

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: _____

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Comm/Ind/Pub – New | <input type="checkbox"/> Comm/Ind/Pub – Alt | <input type="checkbox"/> Comm/Ind/Pub – Add |
| <input type="checkbox"/> Comm/Ind/Pub – ReRoof | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Commercial Swimming Pool |

Main Structure /Work Type

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

~OVER~

New Construction or Addition Plan Review Submittal Checklist:

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

- Metropolitan Waste Control Commission – SAC Determination – Jessica Nye Phone # 651-602-1378
Not required by City but may be beneficial if new construction, large addition or restaurant.

Tenant Improvement/Remodel Plan Review Submittal Checklist

- 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 - **If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.**
- Metropolitan Waste Control Commission – SAC Determination – Jessica Nye Phone # 651-602-1378
May be required. Inquire prior to or at time of plan submittal.

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 prior to the issuance of the building permit.