



City of
Burnsville

COMMERCIAL BUILDING PERMIT PROCEDURES MANUAL

- **Permit Requirements**
- **Outline Code Review**
- **Erosion Control Criteria**
- **Building Permit Application**
- **Plan Review & Permit Process Review**
- **Fee Schedules**
- **Special Structural Testing & Inspection Program Summary Schedule**
- **Multi-line Telephone System / 9-1-1 Legislation Compliance Flow Chart**

ISSUANCE OF BUILDING PERMITS

PURPOSE AND NEED

To ensure compliance with the Burnsville Zoning Ordinance, Subdivision Regulations, the State Building Code, State Fire Code, and other City Code requirements, a building permit must be issued prior to any construction in the City of Burnsville.

POLICY

The City of Burnsville, in order to ensure compliance with all applicable codes and ordinances requires that building permits are issued prior to construction within the city limits and that inspections be made prior to the issuance of Certificates of Occupancy according to the following procedures.

PROCEDURE

COMMERCIAL BUILDING PERMIT AND ADDITION REQUIREMENTS

- 1) City Planning and Engineering Department approvals of plans
- 2) State Board of Health Approval (if required) – 651-201-4500
- 3) Metro SAC Letter –submittals require SAC Determination Application - enclosed
Metropolitan Waste Control Commission
390 Robert St. N
St. Paul MN 55101-1805
SAC Technician (651) 602-1770
(SAC Determination Application electronically)
<https://metro council.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge.aspx>

Minnesota Department of Agriculture
The Dairy and Food Inspection Division
625 Robert Street North
St. Paul, MN 55155-2538
Food Inspector/Metro 651-201-6027
<https://www.mda.state.mn.us/food-feed/food-licenses>
- 4) Fire Marshal Approval
- 5) Survey – up-to-date and signed by Registered Land Surveyor
- 6) Grading, Drainage & Landscaping plans – (curb & gutter – per Council approval)
- 7) Erosion Control plan (approved, implemented and inspected)

ISSUANCE OF BUILDING PERMITS

- 8) Erosion Control Security - \$1,500.00 per acre or portion thereof.

The first \$3,000.00 of this financial security shall be a cash deposit with the City, the remainder of which to be an approved letter of credit. If at any time during the course of the work the cash deposit amount falls below the original amount, the applicant shall make another deposit in the amount necessary to restore this cash deposit to the original amount within seven (7) days, after notification by the City, the City may:

- (1) Withhold the scheduling of inspections and /or the issuance of a Certificate of Occupancy.
- (2) Revoke any permit issued by the City to the applicant for the site in question and any other of the applicant's sites within the City's jurisdiction.
- (3) Draw on the applicant's alternate security.

- 9) Letter of Credit or Cash Escrow for:

Landscaping – 100% of contract

Bituminous surfacing, curb & gutter – 100% of contract

- 10) Soil Report – from approved testing agency.
- 11) Signed utility plans (by Engineer licensed in the State of Minnesota) approved by the Engineering Department.
- 12) Energy calculations.
- 13) Water/Sewer connection charges (per SAC unit).
- 14) Signed architect & structural plans (PDF format) – [by Structural Engineer licensed in the State of Minnesota].
- 15) Special Structural Testing and Inspection Agreement.
- 16) Signed Plumbing plans (PDF format).
- 17) Signed HVAC plans (PDF format).
- 18) Signed Fire Sprinkler plans (PDF format).
- 19) Signed Electrical plans (PDF format).

ISSUANCE OF BUILDING PERMITS

- 20) Impervious Surface Worksheet completed (if site is in a shoreland district [within 1,000 feet of a lake or river]).
- 21) Wetland delineation and report and wetland/lakeshore/river buffer plan if site has these features present.
- 22) A permit shall not be issued until after a complete plan review has been made. All necessary additions, alterations, and corrections of plans must be on file. Time involved in issuing a permit varies, depending upon complete, corrected plans, size of project and workload of the Inspection Division
- 23) All submittals require that all architectural, structural and mechanical plans be submitted electronically:
 - ❖ File name.pdf
 - ❖ Adobe Acrobat
- 24) If exterior signage is proposed a sign plan showing the location of all existing and proposed signage on the site and on the building(s) including sign specifications, dimensions, and number and if multi-tenant building, the owner's plan for tenant signage.



Application for Commercial Building Permit
NEW CONSTRUCTION & REMODEL

Phone: 952-895-4444
permits@burnsvillemn.gov
www.burnsvillemn.gov/permit

Date _____

Site Address _____

Owner: Name _____

Address _____

City _____ State _____

Zip _____ Tele. _____

Fax: _____

E-mail: _____ **REQUIRED**

FOR CITY USE ONLY

Permit No. _____

You may apply online at
<https://burnsvillemn.portal.opengov.com/>

Total Construction Valuation (exc.land) \$ _____

Prior to Building Permits being issued,
Letters of Credit are required for the following:
Erosion Control (\$1,500.00 Per Acre, or \$3,000.00 Cash &
LOC for remainder if more than 2 acres) _____
Landscaping \$ _____
Bituminous Surfacing \$ _____
Concrete Curbing/Gutter \$ _____

PROJECT VALUATIONS

Plumbing	\$ _____
Heating	\$ _____
Electrical	\$ _____
General Const .	\$ _____
Total Const. Value	\$ _____

DESCRIPTION OF WORK:

CONTRACTORS

Bldr: Name _____
Address _____
City _____ State _____
Zip _____ Tele _____
Contact Name & Phone: _____
Fax: _____ E-mail: _____

Htg: Name _____
Address _____
City _____ State _____
Zip _____ Tele _____
Contact Name & Phone: _____

Plbg: Name _____
Address _____
City _____ State _____
Zip _____ Tele _____
Contact Name & Phone: _____

Elec: Name _____
Address _____
City _____ State _____
Zip _____ Tele _____
Contact Name & Phone: _____

ARCHITECTS AND ENGINEERS

Name _____
Address _____
City _____ State _____
Zip _____ Tele _____
Contact Name & Phone: _____

Name _____
Address _____
City _____ State _____
Zip _____ Tele _____
Contact Name & Phone: _____

TYPE OF CONSTRUCTION

Indicate type of construction _____

Will building be sprinkled? _____

Dimensions: _____ X _____ = _____ sq. ft. Basement
_____ X _____ = _____ sq. ft. 1st floor
_____ X _____ = _____ sq. ft. 2nd floor
_____ X _____ = _____ sq. ft. 2nd floor

Total Sq. Ft. = _____

OCCUPANCY CLASSIFICATIONS

Description of intended building uses – (includes all portion of building)

Total number of occupants: No. 1st floor _____

No. 2nd floor _____ Others _____

SEWER AVAILABILITY CHARGE (S.A.C.) DETERMINATION

Acreage of Property _____

Gross Area of Structure _____

Net Useable/Leasable Area _____

Total S.A.C. Units _____

I hereby certify that the above information is correct and agree to comply with the City of Burnsville Ordinances and State of Minnesota Laws regulating building construction.

Signature _____

Owner ☐

Contractor ☐

Architect ☐

COMMERCIAL TENANT BUILDING PERMIT REQUIREMENTS CHECKLIST



Phone: 952-895-4444
permits@burnsvillemn.gov
www.burnsvillemn.gov/permit

PRIOR TO BUILDING PERMIT APPLICATION SUBMISSION OBTAIN THE FOLLOWING

- _____ 1. The Planning Department must review plans in order to verify the planned use for this space is permitted in that zoning district. * Review the trash enclosure detail.
- _____ 2. Copy of a letter from the building owner describing in detail the type of use intended for the space. Also, describe the use of spaces adjacent to the space in question. This letter is to be signed by both the building owner and the tenant.
- _____ 3. Signed architectural & structural plans (PDF format) with Permit Application
- _____ 4. Signed plumbing plans (PDF format) with Building Permit Application
[designed & signed by plumbing contractor]
- _____ 5. Signed HVAC plans (PDF format) with Building Permit Application
[designed & signed by heating contractor]
- _____ 6. Signed electrical plans (PDF format) with Building Permit Application
[designed & signed by electrical contractor, displaying emergency & exit lighting]
- _____ 7. Signed sprinkler plans & fire alarm system plans (PDF format) by separate submission for plan review and permitting. Not required at time of Building Permit Submission.
[designed & signed by sprinkler contractor] – MUST be reviewed by Fire Department Fire Prevention Division Staff
- _____ 8. Plans submitted for approval: State Board of Health 651-201-4500
[required if food will be consumed on site i.e. Restaurant, Deli, Catering Services]
- _____ 9. Plans submitted for approval: State Department of Agriculture (651) 201-6000
[required if food is sold but not consumed on site i.e. Grocery, Bakery, etc.]
- _____ 10. Metro SAC letter required before building permit will be issued. Plans submitted to:
Metropolitan Waste Control Commission - SAC Technician (651) 602-1770
390 Robert St. N
St. Paul, MN 55101-1805

ROOF REPLACEMENT REQUIREMENTS: One PDF format copy of each of the following items must be submitted with this application.

1. Full written scope of the project submitted to owner.
2. Shop drawings/section view of new installation system, including structural components of the existing roof.
3. A listing (name) of each specific manufacturer's product being installed.
4. The flame spread documentation for any foam products being installed.
5. The thickness of all products being installed.
6. The fire tested assembly number designation. (U.L. Factory Mutual, ICC)
7. Any documentation from a Minnesota registered structural engineer.
8. Copy of the manufacturer's installation instructions.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Are all the existing roofing materials being removed to the structural deck? Yes ☐ No ☐
2. How many sq. feet is the existing roof? _____ How many sq. feet are being replaced? _____
3. What type of roofing system currently exists? Built-up ☐ Membrane ☐ Other ☐
4. What type of roofing system is proposed? Built-up ☐ Membrane ☐ Other ☐
5. Will the new roofing materials reduce or increase the current dead load?
Increase ☐ Reduce ☐ No Change ☐
6. If loading is to be increased, has a structural engineer been hired to review all allowable loads?
If yes, attach an Engineer's report Yes ☐ No ☐
7. Are any new drainage devices being added or altered as part of the re-roof? Yes ☐ No ☐
8. Per International Building Code Table 1501.1 what class designation is the new roof system?
A ☐ B ☐ Non-classified ☐
9. What overall R-value will the new roof produce? _____
10. Per International Building Code Sections 2603.4, 2603.4.1, and 2603.4.1.5, will a thermal barrier be required as part of the re-roofing project? Yes ☐ No ☐
11. Will any electrical, plumbing, gas or mechanical items on the existing roof need to be disconnected and reconnected as part of the re-roof? Yes ☐ No ☐
12. Any electrical, plumbing, gas or mechanical items being replaced in conjunction with the re-roof? Yes ☐ No ☐

COMMERCIAL BUILDING PERMIT CHECK LIST

____ 1. City Planning, Engineering (and Natural Resources Department if site has wetlands, lakes, river) approvals of the plans.

____ 2. State Board of Health Approval (if required) -651-201-4500

1. Percolation Test
2. Private Sewage system design.
3. Pool & filtration plans & specs.
4. Kitchen, restroom plans & specs.
5. Public building plans (hospitals, schools, libraries, etc).
6. Restaurant plans.

____ 3. Metro SAC letter

Metropolitan Waste Control Commission
390 Robert Street N
St. Paul, Mn 55101-1805
SAC Technician – 651-602-1770

____ 4. Fire Marshall Approval.

____ 5. Survey; up-to-date and signed by Registered Land Surveyor.

____ 6. Wetland delineation plan and report if wetlands are present on site.

____ 7. Erosion Control Plan (approved, implemented and inspected).

____ 8. Erosion Control Security - \$1500.00 per acre or portion thereof.

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3. Draw on the applicant's alternative security.

____ 9. Letter of Credit or Cash Escrow (if applicable)

Landscaping – 100% of contract

Bituminous surfacing, curb & gutter – 100% of contract

____ 10. Special Inspection Agreement

____ 11. Soil test – from approved testing agency

____ 12. Signed Utility Plans (by Engineer licensed in the State of MN), approved by Engineering Dept.

____ 13. Energy Calculations.

____ 14. Water Connection Charges (per sac).

____ 15. Signed architect & structural plans (PDF format).

____ 16. Signed plumbing plans (PDF format).

____ 17. Signed HVAC plans (PDF format).

____ 18. Signed sprinkler plans. (PDF format).

____ 19. Signed electrical plans (PDF format).

____ 20. If trees are present on site a tree inventory, survey and Woodland Evaluation Worksheets will be required and a tree protection letter of credit must be provided before any trees are removed from the site.

____ 21. If new rooftop or other mechanical equipment, ducts, vents, gutters, etc., are proposed to be installed at the site it is required to be screened. Contact the Planning Department at 952-895-4455 for specific requirements.

____ 22. If exterior lighting is proposed a plan showing the location and type of all proposed fixtures, illumination levels on site and at the property line(s), light pole height and hooded fixture details are required.

____ 23. If exterior signage is proposed a sign plan showing the location of all existing and proposed signage on the site and on the building(s) including sign specifications, dimensions, and number.