



COMMERCIAL TENANT BUILDING PERMIT REQUIREMENTS CHECK LIST

City of Burnsville Building Inspection Department – (952) 895-4444 Fax: (952) 895-4437

*****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 (4 sets) with Building Permit Application
- _____ 4. Signed plumbing plans (4 sets) with Building Permit Application
[designed & signed by plumbing contractor]
- _____ 5. Signed HVAC plans (4 sets) with Building Permit Application
[designed & signed by heating contractor]
- _____ 6. Signed electrical plans (4 sets) with Building Permit Application
[designed & signed by electrical contractor, displaying emergency & exit lighting]
- _____ 7. Signed sprinkler plans & fire alarm system plans (4 sets) 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) 643-3425
[required if food will be consumed on site i.e. Restaurant, Deli, etc.]
- _____ 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 for building permit to be issued. Plans submitted to:
Metropolitan Waste Control Commission - SAC Technician (651) 602-1378
390 Robert St. N
St. Paul, MN 55101-1805 SAC Determination Application, attached or
www.metrocouncil.org/environment/RatesBilling/RatesCharges.htm#SAC