



Commercial Tenant Finish Checklist

Building Inspections | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

Complete this checklist form and submit electronically to the documents file folder in ePlans. Incomplete submittals or illegible plan review documents will be rejected.

CHECKLIST MUST BE FILLED OUT AND INCLUDED WITH YOUR EPLAN SUBMITTAL

PROPERTY OWNER INFORMATION			
Site Address:			Parcel ID:
Lot:	Block:	Subdivision:	
Property Owner Name:			Phone:
Email:		Estimated Value of Work (include labor)	\$
APPLICANT/CONTRACTOR INFORMATION			
Applicant Name:			License #:
Email:			Phone:
Contractor (if different):			Phone:
SUBCONTRACTOR INFORMATION (if applicable)			
Plumbing:		Phone:	License #:
Mechanical:		Phone:	License #:
Fire:		Phone:	License #:
Water/Sewer:		Phone:	License #:

Please complete the checklist below for each of the applicable requirements:

General Requirements – General items must include:

- Metropolitan Council Sewer Availability Charge (SAC) determination
- Health Department letter of approval for work associated with food preparation (if applicable)
- Architectural and structural documents certified by licensed professionals
- Completed contact list with names, phone numbers, email addresses and physical addresses of building owner, contractor, tenant, and design professionals

Building Document Details – The building documents must include the following:

- Cover Sheet with the following information:** Project name, address, index of drawings, building code analysis prepared and certified by an architect licensed in Minnesota
- Building Code Analysis:** Identify construction type. Identify occupancy groups and associated floor areas, demonstrate through calculations that the proposed work complies with building code allowable area limitations and provide a plan diagram if mixed occupancy. Indicated occupant loads and exiting. Provide plumbing fixture calculations based on occupant load
- Floor Plans:** Clearly differentiate between new and existing work. Provide functional room names for all

spaces. Indicate location of fire rated assemblies and construction types. Provide dimensions to all new work. Provide reference marks to other drawings. Identify all exit signs and emergency lighting

- Sections/Details:** Illustrate the basic wall section and detail transitions. Provide critical elevation points and dimensions
- Fire Rated Assemblies:** Provide details and test assembly references
- Interior Elevations:** Provide dimensioned elevations at handicap accessible function areas (toilet rooms, reception counters, drinking fountains, sinks and counters for non-work-related use