



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) 602-1421  
(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 (1 hard set & 1 electronic copy) – [by Structural Engineer licensed in the State of Minnesota].

- 15) Special Structural Testing and Inspection Agreement.

- 16) Signed Plumbing plans (1 hard set & 1 electronic copy).

- 17) Signed HVAC plans (1 hard set & 1 electronic copy).

- 18) Signed Fire Sprinkler plans (1 hard set & 1 electronic copy).

- 19) Signed Electrical plans (1 hard set & 1 electronic copy).

## 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

100 Civic Center Parkway • Burnsville, Minnesota 55337-3817

Phone: 952-895-4444  
FAX: 952-895-4512

permits@burnsvillemn.gov  
www.burnsvillemn.gov/permit

Date \_\_\_\_\_

(For City Use Only)

Site Address \_\_\_\_\_

Permit No. \_\_\_\_\_

Owner: Name \_\_\_\_\_

Permit Fee \_\_\_\_\_

Address \_\_\_\_\_

Plan Check Fee \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

State Surcharge \_\_\_\_\_

Fixture Charge \_\_\_\_\_

Zip \_\_\_\_\_ Tele. \_\_\_\_\_

**Total Fee** \_\_\_\_\_

Fax: \_\_\_\_\_ **E-mail: \_\_\_\_\_ REQUIRED**

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. 1<sup>st</sup> floor  
                  \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. 2<sup>nd</sup> floor  
                  \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. 2<sup>nd</sup> floor

Total Sq. Ft. = \_\_\_\_\_

**OCCUPANCY CLASSIFICATIONS**

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

\_\_\_\_\_  
\_\_\_\_\_

Total number of occupants: No. 1<sup>st</sup> floor \_\_\_\_\_  
  No. 2<sup>nd</sup> 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



City Of  
**Burnsville**

100 Civic Center Parkway  
Burnsville, Minnesota 55337-3817

## COMMERCIAL TENANT BUILDING PERMIT REQUIREMENTS CHECKLIST

Phone: 952-895-4444  
FAX: 952-895-4512  
www.burnsville.org

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**\*\*\*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 (1 hard set & 1 electronic) with Permit Application
- \_\_\_\_\_ 4. Signed plumbing plans (1 hard set & 1 electronic) with Building Permit Application  
[designed & signed by plumbing contractor]
- \_\_\_\_\_ 5. Signed HVAC plans (1 hard set & 1 electronic) with Building Permit Application  
[designed & signed by heating contractor]
- \_\_\_\_\_ 6. Signed electrical plans (1 hard set & 1 electronic) with Building Permit Application  
[designed & signed by electrical contractor, displaying emergency & exit lighting]
- \_\_\_\_\_ 7. Signed sprinkler plans & fire alarm system plans (1 hard set & 1 electronic) with Building Permit Application  
[designed & signed by sprinkler contractor] – MUST be reviewed by Fire Dept. Inspector
- \_\_\_\_\_ 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) 602-1421  
390 Robert St. N **Fax** (651) 602-1477  
St. Paul, MN 55101-1805



City Of  
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100 Civic Center Parkway  
Burnsville, Minnesota 55337-3817

## COMMERCIAL ROOF PERMIT REQUIREMENTS

Phone: 952-895-4400  
FAX: 952-895-4512  
www.burnsville.org

**REQUIRED:** One electronic copy or one paper 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? \_\_\_\_\_
11. 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. Are any electrical, plumbing, gas or mechanical items being replaced in conjunction with the re-roof?



**Permit Release Check List**

**NAME OF PROJECT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CITY COUNCIL APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**PLANNING COMMISSION APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**ENGINEERING DEPARTMENT APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**NATURAL RESOURCES DEPARTMENT APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**District (1,000 ft. from a lake/river); if wetland is on/adjacent to site**  
**STATE BOARD OF HEALTH APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**FIRE MARSHALL APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_  
**ENGINEERING DEPT REQUIREMENTS:**

**Right of Way Permit** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Vacation of Easement Needed** Yes \_\_\_ No \_\_\_ **PAPER WORK FILED** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Development Contract Signed:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Development Contract Fees:** Yes \_\_\_ No \_\_\_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**LID Agreement Filed** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Storm Water Pond Agreement Filed** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Easement Documents Filed** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Public Infrastructure** Yes \_\_\_ No \_\_\_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Erosion Control Inspection Completed:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Certification for wireless tower/equipment on city site:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
**Lease for wireless tower/equipment on city site:** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**PLANNING DEPT REQUIREMENTS:**

**PUD/CUP/IUP Agreement Signed** Yes \_\_\_\_\_ No \_\_\_\_\_  
**PUD/CUP Conditions of Approval Met** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Final Plat Filed with Dakota County** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Certification for Cell Tower** Yes \_\_\_\_\_ No \_\_\_\_\_

**Site Plan Review Fee paid (if project does not have an escrow account)** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Or Escrow Balance Needed** Yes \_\_\_\_\_ No \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Tree Protection Letter of Credit** Yes \_\_\_\_\_ No \_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Tree Removal Permit** Yes \_\_\_\_\_ No \_\_\_ **NA/** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Landscape Cost Estimate** Yes \_\_\_\_\_ No \_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Landscape security paid:** Yes \_\_\_\_\_ No \_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_

**BUILDING DEPT REQUIREMENTS:**

**Letter of Credit – Yard Lawn/Turf Landscaping** Yes \_\_\_\_\_ No \_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Bituminous Surface** Yes \_\_\_\_\_ No \_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Curb & Gutter** Yes \_\_\_\_\_ No \_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_  
**Erosion Control Security** Yes \_\_\_\_\_ No \_\_\_ **N/A** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_

## 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 – 651-602-1421
- \_\_\_ 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.  
The first \$3,000.00 of this financial security shall be a cash deposit with the City, the remainder of which is 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 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 (1 hard set & 1 electronic).
- \_\_\_ 16. Signed plumbing plans (1 hard set & 1 electronic).
- \_\_\_ 17. Signed HVAC plans (1 hard set & 1 electronic).
- \_\_\_ 18. Signed sprinkler plans. (1 hard set & 1 electronic).
- \_\_\_ 19. Signed electrical plans (1 hard set & 1 electronic).
- \_\_\_ 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.