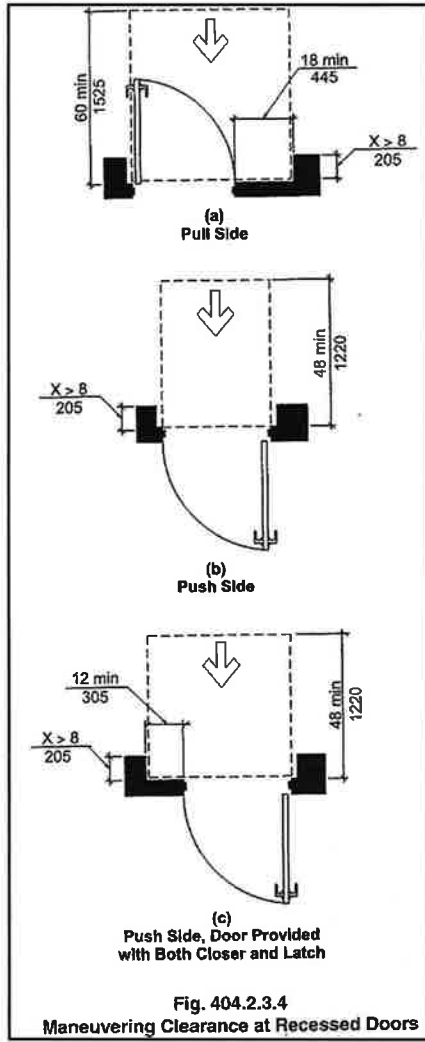
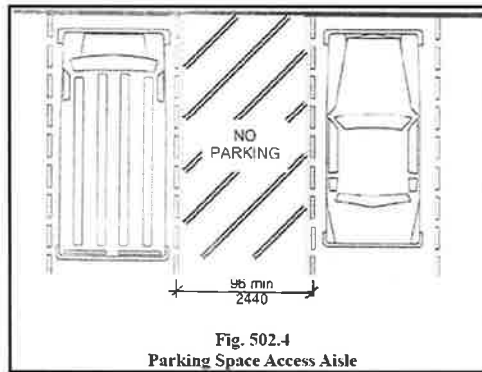


Fig. 405.7
Ramp Landings

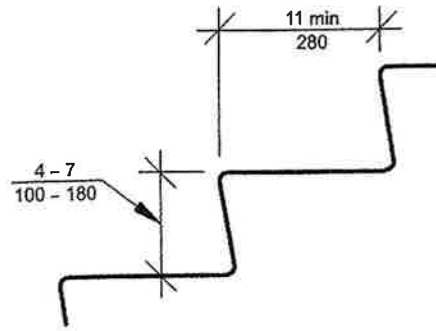
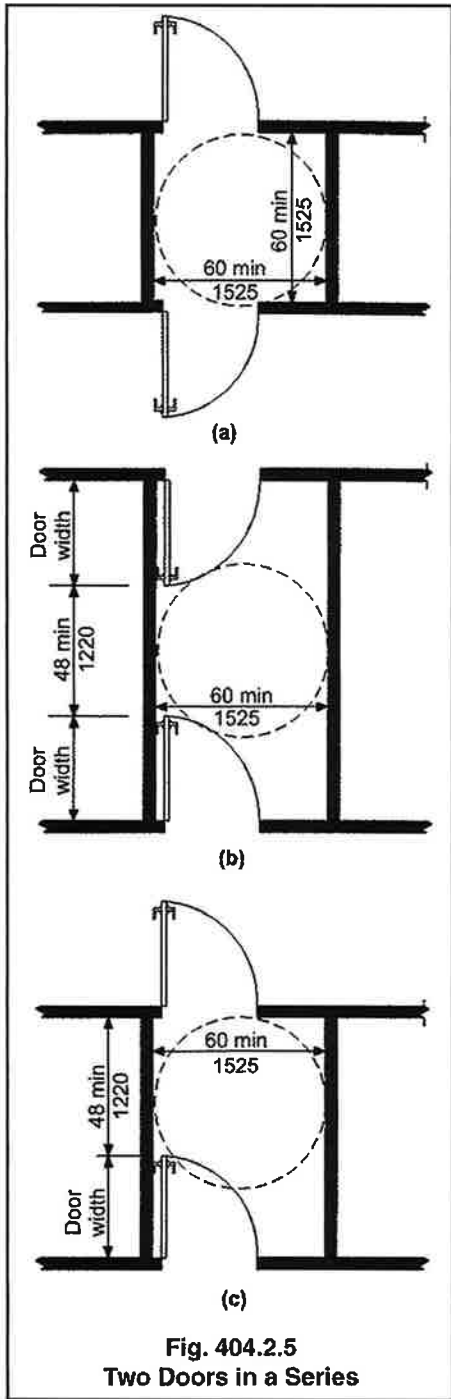


Fig. 504.2
Treads and Risers for Accessible Stairways

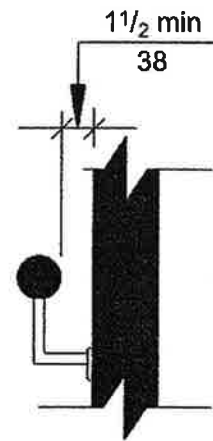
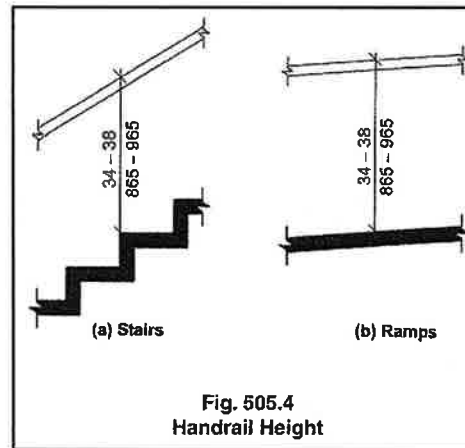


Fig. 505.5
Handrail Clearance

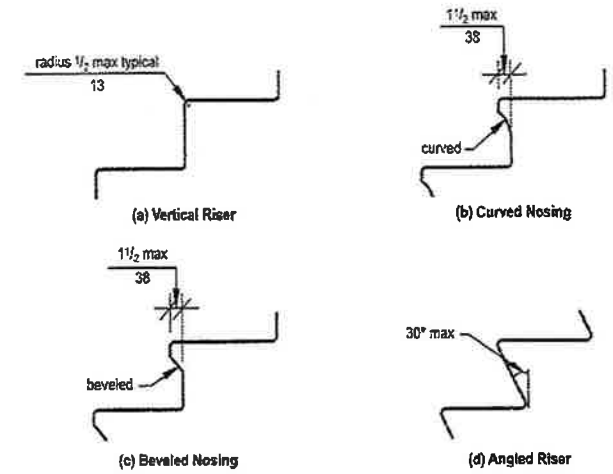


Fig. 504.5
Stair Nosings

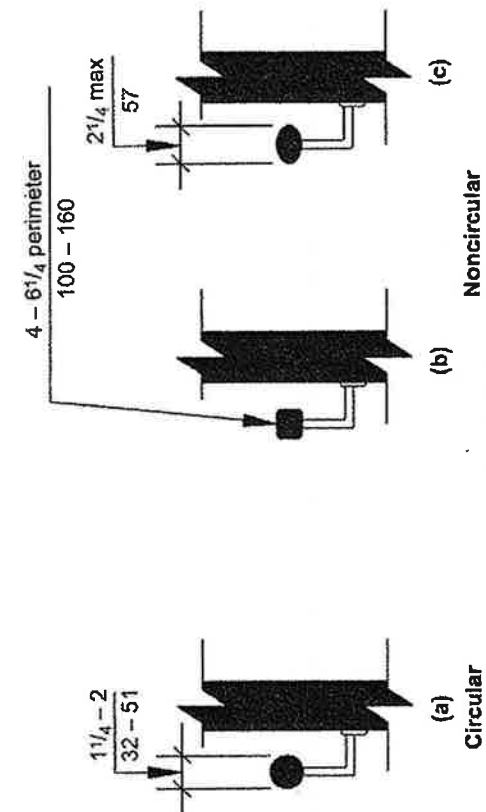


Fig. 505.7
Handrail Cross Section

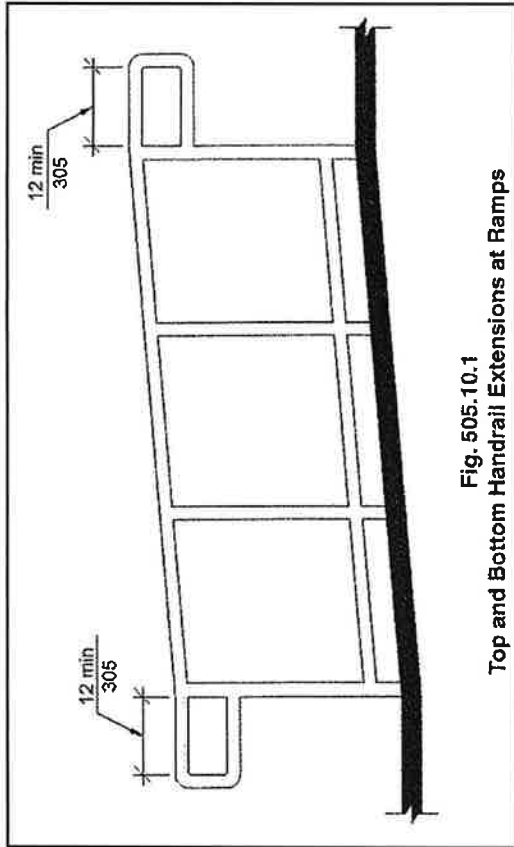


Fig. 505.10.1
Top and Bottom Handrail Extensions at Ramps

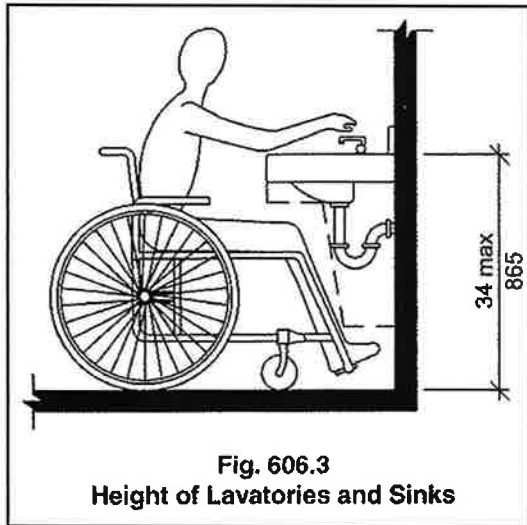


Fig. 606.3
Height of Lavatories and Sinks

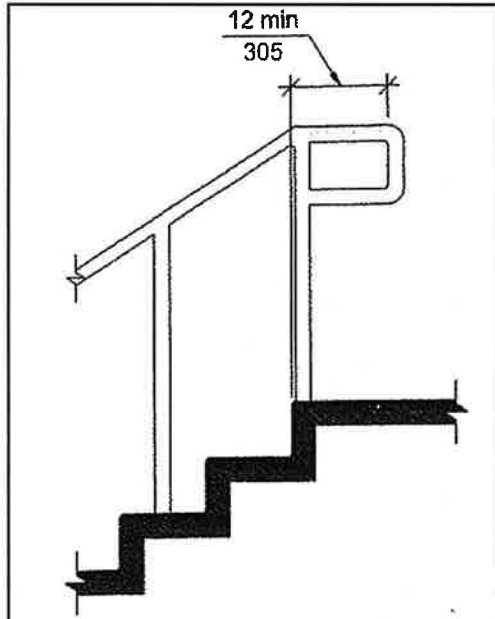


Fig. 505.10.2
Top Handrail Extensions at Stairs

x = tread depth

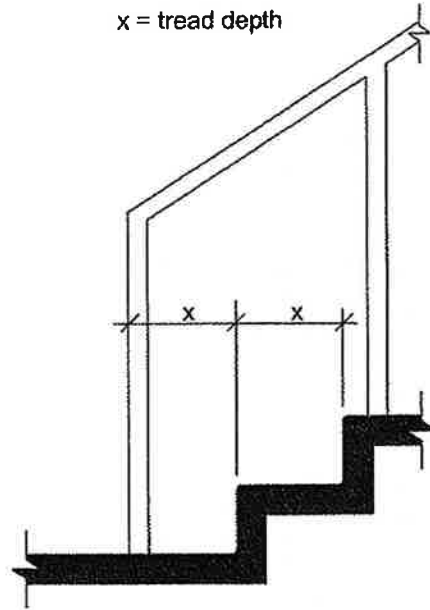
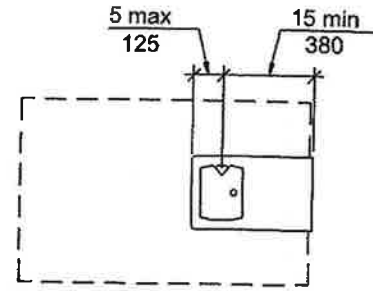
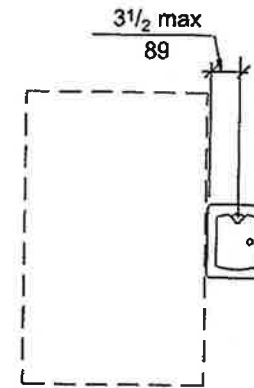


Fig. 505.10.3
Bottom Handrail Extensions at Stairs



(a) Forward Approach



(b) Parallel Approach

Fig. 602.5
Drinking Fountain Spout Location

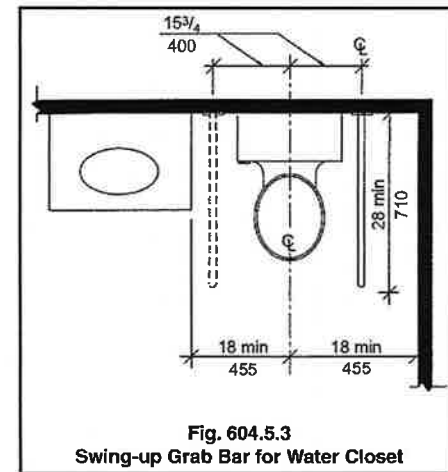


Fig. 604.5.3
Swing-up Grab Bar for Water Closet

