



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
- ◆ 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
- ◆ 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; contact Jessie Nye – 651-602-1378
- ◆ Restaurants of establishments selling any sort of food product. Please 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 952-351-5200.
- ◆ Specifications for all fire stopping and product designs
- ◆ Half size set of approved plans for field inspector required

(see reverse side)

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Attachments include:

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

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.

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