

*Permitting Requirements
Tenant Improvement*

Welcome to the City of Maple Grove. To help make your building experience run as smoothly as possible, we have enclosed the forms required for building permit application submittals. Please complete the Building Permit application and Certification of Occupancy application and submit along with three (3) signed and sealed sets of plans by the appropriate design professional (ie. Architect or Engineer). The plans should be submitted to Becky Roy of the Building Division at the City of Maple Grove Government Center.

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 Minnesota Amendments
- ◆ Website: <http://www.mncodes.org/>

General Notes:

- Code Analysis is Required
- SAC Charges to be determined by Metropolitan Waste. All applications are required to submit prior to the issuance of a building permit by the City of Maple Grove. See attached SAC brochure.
- Establishments retailing **any** type of food items will need Hennepin County Health for approval prior to the issuance of a building permit by the City of Maple Grove.

Hennepin County Environmental Health is the licensing authority for all retail food operations in Maple Grove. This includes restaurants, groceries, bakeries, and meat markets. A license is also required for all other types of businesses that sell or give food to the public incidental to their main operation. A plan review and approval and pre-opening inspection by Hennepin County Environmental Health is required before bringing any food into a new operation. The plan must include the layout, arrangement, mechanical, plumbing, and electrical plans, a finish schedule, locations, size and type of equipment and cut sheets for all food related equipment. These must be submitted to Hennepin County Environmental Health at 1011 South First Street, Suite 215, Hopkins, MN 55343, along with a plan review application and plan review fee; information and application from Hennepin County is enclosed in this packet. If you have questions please call 952-351-5200. You may speak to the licensing clerk or the inspector on call.

(see reverse side)

Attachments Include:

1. **Building Permit Application**
2. **SAC Brochure**
3. **Code Analysis Requirements**
4. **Commercial Business Certificate application.** This application is required to be completed if the for a previously occupied space. If the space is a “new” tenant finish please refer to the website for the Commercial Certificate of Occupancy application.

All submittals shall be sent to Becky Roy at 12800 Arbor Lakes Parkway, Maple Grove. If you have any questions please do not hesitate to call her at 763-494-6062.

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:** _____

Contact: Jessica Nye Phone # 651-602-1378

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:** _____

Contact: Jessica Nye Phone # 651-602-1378

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 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

Comments/Conditions of CO Approval:

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

**ACCESSIBILITY FOR COMMERCIAL
APPLICATIONS**



**City of
Maple Grove**
BUILDING INSPECTIONS

763-494-6060

www.ci.maple-grove.mn.us

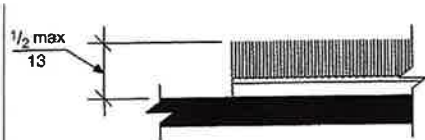


Fig. 302.2
Carpet on Floor Surfaces

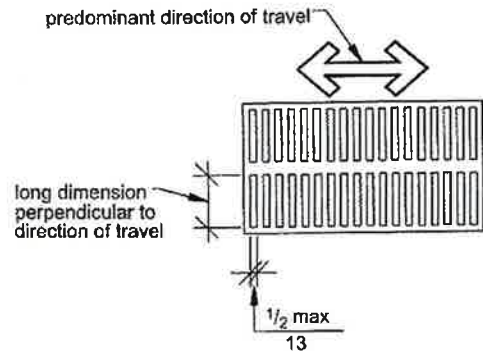
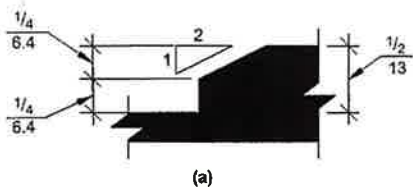


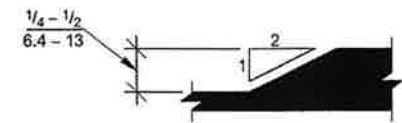
Fig. 302.3
Openings in Floor Surfaces



Fig. 303.2
Vertical Changes in Level



(a)



(b)

Fig. 303.3
Beveled Changes in Level

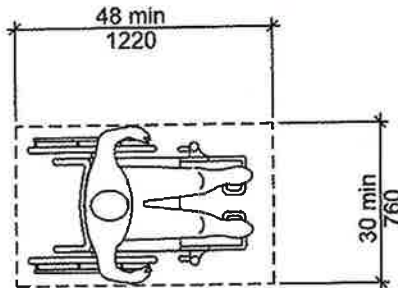
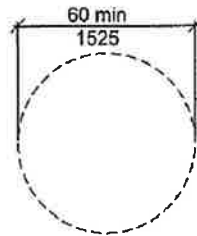
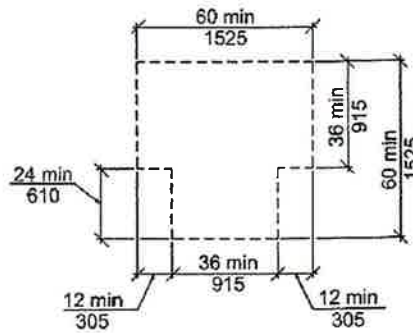


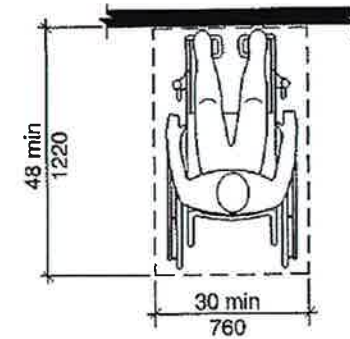
Fig. 305.3
Size of Clear Floor Space



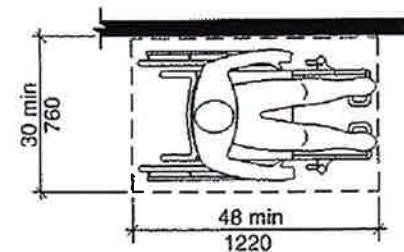
(a) Circular



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

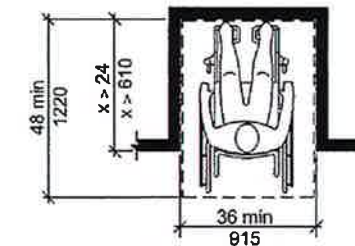


(a) Forward

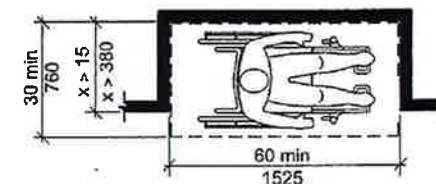


(b) Parallel

Fig. 305.5
Position of Clear Floor Space



(a) Forward Approach



(b) Parallel Approach

Fig. 305.7
Maneuvering Clearance in an Alcove

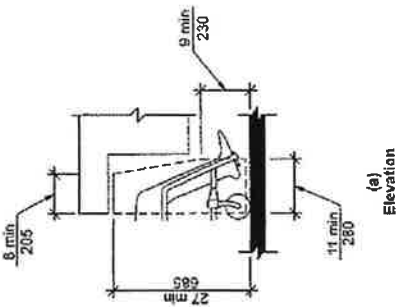


Fig. 306.3
Knee Clearance

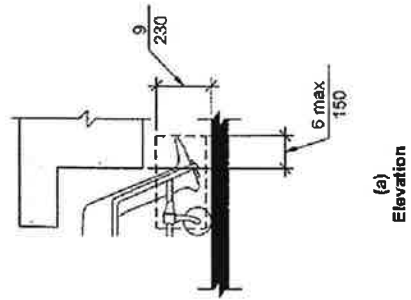
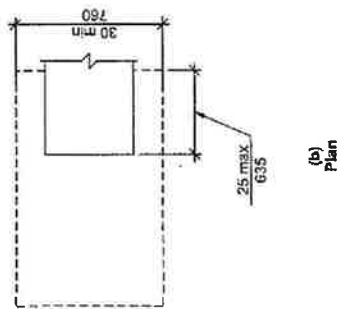


Fig. 306.2
Toe Clearance

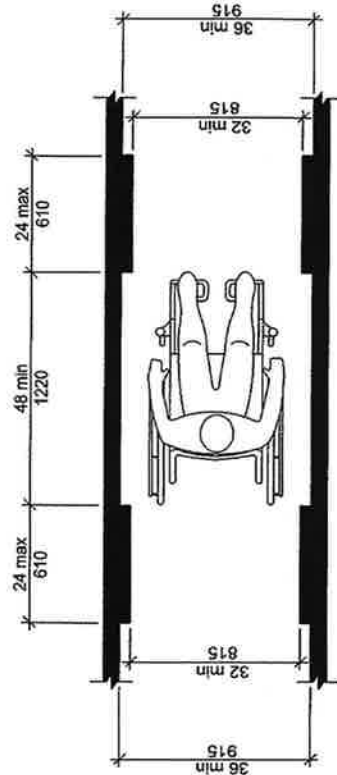
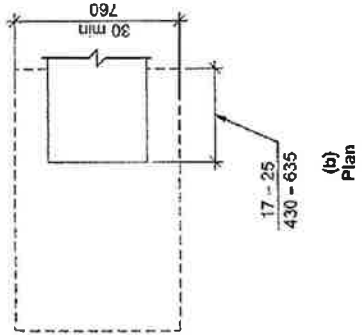


Fig. 403.5
Clear Width of an Accessible Route

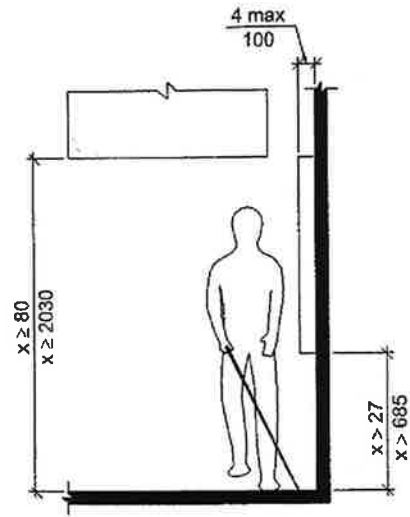


Fig. 307.2
Limits of Protruding Objects

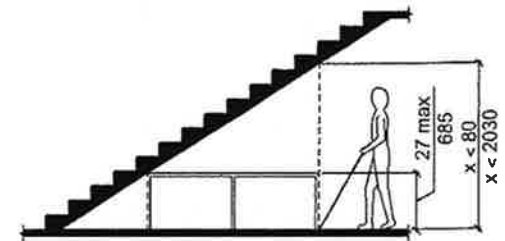


Fig. 307.4
Reduced Vertical Clearance

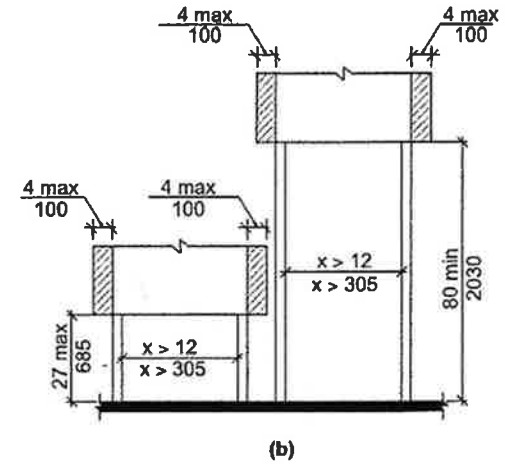
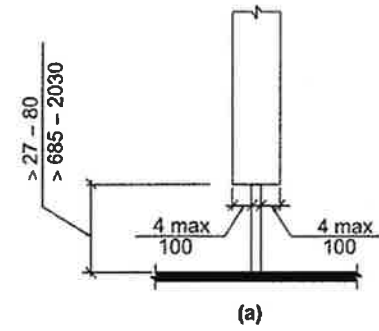


Fig. 307.3
Post-Mounted Protruding Objects



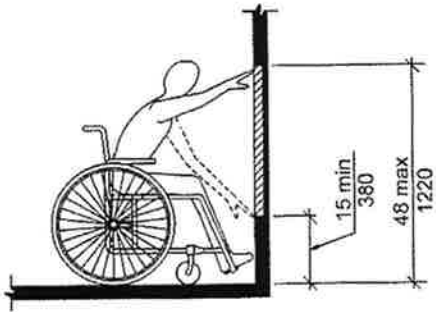


Fig. 308.2.1
Unobstructed Forward Reach

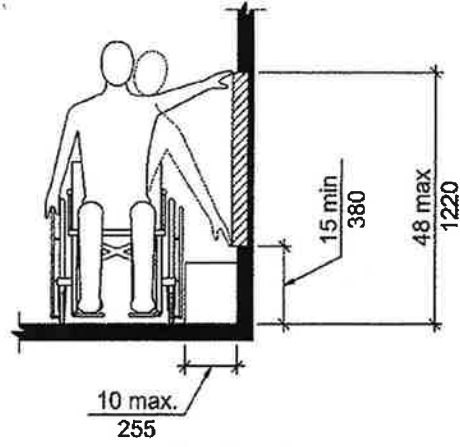


Fig. 308.3.1
Unobstructed Side Reach

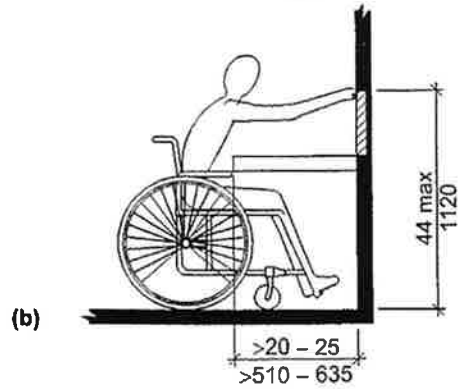
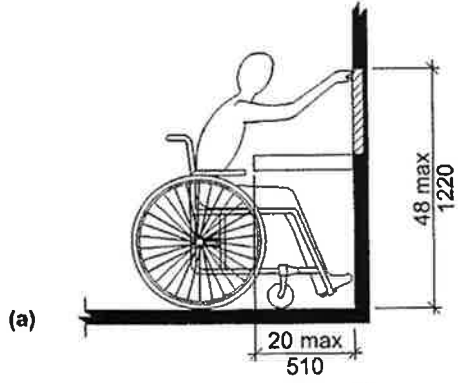


Fig. 308.2.2
Obstructed High Forward Reach

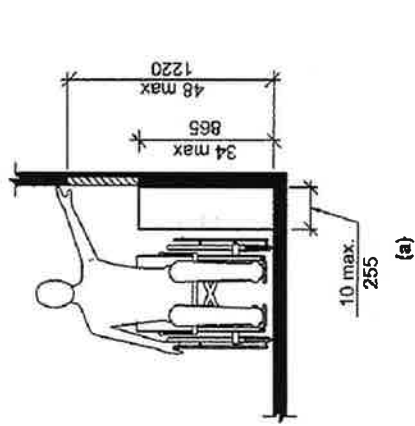
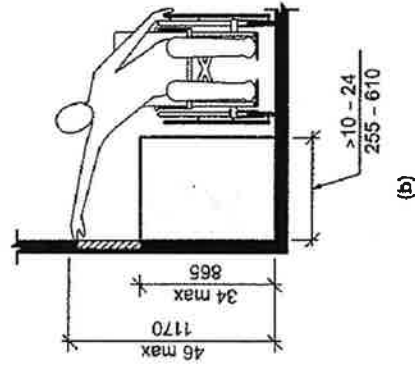
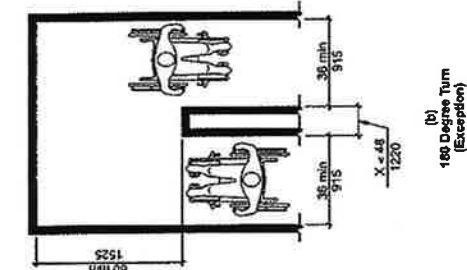
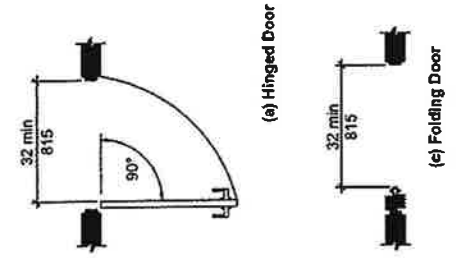
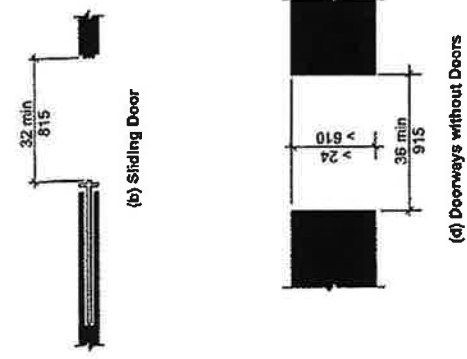


Fig. 308.3.2
Obstructed High Side Reach



(d) Doorways without Doors

Fig. 404.2.2
Clear Width of Doorways

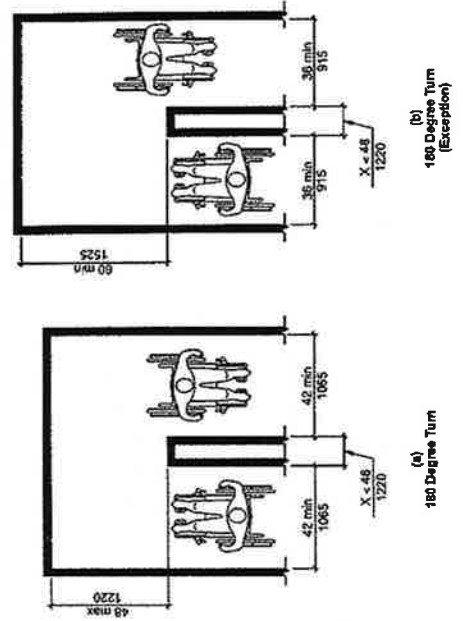


Fig. 403.5.1
Clear Width at Turn

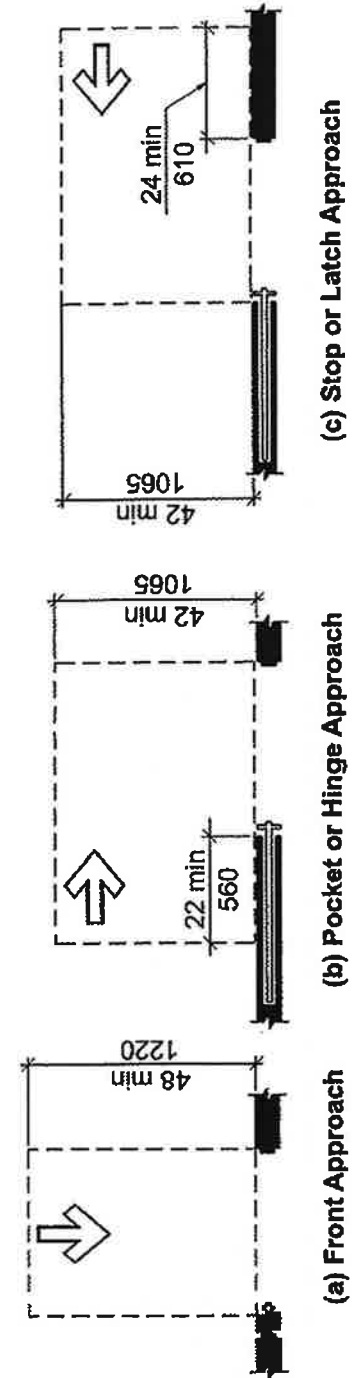
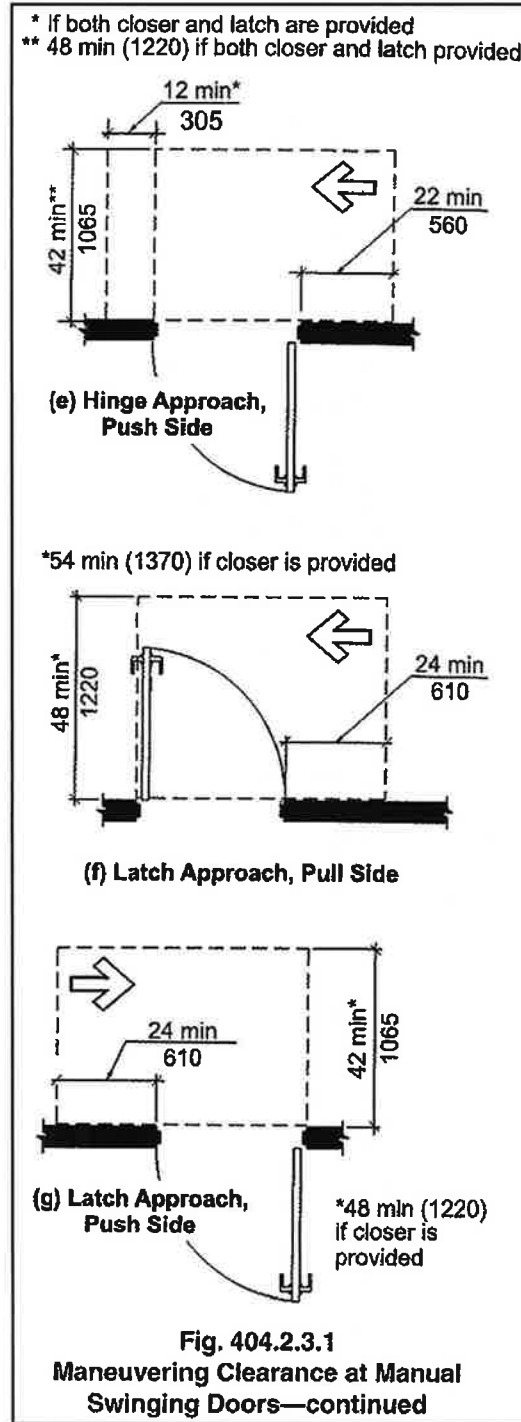
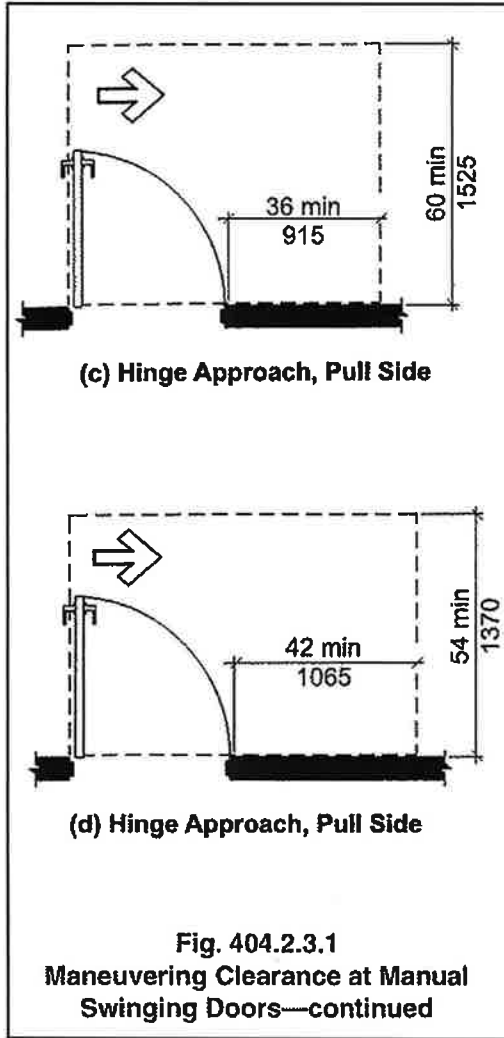


Fig. 404.2.3.2
Maneuvering Clearance at Sliding and Folding Doors

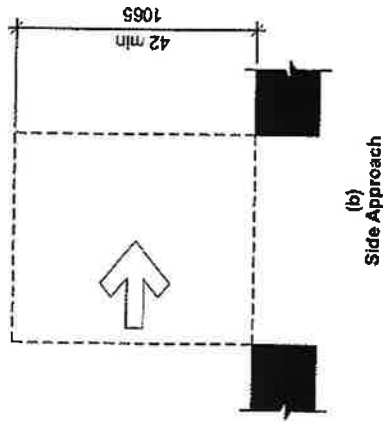
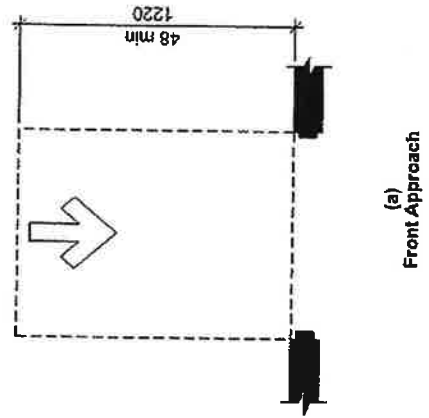
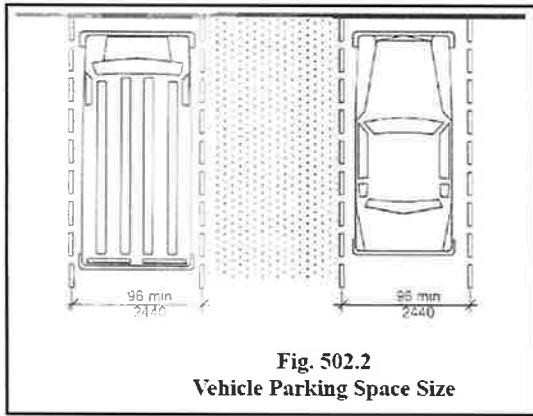
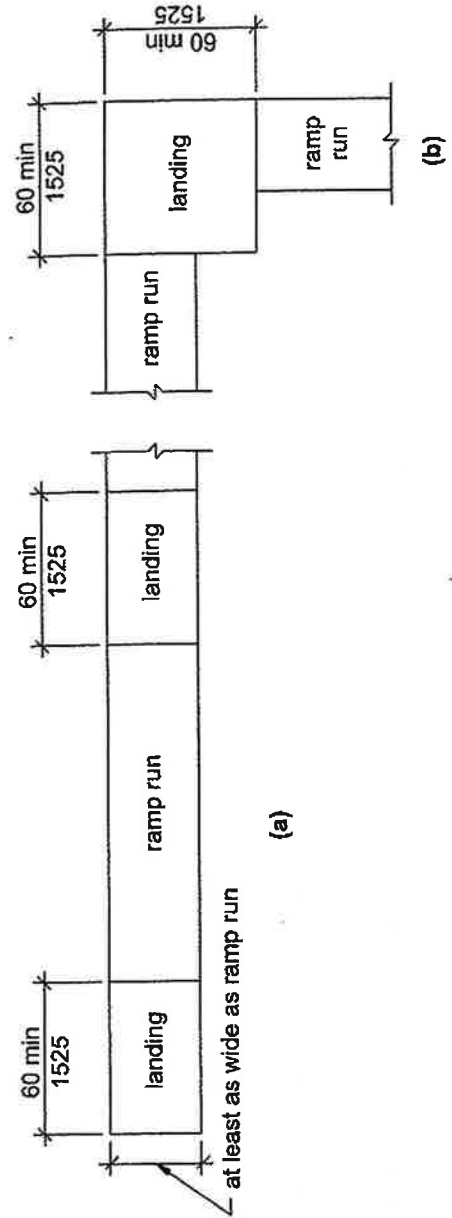
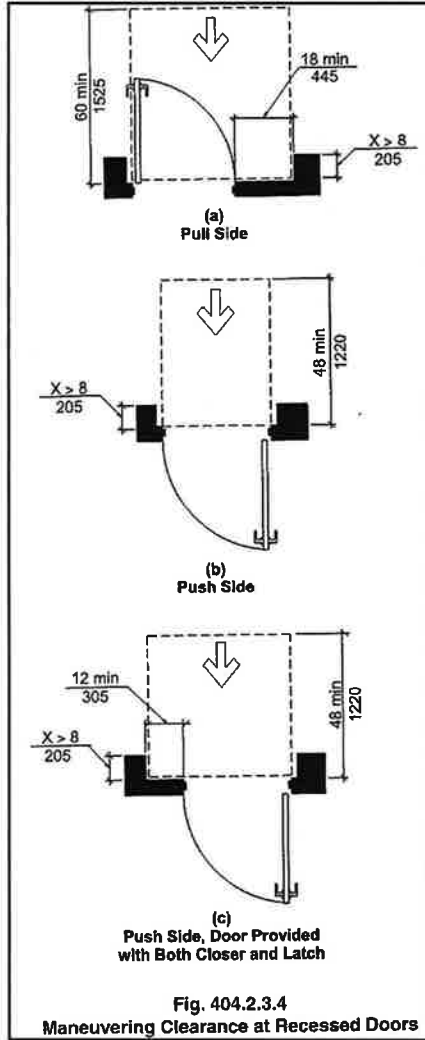
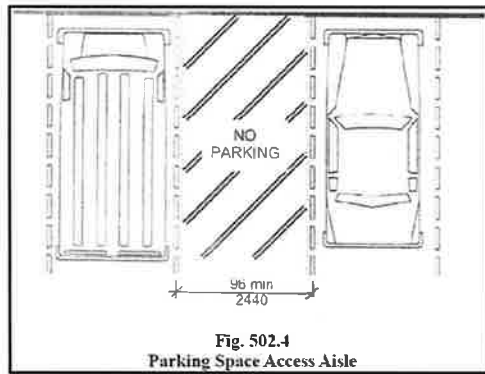
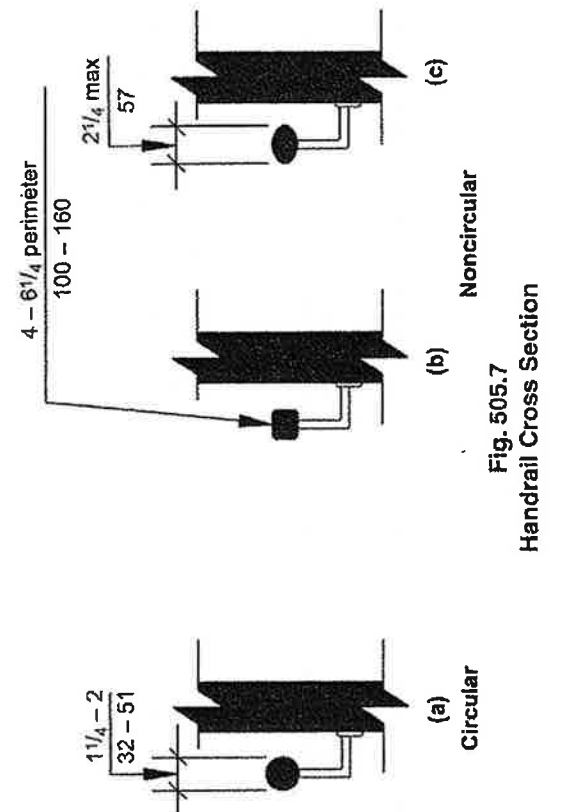
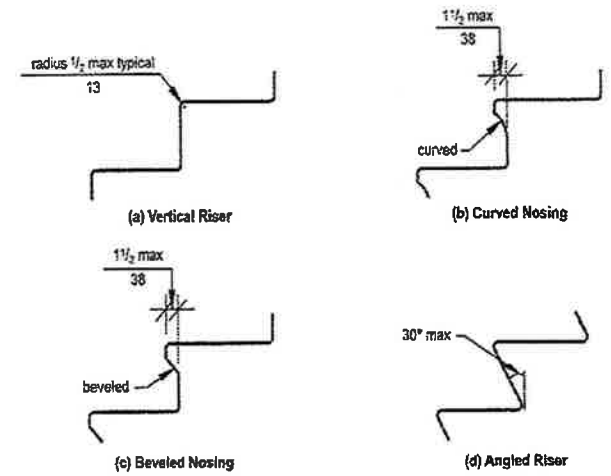
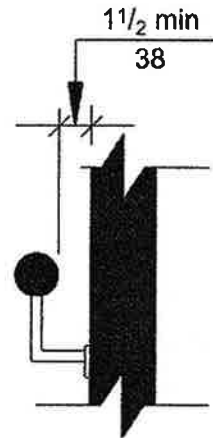
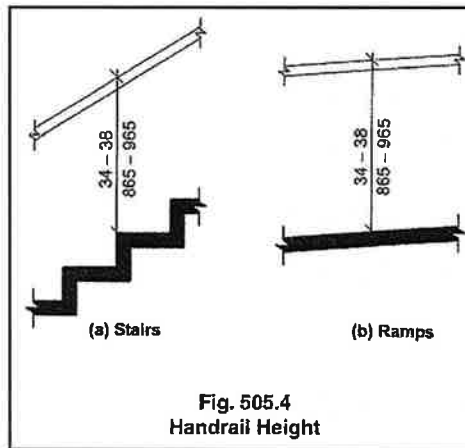
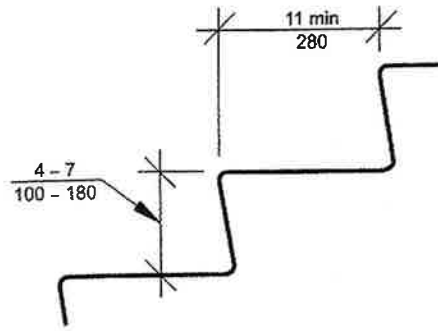
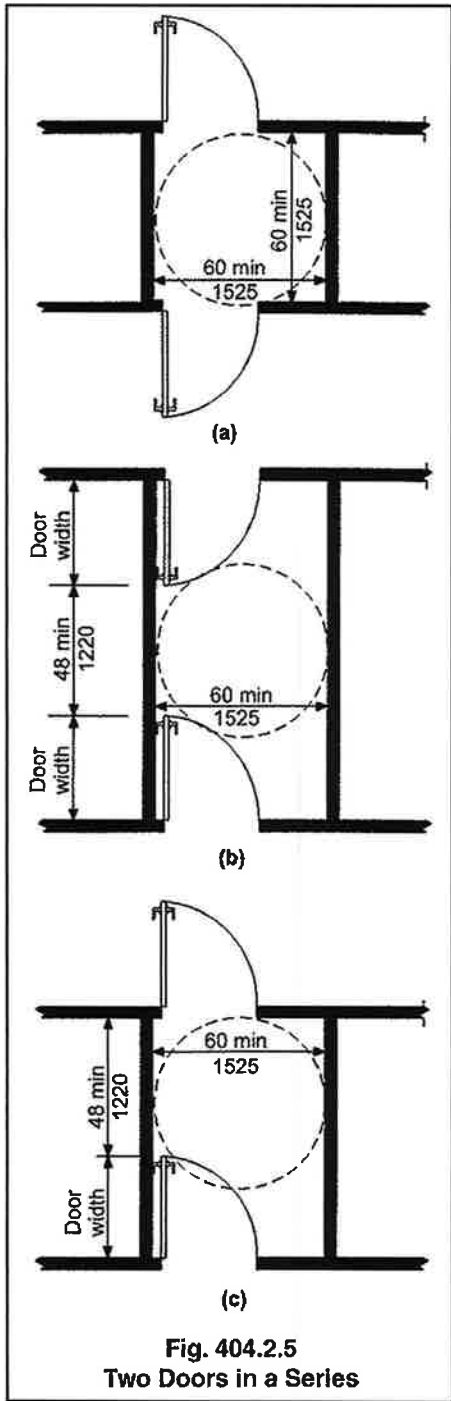


Fig. 404.2.3.3
Maneuvering Clearance at Doorways without Doors





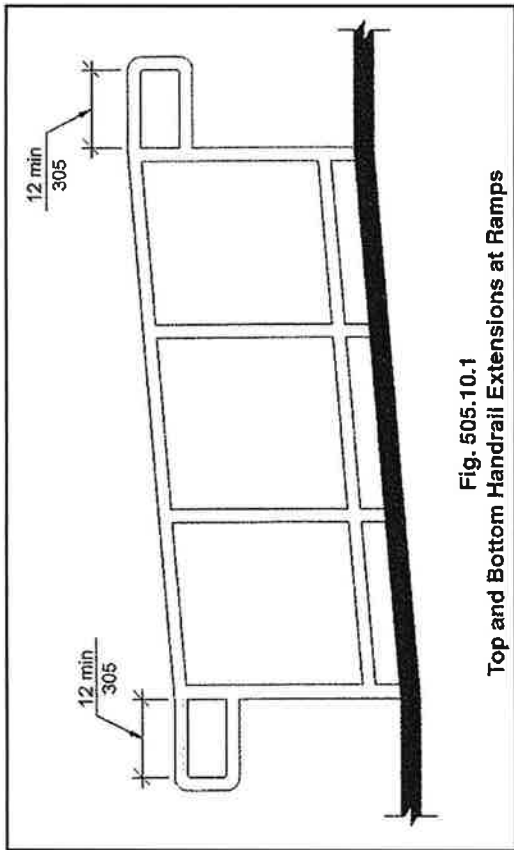


Fig. 505.10.1
Top and Bottom Handrail Extensions at Ramps

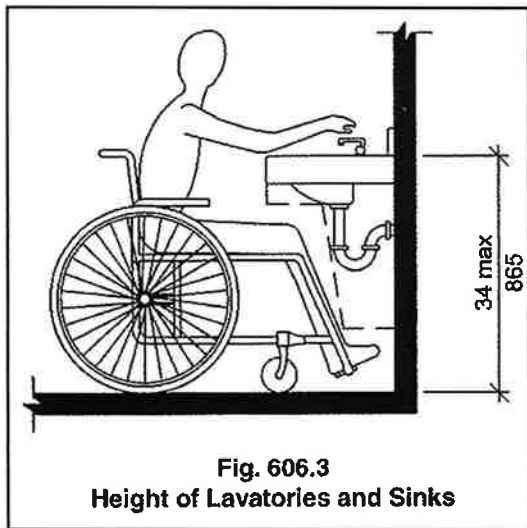


Fig. 606.3
Height of Lavatories and Sinks

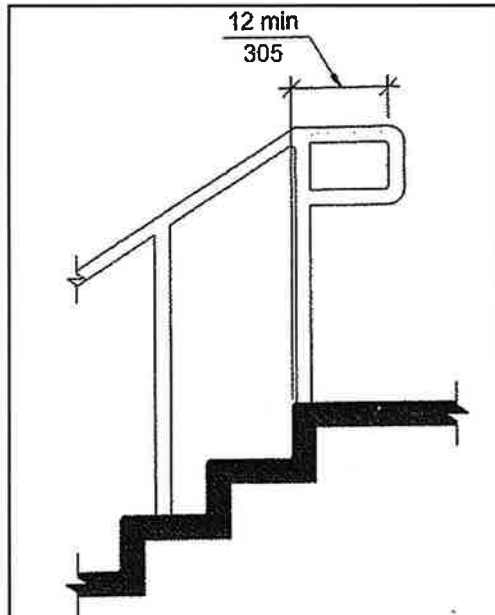


Fig. 505.10.2
Top Handrail Extensions at Stairs

x = tread depth

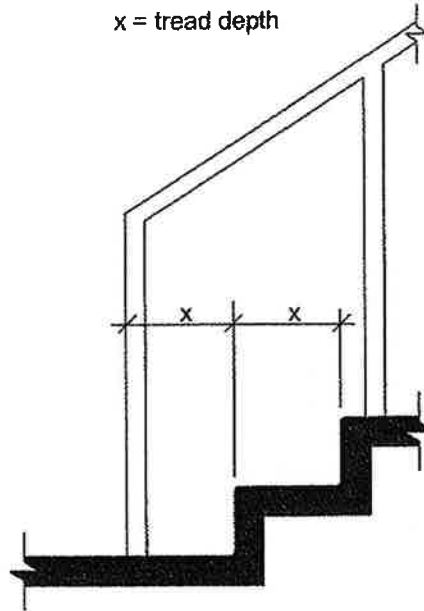
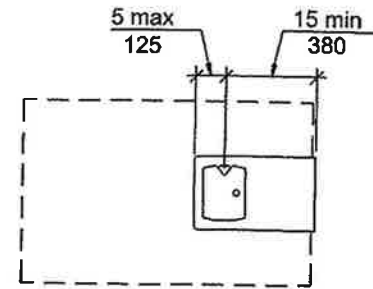
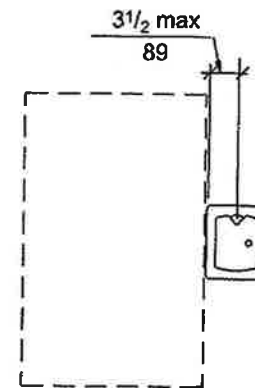


Fig. 505.10.3
Bottom Handrail Extensions at Stairs



(a) Forward Approach



(b) Parallel Approach

Fig. 602.5
Drinking Fountain Spout Location

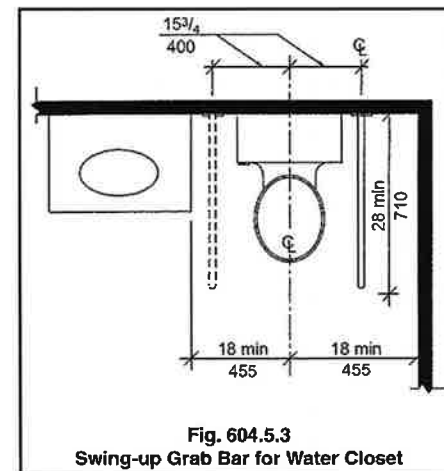


Fig. 604.5.3
Swing-up Grab Bar for Water Closet

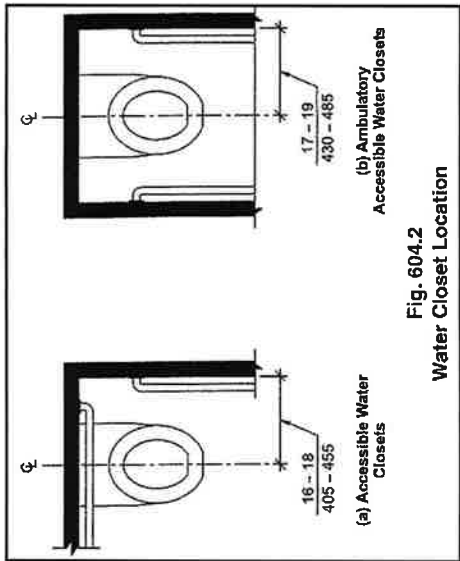


Fig. 604.2
Water Closet Location

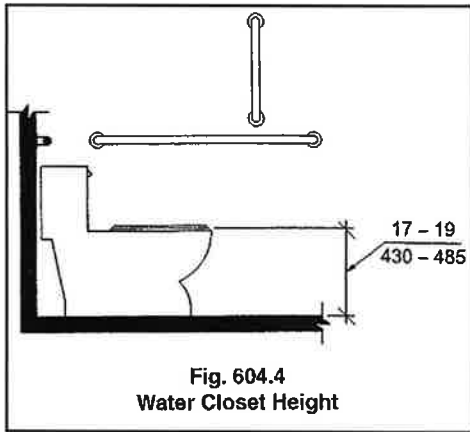


Fig. 604.4
Water Closet Height

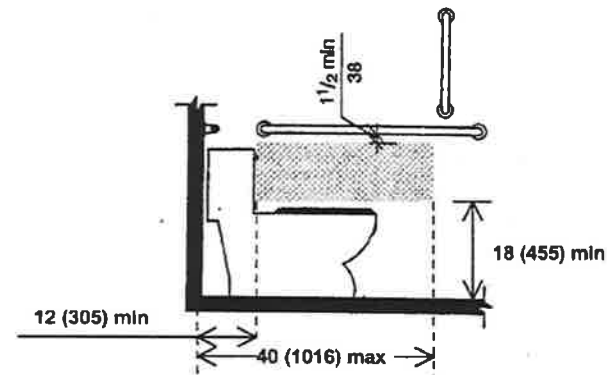


Fig. 604.7
Dispenser Location

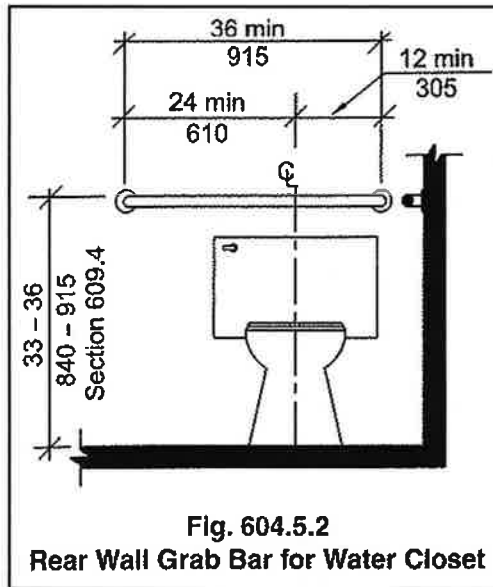


Fig. 604.5.2
Rear Wall Grab Bar for Water Closet

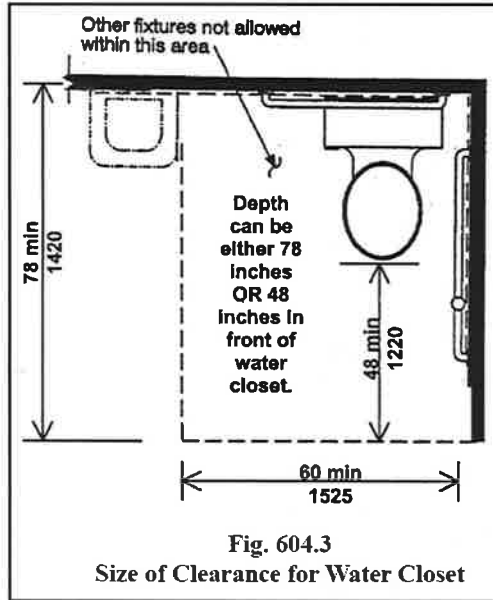


Fig. 604.3
Size of Clearance for Water Closet

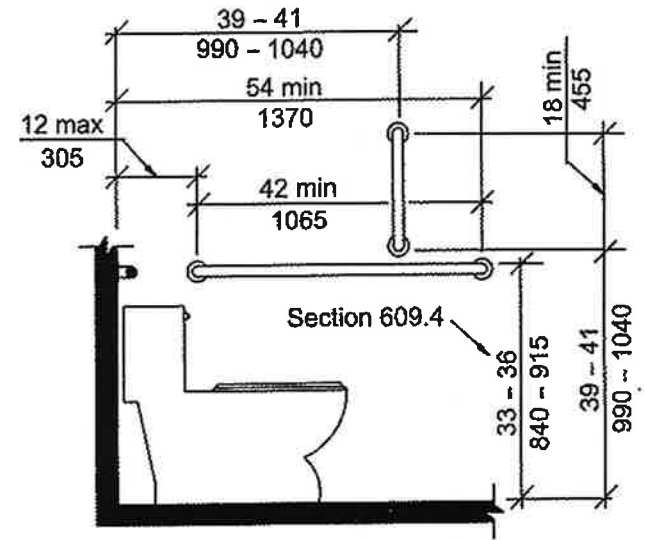


Fig. 604.5.1
Side Wall Grab Bar for Water Closet

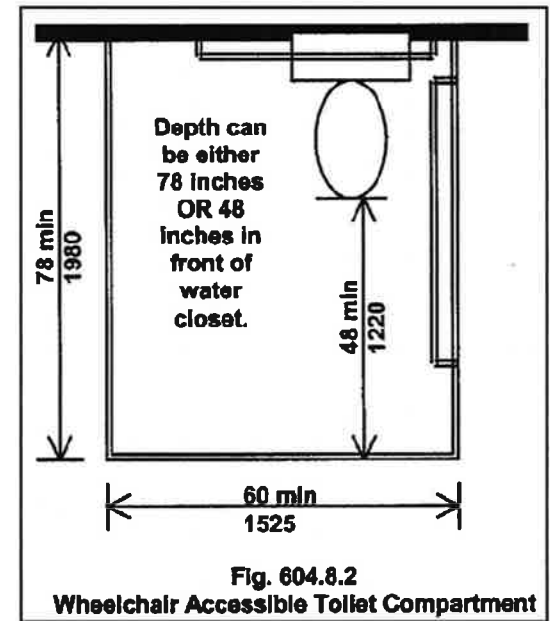


Fig. 604.8.2
Wheelchair Accessible Toilet Compartment

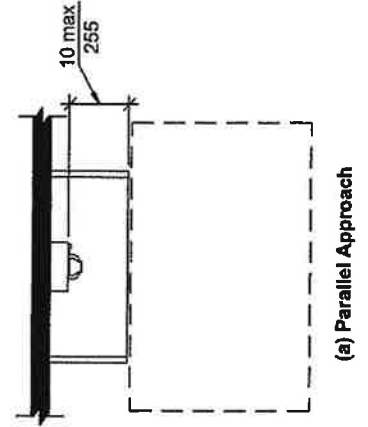
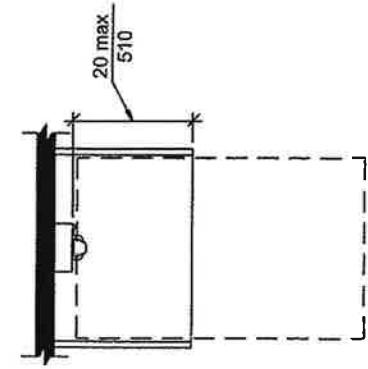
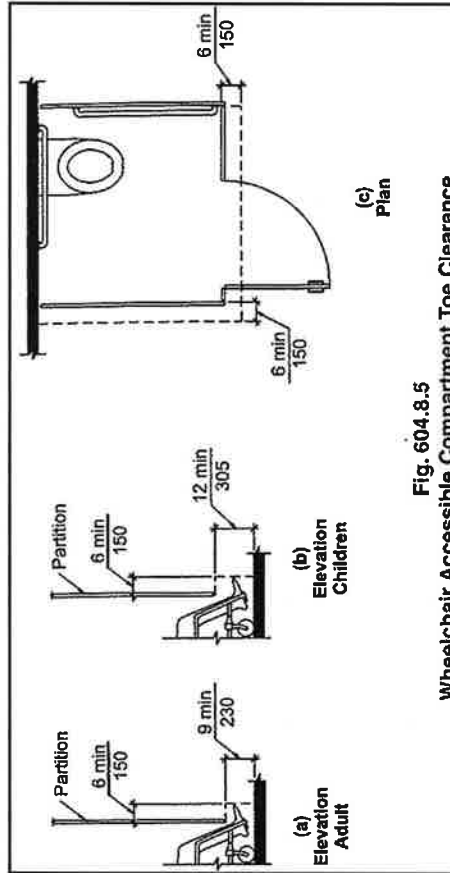
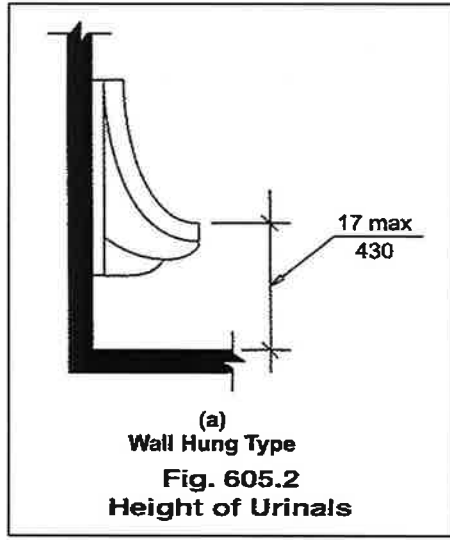
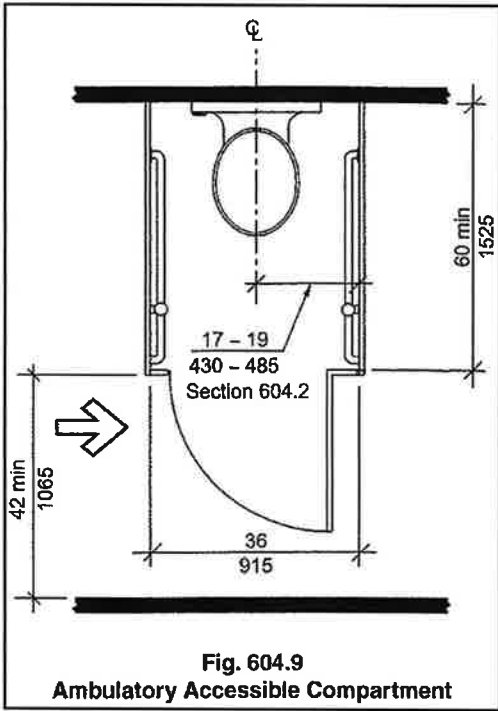
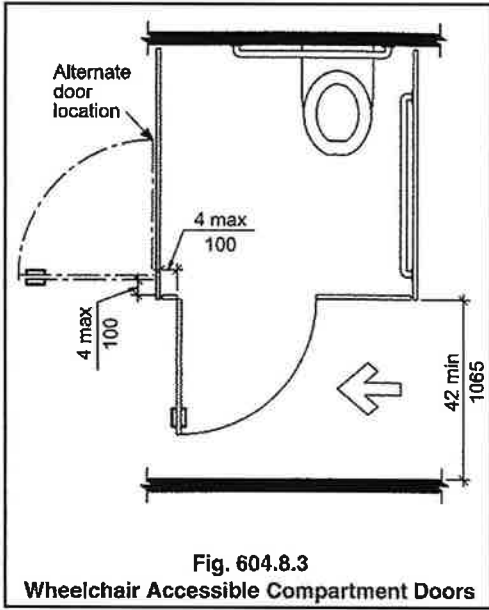


Fig. 704.2.1
Clear Floor Space for Telephone