



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. If a Plan Review meeting is required the applicant/owner and architect are requested 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:

- ◆ 2015 MN State Building Code
- ◆ 2015 International Fire Code (IFC) with MN Amendments and City Ordinance
- ◆ 2015 Minnesota Mechanical Code 1346 and Fuel Gas Code
- ◆ 2015 MN Plumbing Code
- ◆ 2015 MN Energy Code & ASHRAE Standard 90.1-2004
- ◆ 2014 National Electrical Code
- ◆ 2015 MN State Accessibility Code Chapter 1341
- ◆ MN codes listed at Website: <http://www.doli.state.mn.us/CCLD/Codes.asp>

Approximate Plan Review Time

- ◆ Commercial/Industrial New Construction – 5-8 Business Days
- ◆ Tenant Improvement/Remodel – 3-5 Business Days

No building permit will be issued without SAC determination being received by the City and if applicable, Hennepin County Health approval.

General Notes:

- ◆ Code Analysis is **Required** on cover sheet of all plans
 - ◆ Designed for 90 MPH wind load, Exposure “B”, 50 pound roof load plus drift, and a minimum 42” frost depth.
(see reverse side for attachment information)
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- ◆ SAC Charges to be determined by Metropolitan Waste; Contact: SACprogram@metc.state.mn.us or 651-602-1531
- ◆ Restaurants or establishments selling any sort of food product shall submit plans to Hennepin County Environmental Health. Plans 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 952-351-5215.
- ◆ Specifications for all fire stopping and product designs in plans
- ◆ Half size set of approved plans for field inspector required
- ◆ Submit 2015 MN Energy Code forms or provide in plans

Attachments include:

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

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 or email at broy@maplegrovern.gov
