



# COMMERCIAL PERMIT SUBMITTAL GUIDE

1685 CROSTOWN BOULEVARD NW, ANDOVER, MINNESOTA 55304 (763) 755-8700 • FAX (763) 755-8923 • [WWW.ANDOVERMN.GOV](http://WWW.ANDOVERMN.GOV)

Apply for permits at City Hall on weekdays between the hours of 8:00 a.m. and 4:30 p.m. Complete permit applications may be mailed. Electronic/digital submittals may be accepted subject to pre-approval of the City. Commercial and industrial permitting time depends on complexity of the work and completeness of plans.

**Three (3) weeks may be required for permit processing for new buildings and major additions.  
Work must not begin until permit/s and job copy of the plan are on the job site.**

## **BUILDING PERMIT SUBMITTALS:**

1.	<p><b><u>Building Permit Application</u></b> Separate electrical, plumbing and mechanical permits are required. Forms available online: <a href="#">Plumbing Permit Application</a> <a href="#">Electrical Permit Application</a> <a href="#">Mechanical Permit Application</a> <a href="#">Fire Protection Application</a></p>
2.	<p><b>Submit five (5) complete sets of the following plans and specifications to City Hall which may include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Land Survey (Boundary or topographic may be required – See <a href="#">Land Survey Standards</a> Handout)**</li> <li><input type="checkbox"/> Civil/Site Development Plans for Grading, Erosion Control, Drainage, Paving, Site Lighting (Photometric w/Fixture Specs.)**</li> <li><input type="checkbox"/> Civil/Site Development Plans for Utilities – Water Mains, Sanitary Sewer, Storm Sewer**</li> <li><input type="checkbox"/> Site Plans <span style="margin-left: 150px;"><input type="checkbox"/> Building Plans &amp; Code Analysis**</span></li> <li><input type="checkbox"/> Soils Analysis** <span style="margin-left: 150px;"><input type="checkbox"/> Landscape and Irrigation Plans**</span></li> </ul>
3.	<p><b>Submit three (3) complete sets of the following plans and specifications to City Hall which may include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mechanical Plans** <span style="margin-left: 150px;"><input type="checkbox"/> Plumbing Plans**</span></li> <li><input type="checkbox"/> Structural Plans** <span style="margin-left: 150px;"><input type="checkbox"/> Fire Suppression**</span></li> <li><input type="checkbox"/> <a href="#">Special Inspections Schedule</a>** <span style="margin-left: 150px;"><input type="checkbox"/> Fire Alarm System**</span></li> <li><input type="checkbox"/> Energy Calculations <span style="margin-left: 150px;"><input type="checkbox"/> Environmental Remediation**</span></li> <li><input type="checkbox"/> Electrical Plans and Energy Calculations <span style="margin-left: 150px;"><input type="checkbox"/> Recycling Space Plans (<a href="#">Per MN 1303.1500</a>)</span></li> <li><input type="checkbox"/> Shop drawings, structural calculations and other documents as necessary</li> <li><input type="checkbox"/> SAC Determination Letter ( <i>SAC Determination must be made by either the City or <a href="#">Metropolitan Council / MCES</a></i>)</li> <li><input type="checkbox"/> Food Establishment Kitchen Equipment Plans and Specifications (<a href="#">Anoka Dept. of Health</a> approval is required.)</li> </ul>

NOTE: \*\* Plans and specifications must be prepared and certified by a Minnesota licensed design professional per rules of the [AELSLAGID Board](#). When a Nurseryman, Master Plumber or Master Electrician prepares plans and specifications for his own work, plans and specifications must be certified with the signature and license number of that individual, as applicable.

- **When required, land use permits, recording of land use documents, and an on-site development surety must be approved and in place prior to building permit issuance.** Required on-site development sureties may include bond, letter of credit or approved equal to insure the installation and maintenance of required landscaping materials such as trees, shrubs, sod, irrigation system, etc.. Additional sureties may be required if there is a developers agreement for your project.
- Deferral of permit submittals must be pre-approved by the Building Official. The Architect or Engineer of record must coordinate submittal documents and must list deferred submittals on the plans submitted for building permit.

## **PLEASE ADDRESS INQUIRIES TO:**

City Administrator	Jim Dickinson	<a href="mailto:j.dickinson@andovermn.gov">j.dickinson@andovermn.gov</a>	(763) 767 - 5110
Community Development / Economic Development City Planner / Land Use	Joe Janish Stephanie Hanson	<a href="mailto:j.janish@andovermn.gov">j.janish@andovermn.gov</a> <a href="mailto:s.hanson@andovermn.gov">s.hanson@andovermn.gov</a>	(763) 767 – 5140 (763) 767 - 5147
Chief Building Official Assistant Building Official Building Permit Technicians	Fred Patch Herb Blommel Jenny Bailey Dorothy Adair	<a href="mailto:f.patch@andovermn.gov">f.patch@andovermn.gov</a> <a href="mailto:h.blommel@andovermn.gov">h.blommel@andovermn.gov</a> <a href="mailto:j.bailey@andovermn.gov">j.bailey@andovermn.gov</a> <a href="mailto:d.adair@andovermn.gov">d.adair@andovermn.gov</a>	(763) 767 – 5123 (763) 767 – 5124 (763) 767 – 5119 (763) 767 – 5120
Fire Chief Fire Marshall	Jerry Streich Robbie Bartholomew	<a href="mailto:j.streich@andovermn.gov">j.streich@andovermn.gov</a> <a href="mailto:r.bartholomew@andovermn.gov">r.bartholomew@andovermn.gov</a>	(763) 767 – 5192 (763) 767 - 5193
Site Design/Grading/Trees & Erosion Control	Kameron Kytonen	<a href="mailto:k.kytonen@andovermmn.gov">k.kytonen@andovermmn.gov</a>	(763) 767 -- 5137
City Engineer / Public Utilities & Public Works Public Utilities Manager	Dave Berkowitz Brian Kraabel	<a href="mailto:d.berkowitz@andovermn.gov">d.berkowitz@andovermn.gov</a> <a href="mailto:b.kraabel@andovermn.gov">b.kraabel@andovermn.gov</a>	(763) 767 – 5133 (763) 767 -- 5180

## **PLUMBING PERMITS**

1. Completed Application Form
2. Plumbing plans, specifications and riser diagrams when necessary (*Master Plumber or Professional Engineer Certification Required*)

## **HEATING/MECHANICAL PERMITS**

1. Completed Application Form (*City License Required – See <http://www.andovermn.gov/345/Mechanical-Contractor-Licensing>*)
2. Heat Loss and Heat Gain Calculations
3. Mechanical plans, shop drawings and specifications when necessary (*Professional Engineer Certification Required*)

## **SEWER PERMITS**

1. Completed Application Form
2. Site utilities plan, specifications (*Master Plumber or Professional Engineer Certification Required*)

## **WATER PERMITS**

1. Completed Application Form
2. Site utilities plan, specifications and riser diagrams (*Master Plumber or Professional Engineer Certification Required*)

## **FIRE SUPPRESSION SYSTEM / FIRE ALARM SYSTEM PERMITS**

1. Fire Suppression System:
  - a. Completed Application Form
  - b. Three (3) sets of Site Utilities Plans, Fire Suppression/Sprinkler Plans, Specifications, Riser Diagrams and Hydraulic Calculations when necessary (Signed by Fire Protection Engineer, Minnesota Master Plumber or Professional Engineer as required)
2. Fire Alarm System:
  - a. Completed Application Form
  - b. Two (2) sets of plans and specifications including cut sheets of equipment and devices

## **ELEVATORS/LIFTS**

Permitted by the MN Department of Labor & Industry – See [Building Codes & Standards Division](#) & [Elevator Permit Application](#)

**State or City license may be required for any work in the building trades.**

*This informational document may not comprehensively address all laws related to the subject addressed. It is provided to serve only as a helpful guide. Site preparation or permitted work is not allowed until permits have been issued by the City of Andover.*