



# New Commercial Building Checklist

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

Complete this checklist form for residential structures with more than three units and submit it 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 INFORMATION			
Site Address:			Parcel ID:
Lot:	Block:	Subdivision:	
Business/Tenant:			
Property Owner Name:			Phone:
Email:	Estimated Value of Work (include labor)		\$
APPLICANT/CONTRACTOR INFORMATION			
Applicant Name:			License #:
Applicant Email:			Phone:
Contractor (if different):			Phone:
Architect:			Phone:
Contact Name:		Email:	
Engineer:			Phone:
Contact Name:		Email:	
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:

### **Civil Drawings –**

- Certificate of Survey signed by a licensed and registered land surveyor, that includes:
  - Legal description and address
  - Scale bar and north arrow
  - Lot dimensions and lot size
  - Easements as shown on plat and all other easements of record with dimensions shown and recorded document number
  - Iron monuments
  - Proposed and existing structures with dimensions shown – decks, porches, stairways, egress window wells, and cantilevers beyond foundation and/or footings

- Show elevations at the following locations:
  - Existing and proposed at lot corners, offset hubs, side lot lines, major swales, and high points
  - Existing and proposed at structure corners
  - Top of foundation, lowest floor elevation, and garage floors
  - Proposed or existing finish grade elevations of the nearest corners of any adjacent structure
  - Top of curb elevations at extension of property lines and center of driveway
  - Sidewalks, manholes, hydrants, catch basins, FES, and other pertinent items (existing and proposed)
- Setback distances at front, side, and rear property lines
- Parking with total parking calculations included
- Location of curb, curb cuts, and proposed driveway with slope and driveway width at property line and curb
- Label street and railroad right-of-way
- Outline of ponds, rain gardens, infiltration basins, wetlands, lakes, creeks, and rivers with distance shown from NWL/OHWL to permanent structure
- FEMA floodplain limits and flood elevation
- Location and type of wetlands with wetland buffer and setback shown
- Location of wetland monuments and buffer signs
- Impervious surface calculation indicating total square footage and percentage of impervious surface area
- Indicate direction of proposed surface drainage with arrows and label drainage break points
- Existing tree locations with size and species of significant trees 6" or greater in diameter
- Retaining walls with top and bottom wall elevations shown at intervals equal to the average height of the wall
- Grading Plan
- Stormwater and Erosion Control Plan
- Utility Plan
- Landscape Plan
- Exterior Lighting Plan

**General Requirements** – General items must include:

- Architectural certified plans
- Structural certified plans
- Specification books
- Documentation for fire rated assemblies
- Compliance forms complying with State of Minnesota amended 2018 IECC or ASHRAE 90.1-2016 including: Building Envelope compliance form, HVAC mandatory provisions compliance form, service water heating compliance form, lighting compliance form
- Soil test reports
- Signed copy of City of Savage Special Inspectors Testing Summary
- Metropolitan Council Sewer Availability Charge (SAC) determination
- Letter from the Department of Health and/or Agriculture (if applicable)

**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:** 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
- Exterior Elevations:** Elevations from all sides of building from bottom of footing to top of roof

**Other Submittal Requirements:**

- Letter of Credit
- Watershed permits

**Separate Review and Individual Permit Approvals** – Separate review and individual permit approvals are required for the following:

- Plumbing certified plans
- State plumbing plan approval
- Mechanical/HVAC certified plans
- Fire suppression certified plans
- Electrical certified plans