



<b>EDINA BUILDING DEPARTMENT INFORMATION SHEET</b>		SHEET NUMBER IS-003
SUBJECT Requirements for Obtaining Building Permit - Tenant Improvement		REVISION NUMBER 0
CODE REFERENCE 2000 IBC 106	APPROVAL <i>Steve G. Wickman</i>	EFFECTIVE DATE 1/25/02
		PAGE 1 OF 1

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Address: \_\_\_\_\_

<u>DATE RECEIVED</u>	<u>REQUIRED? YES/NO</u>	
_____	_____	1. Permit Application
_____	_____	2. SAC determination letter. For more information contact: Metropolitan Council, Wastewater Services, 230 E. 5 <sup>th</sup> St., St. Paul, MN 55101 Attention: Jodi Edwards, 651-602-1113
_____	_____	3. Approved Minnesota Department of Health plans for pools and licensed health care facilities Submit pool plans & specs to: Submit health care facility plans to: Minnesota Dept of Health, Suite 220, Minnesota Department of Health, Suite 300 P.O. Box 64975, St. Paul, MN 55101 85 East 7 <sup>th</sup> Place, St Paul, MN 55164 Phone: 651 215 0836 Phone: 651 215 8700
_____	_____	4. MEC lighting power budget requirements checklist
_____	_____	5. Building plans & Specifications, including sign details - MN architect signature required: yes _____ no _____
_____	_____	6. Structural plans - MN structural engineer signature required: yes _____ no _____
_____	_____	7. Plumbing plans - MN mechanical engineer or Master Plumber signature required: yes _____ no _____
_____	_____	8. HVAC Plans - MN mechanical engineer signature required: yes _____ no _____
_____	_____	9. Fire Sprinkler Plans - signed by MN Fire Protection Engineer or NICET Level 4 Sprinkler System Designer: yes _____ no _____
_____	_____	10. Electrical Plans - MN electrical engineer or contractor signature required: yes _____ no _____
_____	_____	11. Special Structural Testing & Inspection Schedule
_____	_____	12. Description of occupancy
_____	_____	13. Contact List - Names, phone numbers, addresses of: building owner, contractor, tenants & all design professionals
_____	_____	14. Complete plans for any food preparation or serving area (Health Department)

Submit two (2) complete sets of plans and specifications. Each sheet of at least one plan set and the signature page of at least one specification book must include wet signatures of the design professionals. Submit three (3) sets when food preparation is involved. Plans must be reviewed & approved by Planning Dept., Engineering Dept., Fire Marshal and Inspections Dept. (building, plumbing and HVAC). Plan review time will vary, but in all cases each permit applicant should allow a minimum of three weeks after correct, complete submittals & application have been submitted to the Inspections Dept.