

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.

Under Minnesota law the information provided on this application is considered public and is available to anyone, except for the following:

The information regarding your credit card is private and will be provided only to you and to those people who need to know it in order to process your payment. This includes city employees who process your payment and employees of applicable financial institutions. You are not required to provide your credit card information if you want to pay by another method. However, if you choose to pay by credit card you must provide your credit card information to pay the appropriate fee. Otherwise, your application will not be processed.

<p>TO PAY BY Credit Card</p> <p>VISA MASTERCARD Or DISCOVER</p>	<p>Name as it appears on Credit Card: _____</p> <p>Type of Credit Card: ___ VISA ___ MASTERCARD ___ DISCOVER</p> <p>Expiration Date: ___/___/___</p> <p>Account Number: _____</p> <p>Billing Address: _____ _____</p> <p>Zip Code: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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Updated: December 2010