



New commercial and multifamily developments need to be presented to and approved by the City Planning commission and City Council as required by the City of Excelsior Zoning Ordinance, prior to application for a building permit. When this has been completed and approved, the Fire Department and building inspections will begin the plan review and permitting process. This handout outlines the submittal requirements for commercial and multifamily building permits.

Commercial plans are reviewed per the following codes:

- ◆ 2007 Minnesota State Building Code
- ◆ 2006 International Building Code (IBC) with MN Amendments
- ◆ 2006 International Fire Code (IFC) with MN Amendments and City Ordinance
- ◆ 2000 International Mechanical Code with 2003 MN Amendments.
- ◆ 2003 MN Plumbing Code
- ◆ MN Commercial Energy Code
- ◆ 2008 National Electrical Code - Contact Brian Luce: (952) 233-8999
- ◆ 2006 IBC Chapter 11 with MN Amendments
- ◆ Website: <http://www.mncodes.org/>

Completing Work

If the building is a commercial building, you may do work on property you own without hiring a contractor and without a license. Exceptions to this include plumbing, mechanical and electrical work that must be performed by licensed contractors. Contractors are required to provide proof of licensure when they obtain building permits.

Other Agency Review

All new and expanding commercial, industrial, institutional and high-density residential developments require a Stormwater Management Permit from the Minnehaha Creek Watershed District, which needs to be submitted to the City prior to issuance of any building permit. Please contact the Minnehaha Creek Watershed District to determine what types of projects require a MCWD permit.

Dependent on if there is a change of use within a structure, a special review by the Metropolitan Council of Governments for determination of SAC/WAC may be required. SAC must be determined prior to issuance of a building permit. For more information and access to SAC forms, visit: www.metrocouncil.org/environment/RatesBilling/SAC_Program.htm

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 Excelsior.

Contact Information

Building Inspector, Metro West Inspection Services, Inc., (763) 479-1720
Excelsior City Planner, Patrick Smith, (952) 653-3674, psmith@ci.excelsior.mn.us
Excelsior Fire Inspector, Kellie Murphy-Ringate, (952) 960-1692
Minnehaha Creek Watershed District, (952) 471-0590, permitting@minnehahacreek.org
Metropolitan Council of Government, SAC Determination (651) 602-1118
Hennepin County Environmental Health (612) 543-5200

Incomplete permit applications will not be accepted. Allow a minimum of 15 business days for processing your permit application. If there is a problem with the plans or survey, additional review time may be necessary.

Tenant Improvement/Remodel Plan Review Submittal Checklist

- 1. Completed City of Excelsior Building Permit Application Form.
- 2. Three copies of the following Architectural and Structural documents. Certified by licensed professionals (unless applicant can demonstrate exemption to Minnesota Rule 1800.5200).
 - A. Completed Building Code Analysis Form
 - Identify Construction Type
 - Identify all Occupancy Groups and associated floor areas
 - Demonstrate through calculations that the proposed work complies with building code allowable area limitations. Provide a plan diagram if mixed occupancy-separated use.
 - Indicate the occupant loads and existing
 - Provide plumbing fixture calculations based upon occupant load.
 - B. Floor Plans
 - Clearly differentiate between existing and new work.
 - Provide functional room names for all spaces.
 - Indicate location of fire related assemblies & construction types.
 - Provide dimensions at all new work.
 - Provide reference marks to other drawings (elevations, sections, and details).
 - Identify all exit signs and emergency lighting.
 - C. Sections and Details of Construction
 - Illustrate the basic wall section and detail transitions.
 - Indicate materials and configurations at transitions.
 - Provide crucial elevations points and dimensions.
 - Indicate flashings, weeps, and joints.
 - D. Construction Assemblies – provide details and test assembly references.
 - E. Interior Elevations – provide dimensioned elevations at handicap accessible function areas. (Toilet Rooms, Reception Counters, Drinking Fountains, Sinks & counters for non-work related uses).
 - F. Energy Code Worksheet documentation (only required if changing occupancy groups).
- 3. Hennepin County Environmental Health - If applicable, letter of approval from Hennepin County is required prior to the issuance of a building permit.
- 4. Metropolitan Waste Control Commission – SAC Determination
- 5. A copy of the recording of a Variance or Conditional Use Permit, if applicable. A copy of the recording of a Variance or Conditional Use Permit is required to be submitted to the City prior to issuance of a building permit.

Plumbing Plans must be submitted to the Minnesota Department of Labor and Industry for approval prior to submitting to City.

Additional Submittal Requirements for New Construction or Additions

- 1. Submittal of Escrow Deposit Fee.
- 2. Two sets of certificates of survey. Surveys must comply with Excelsior City Code, Appendix E, Article 9. (must be submitted in both hard copy and electronic form/format, dwg & pdf).
- 3. Grading Plan and Details (hard copy and electronic form/format – pdf).
- 4. Utility Plan and Details.
- 5. Landscape Plan and Tree Preservation plan.
- 6. The Building Official may require soil test and an engineer's analysis if any questionable soils are encountered.
- 7. Complete and Sign, Application for Permit to Construct, Repair or Remove Sidewalk, Curb and Gutter, and Driveway Access to Public Street, if applicable.
- 8. Complete and Sign, Application for a Site Alteration Permit for Historic Structures and Historic Districts, if applicable (Sec 20-5).
- 9. Minnehaha Creek Watershed District Stormwater Management Plan, which is required prior to issuance of any City building permit.

CITY OF EXCELSIOR
BUILDING PERMIT

Permit No. _____

Date _____

CONTRACTOR'S LICENSE NO.		1. DATE
2. SITE ADDRESS		ZIP CODE 55331
3. LEGAL DESCRIPTION PROPERTY I.D. NO.		
SECTION _____ LOT _____ BLOCK _____		
ADDITION _____ PLAT NUMBER _____ PARCEL NUMBER _____		
4. OWNER	(Name)	(Address) (Tel. No.)
5. ARCHITECT	(Name)	(Address) (Tel. No.)
6. BUILDER	(Name)	(Address) (Tel. No.)
7. TYPE OF WORK Fireplace <input type="checkbox"/> Septic <input type="checkbox"/> Heating <input type="checkbox"/> Plumbing <input type="checkbox"/> Reroofing <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Addition <input type="checkbox"/> Finish Basement <input type="checkbox"/> Residing <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Garage <input type="checkbox"/> Chimney <input type="checkbox"/> Misc. _____		
8. SIZE OF STRUCTURE (Height) (Width) (Depth)	9. NO. OF STORIES	10. ESTIMATED VALUE
11. COMPLETION DATE	12. PROPERTY DIMENSION Width Depth	13. NO. OF FAMILIES (if applicable)
14. PROPOSED ELEVATION IN RELATION TO CURB OR WATERWAY. _____ ELEV.	15. PROPERTY AREA OR ACRES Sq. Ft.	16. CULVERT SIZE Yes No
17. FRONT YARD set back from road property Ft.	18. REAR YARD set back Ft.	19. SIDE YARDS set back _____ Right Sd. _____ Left Sd.
20. MISCELLANEOUS _____ _____ _____ _____ _____ _____		
<u>SPECIAL CONDITIONS</u> It is my responsibility to locate and establish the elevations if needed of all site improvements. Required adjustments at my expense.		

FEES	
PERMIT FEE	_____
PLAN CHECK FEE	_____
INVESTIGATION FEE	_____
ENGINEERING FEE	_____
SITE FEE	_____
DRIVEWAY FEE	_____
CULVERT \$	_____
FIREPLACE _____/SC	_____
PLUMBING FEE _____/SC	_____
SEPTIC FEE	_____
MECHANICAL FEE _____/SC	_____
WATER METER FEE	_____
WATER FEE	_____
SEWER FEE	_____
SURCHARGE FEE	_____
ADMIN. FEE	_____
OTHERS	_____
CONTRACTORS LICENSE	_____
TOTAL FEE	_____

CODE ANALYSIS
TYPE OF CONST. _____
USE OF BLDG. _____
OCCUPANCY GROUP _____
OCCUPANCY LOAD _____

ZONING DISTRICT _____

VARIANCE GRANTED, DATE _____

OFF STREET PARKING
SPACES REQ. _____
SPACES ON PLAN _____

MATERIAL FILED W/APPLICATION
SOILS REPORT <input type="checkbox"/> Borings
<input type="checkbox"/> Percolation
<input type="checkbox"/> Compaction tests
PLANS AND SPECS. <input type="checkbox"/> Sets _____
SURVEY <input type="checkbox"/> Copies _____
ENERGY CALCULATIONS <input type="checkbox"/>
PILING LOGS <input type="checkbox"/>

FIRE SPRINKLERS REQUIRED
<input type="checkbox"/> YES <input type="checkbox"/> NO

SPECIAL APPROVALS
ZONINGS _____
FIRE DEPT. _____
HEALTH DEPT. _____
PUBLIC WORKS _____
COUNTY _____
OTHER _____

CERTIFICATE OF OCCUPANCY ISSUED
DATE _____ BY _____

ACKNOWLEDGMENT AND SIGNATURE:

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said CITY OF Excelsior applicable thereto.

SIGNATURE OF APPLICANT

APPROVED BY BUILDING INSPECTOR

White - City's Copy

Yellow - Inspector's Copy

Pink - Applicant's Copy

Gold - Assessors's Copy



CITY OF EXCELSIOR

339 THIRD STREET
EXCELSIOR, MINNESOTA 55331
TEL: 952-474-5233
FAX: 952-474-6300

Building Permit Fee Schedule – January 2015

Residential Application

Processing Fee - .5% of estimated job value - Minimum - \$5.00; Maximum - \$100.00

Commercial Application

Processing Fee - 1.5% of estimated job value – Minimum - \$5.00; Maximum - \$200.00

Building Permit Fees

\$1.00 - \$500.00	\$25.00
\$501.00 to \$2,000.00	\$25.00 for 1st \$500 + \$3.25 ea. add'l \$100
\$2,001.00 to \$25,000.00	\$73.75 for 1st \$2,000 + \$14.75 ea. add'l \$1,000
\$25,001 to \$50,000.00	\$413.00 for 1st \$25,000 + \$10.75 ea. add'l \$1,000
\$50,001 to \$100,000.00	\$681.75 for 1st \$50,000 + \$7.50 ea. add'l \$1,000
\$100,001 to \$500,000.00	\$1,056.75 for 1st \$100,000 + \$6.00 ea. add'l \$1,000
\$500,001 to \$1,000,000.00	\$3,456.75 for 1st \$500,000 + \$5.00 ea. add'l \$1,000
\$1,000,001.00 and up	\$5,956.75 for 1st \$1,000,000 + \$4.00 ea. add'l \$1,000

Plan Review - 65% of permit fee

Surcharge - .0005 times value – Minimum .50; Flat Permit Fee - \$5.00