

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
- ◆ 2005 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 the City of Maple Grove Plans Examiner or Metropolitan Waste. Restaurant establishments may want to contact Jessie Nye of Metropolitan Waste at 651-602-1378 for SAC charge determination.
- Establishments retailing **any** type of food items will need Hennepin County Health approval prior to the issuance of a building permit.

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. Code Analysis Requirements
3. Commercial Certificate of Occupancy Application
4. Hennepin County Environmental Health Information
5. Metropolitan Waste Control Commission (SAC Unit Determination) Information

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.

