

Commercial Building Permit Procedure

What is Considered a “Commercial Building?”

- ❖ A commercial building is any building EXCEPT the following:
 - Single Family Dwelling
 - Two-Family Dwelling
 - Townhomes
 - To be classified as a townhome the building must be built per International Residential Code townhome standards, including but not limited to proper fire separation and the townhome must “extend from foundation to roof and with open space on at least two sides.”

Who can Obtain a Commercial Building Permit

- ❖ All commercial building permits must be obtained by a licensed commercial contractor, licensed through the City of St. Cloud. For more information on how to become a licensed commercial contractor see page 4.
 - Property owners, tenants, residential contractors (licensed by the State of Minnesota), building maintenance persons, etc. **ARE NOT** allowed to obtain commercial building permits without becoming licensed with the City of St. Cloud.
 - Exception:
 - Apartments and/or condo’s consisting of 4 units or less per building are required to have a commercial building permit, but the permit can be obtained and work done by a residential building contractor (licensed through the State of Minnesota); or a commercial contractor (licensed by the City of St. Cloud).

Submittal of Required Documents by Applicant

- ❖ Completed commercial building permit application
 - The application must be completely and accurately filled out:
 - Make sure the address is the correct address. If you have questions on the address please contact the Planning and Zoning Department at (320) 255-7218.
 - If applicable, the correct water meter size and whether it’s a new service or an upgrade must be accurately filled out. If there are questions on the meter size required please contact your plumbing contractor.
 - Applicant must be licensed by the City of St. Cloud as a commercial contractor. Information on how to become a licensed commercial contractor with the City of St. Cloud is available on page 4.
 - The building permit may be applied for prior to licensing, but the permit **CANNOT** be issued until all licensing requirements are completed, and a license issued.
- ❖ Two completed sets of scaled drawings, to include, but not limited to:
 - Architectural drawings
 - Structural drawings
 - Electrical drawings
 - Mechanical drawings
 - Plumbing drawings
 - Site/Civil drawings
 - Including approximate dimensions to property lines and other buildings on property
- A code summary is required on all plans.
- All plans and specifications shall be prepared and certified by an architect or engineer as required by Minnesota Rules 1800.5200. (Unless other arrangements have been made with the city Plan Reviewer).
- Certification and signature are required on plans by Minnesota Statute 326.12 (Subd. 3).
 - Electronic signatures are acceptable.

- ❖ Two copies of construction specifications and documents including:
 - Geotechnical reports if applicable
 - Completed Structural Testing and Special Inspection Sheet including ALL required signatures
- ❖ One copy of energy code detail to include:
 - Minnesota Energy Code commercial envelope calculations
 - Electrical power and lighting calculations
- ❖ “Does my Project Need a Land Disturbance Permit (LDP)?” form MUST be submitted on all projects where land is being disturbed.
 - If yes is answered on this form (that you are disturbing more than or equal to 5,000 square feet of land) then you are required to obtain a Land Disturbance Permit from the city of St. Cloud.
 - A Land Disturbance Permit application must be submitted. This is a different form than the questionnaire.
 - A **separate set** of plans must be submitted with the LDP application, plans submitted for building permit review **CANNOT** be forwarded with the LDP.
 - All plan sheets involving stormwater BMPs, drainage maps and calculations must be submitted. At a minimum the SWPPP must be submitted. Additional items submitted to supplement the SWPPP may include: civil plans, BMP specs, drainage/area maps, permanent stormwater BMP information, etc.
 - Please contact Noah Czech, Stormwater Compliance Specialist, at (320) 255-7226 with any questions on the LDP application or plans required.

Review by the City

- ❖ Plans are routed to separate departments within the city for the appropriate departmental review. At the time of reviews the appropriate department may contact you with questions or concerns. After the plan has been approved by the applicable departments it is forwarded to the next department for review.
 - At time of application you will receive a job number (example: C13-100), this number is required to obtain any information during the permit process until a building permit is issued. Once a permit is issued please use the permit number when inquiring about the job.
 - Departmental reviews include, but are not limited to:
 - Planning and Zoning Department
 - Engineering Department
 - Fire Marshal
 - Sprinkler system plans are reviewed and permits are issued by the State of Minnesota.
 - Fire alarm and specialty suppression system reviews are done by the City of St. Cloud.
 - A separate permit from the city Fire Marshal is required for fire alarm and fire suppression systems.
 - Building Safety Department
 - Health Department review may be required; this is done separately from the building permit review. See information below for Health Department reviews.
 - Land Disturbance review may be required; this is done separately from the building permit review. See notes above for Land Disturbance review.
- ❖ Issuance of permit
 - The permit is issued after departmental approval from all departments.
 - The Building Safety Department will contact the contractor when the permit is ready. The payment for the permit is due at this time, we **DO NOT** accept payment for permits until they have been approved and are ready for issuance.
 - The time between submittal of application and required documents to permit issuance depends on the completeness of submitted documents, size/scale of the project, etc. The normal plan review timeframe is **4-6 weeks**.

Health Department Review

- ❖ Does my project need to be reviewed by the Health Department?
 - If the business is currently licensed by the Health Department or it will be required to be licensed upon completion of the project the plan or scope of work must be submitted for review using the application at <http://ci.stcloud.mn.us/index.aspx?NID=392>. A separate set of plans must be submitted with the Health and Inspections plan review application, plans submitted for building plan review CANNOT be forwarded.
 - City website: www.ci.stcloud.mn.us; under departments click on “Health & Inspections;” on the left hand side of the website click on “Licenses & Applications.”
 - Business operations that require a plan review by the Health Department include:
 - Food service operations, retail food outlets, grocery, convenience stores, catering operations, places of beverage (bars), meat markets, food vehicles, food stands
 - Hotels, motels, board and lodging establishments, bed and breakfasts
 - Massage and nonresidential daycares
- ❖ Exceptions:
 - Plans related to health care facilities, dietary kitchens, and public swimming pools are submitted to the Minnesota Department of Health for review.
 - Plans and processes related to the commercial manufacture and packaging of food are submitted to the Minnesota Department of Agriculture for review.
- ❖ Please call (320) 255-7214 to discuss plans regarding mobile food units, seasonal food stands, and temporary food stands.

Current Code Editions

- ❖ 2015 Minnesota State Building Code (MSBC)
- ❖ 2015 Minnesota Accessibility Code
- ❖ 2015 Minnesota Energy Code
 - W/ANSI/ASHRAE/IES Standard 90.1 - 2010
- ❖ 2015 Minnesota Fire Code
- ❖ 2015 Minnesota Mechanical and Fuel Gas Code
- ❖ 2015 Minnesota Plumbing Code
- ❖ 2017 National Electrical Code

After the Permit is Issued

- ❖ After the plans have been reviewed and approved, the contractor will receive a phone call stating the permit is ready, and the cost of the permit.
 - The permit must be picked up and paid for prior to any inspections being scheduled.
 - Payment for the permit **WILL NOT BE** accepted at the time of permit submittal.
- ❖ A yellow card is issued with the permit. This card and the red-lined (city approved) plan are required to be posted on the jobsite and available to the inspectors when they are out for inspections.
 - The subcontractors (plumbing, heating and electrical) should write their permit number in the appropriate spot on the bottom of the yellow card.
 - The checkmarks on the left side of the yellow card indicate which inspections are required. They need to be approved in the proper order. Please see the “When to Call for Inspections” handout for more information on when to call for the inspections.

Inspections

- ❖ A minimum of 24-hour notice is required for all inspections, call (320) 255-7239 to schedule the inspection.
 - The address is needed to schedule inspections, please know the address before you call.
 - Inspections are done on a first-come first-serve basis, and there is no guarantee that you can get an inspection within 24 hours of calling.
 - Inspections are available 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m., Monday through Friday.
- ❖ All fire inspections (fire alarms, specialty suppression and sprinkler systems) are scheduled and completed by the Fire Marshal. Please call (320) 255-7284 to schedule the inspections.

Commercial Contractor Licensing Procedure

- ❖ License required: No person, firm or corporation shall engage in a business of commercial contracting in the City of St. Cloud without first securing an annual license. Such license shall expire on December 31st of each year.
 - A commercial contractor is a building contractor engaging in work other than work performed under a license from the State of Minnesota as a residential building contractor, remodeler or specialty contractor in the business of contracting or offering to contract to improve residential real estate, all terms as defined by Minnesota Statute, Chapter 326.83.

- ❖ To obtain a commercial contractor license for the City of St. Cloud, the following must be submitted to the City's Building Safety Department:
 - Commercial contractor's license application
 - Available at City Hall or online on the city website
 - City website: www.ci.stcloud.mn.us; under departments click on "Building Safety/Permits;" on the left hand side of the website click on "Contractor Licensing & Mechanical Exam Forms;" click on "Commercial Contractors."
 - The back page (Certificate of Compliance, Minnesota Workers' Compensation Law) of the application also needs to be filled out and signed. This is a requirement from the State of Minnesota.
 - An **ORIGINAL** \$25,000 License and/or Surety Bond
 - The Principles signature **MUST** be notarized
 - The bond must be for a **COMMERCIAL CONTRACTOR**
 - The City of St. Cloud **DOES NOT** supply bonds
 - Proof of Workers' Compensation insurance
 - Certificate of Liability Insurance for \$100,000/\$500,000/\$250,000
 - With the City of St. Cloud listed as the certificate holder
 - Payment for the license fee
 - The fees are based on the classification of license and when the license is applied for. The fees can be found on the commercial contractor's license application.

- ❖ Classification of License:
 - Class A: Commercial contractors whose annual gross and total building operations exceed a sum of \$50,000.
 - Class B: Commercial contractors whose annual gross and total building operations exceed a sum of \$25,000 and not more than \$50,000.
 - Class C: Commercial contractors whose annual gross and total building operations are less than \$25,000.

- ❖ Issuance of license:
 - Licenses are typically issued one business day after all requirements have been properly submitted and payment for the license has been made.
 - It takes the City of St. Clouds licensing system one business day to update licensing; therefore it is not possible to issue a building permit on the same business day as the license.