

**Commercial & 3+ Multi-Family Residential Plan Review Checklist**

Applicants, use this checklist to make sure your plans and application documents are complete. Find more details on the other side of this form about each item on the list. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. You can find forms, and other information on the CSI website at duluthmn.gov/csi and apply for your permit online at duluthmn.gov/eplace.

Project address

Applicant name

Applicant phone

Has the project had a Construction Services Pre-Review Meeting? Y/N

Planning Pre-Application Meeting? Y / N

Applicant Checklist	Required Items	New Building	Addition	Interior Remodel with Change of Use	Interior Remodel NO Change of Use	Sitework and Foundation Only	Notes	Staff use only	
								Verified by CSI	
NEW DIGITAL SUBMITTAL REQUIRED									
1	Submit digital files including all required plans and associated documents through ePlace. Depending on the project, CSI may request one full size paper copy of plans for the initial review. If there is any difficulty applying for your permit, contact CSI at permittingservices@duluthmn.gov for assistance. AFTER plan review is complete, one paper copy of the STAMPED REVIEWED, approved plans must be printed by the applicant and kept on site for inspections. Inspections will not be completed without approved plans onsite. More information will be provided when the permit is issued.	x	x	x	x	x			
APPLICATIONS - Submit paper documents to Construction Services, Room 100 City Hall.									
2	Building Permit Application completed w/ valuation. <i>Pre-paid plan review fee Commercial and 3+ Multi-Family with value over \$250,000.00</i>	x	x	x	x	x		A	PC
3	Erosion Control Permit Application and Plans	x	x			x	When applicable	A	PC
NEW PLANS - Submit paper plans to Construction Services, Room 100 City Hall. See reverse for required information to be provided on plans.									
4	One copy BOUNDARY SURVEY w/ legal description. <i>Certified & signed by licensed surveyor.</i>	x	x			x		A	PC
5	One set CIVIL plans. <i>Certified & signed by MN licensed design professional(s) in accordance with MN Rules</i>	x	x			x		A	PC
6	One set ARCHITECTURAL SITE plans. See reverse for plan requirements. <i>Certified & signed by MN licensed design professional(s) in accordance with MN Rules</i>	x	x	x	x	x		A	PC
7	One set BUILDING plans. See reverse for plan requirements. <i>Certified & signed by MN licensed design professional(s) in accordance with MN Rules</i>	x	x	x	x	x		A	PC
FORMS - All forms should be submitted in electronic format									
8	Designation of Design Professional in Responsible Charge form Commercial and 3+ Multi-Family with value over \$250,000.00	x	x	x	x	x	When applicable	C	PC
9	Special Inspection Form Or Architect's certification in Code Summary that none are required.	x	x	x	x	x	Required prior to plan approval	C	PEX
10	Energy Compliance Worksheet - with all supporting documents as required - see reverse	x	x	x	x	x		A	L/P
11	WLSSD CAF (Capacity Availability Fee) Determination Contact: Dan Belden - WLSSD - dan.belden@wlssd.com 218 740 4774	x	x	x	x	x	Required prior to permit issuance	C	PC
12	UDC Zoning Compliance Summary	x	x	x		x		B	PC
13	Sustainability Checklist - New Residential Development 3 or more units or Commercial w/ GFA 10,000 sf or more	x					When applicable	B	PC
REPORTS / DOCUMENTATION									
15	Specification Manual - one in electronic format	x	x	x	x	x	When applicable	B	PC
16	Structural Calculations - include design criteria and sample calculations in electronic format	x	x			x	When applicable	B	PC
17	Soils Report - one hard copy and one in electronic format	x	x			x	When applicable	B	PC
18	Drainage Report - one copy - For Engineering - In electronic format	x	x			x	When applicable	B	PC
OTHER									
19	MECHANICAL and PLUMBING PLANS- can be included for reference only, but will not be reviewed. Mechanical and plumbing contractors must submit plans with their permit applications. See separate instructions.	X Separate submittal. See reverse for explanation							
20	High piled storage, hazardous material storage, quantities - Approved by design professional	x	x	x	x		When applicable	C	PEX
21	Firestopping details - Approved by design professional - can be delayed	x	x	x	x		When applicable	D	PEX
22	Shop drawings - Approved by design professional - can be delayed	x	x	x	x	x	When applicable	D	PEX
23	Copies of special approvals by Planning Commission or Council	x	x	x		x	When applicable	B	PC

The complete list of items required for each scope of project is on the other side of this form. This information indicates important information that needs to be included with or on some of those required documents and plans.

ARCHITECTURAL SITE PLAN - Items to be included (legible and printed to scale)

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|---|--|
| ☐ Legal description on site plan | ☐ Drawn to scale |
| ☐ Property line dimensions shown with setback dimensions | ☐ Consistent with survey |
| ☐ Existing and proposed structures shown and dimensioned w/ distances between buildings provided | ☐ Fire equipment access road shown, fire hydrants shown with dimensions from building |
| ☐ Adjacent streets and alleys shown | ☐ Driveways shown |
| ☐ Easements on property shown | ☐ Exterior accessible route |

BUILDING PLANS - Items to be included (legible and printed to scale)

- | | |
|--|--|
| ☐ Architectural plans - <i>Certified & signed by MN licensed design professional(s)</i> | ☐ Building Code Summary - see below |
| ☐ Structural plans - <i>Certified & signed by MN licensed engineer</i> | ☐ Life Safety Plan - see below |
| ☐ Energy Code Compliance Drawing Sheets - see below | ☐ Lighting and Landscaping - compliant w/ zoning req. |

BUILDING CODE SUMMARY - Items to be included

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|--|--|
| ☐ Code Path - MN Building Code or MN Conservation Code | ☐ Extent of fire protection systems - Sprinklered, standpipes, detection, alarms, smoke, etc. |
| ☐ compliance method | ☐ Type(s) of construction |
| ☐ Area, height and number of stories - including calculations | ☐ Separated or Non-separated uses |
| ☐ Occupancy use group classifications | ☐ MN Accessibility Code Path |
| ☐ Occupant load(s) | |

LIFE SAFETY PLAN - Items to be included

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|--|--|
| ☐ Fire resistive rated construction type and rating | ☐ Full means of egress shown |
| ☐ Fire walls, fire barriers, fire partitions, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways identified | ☐ Travel distance - Common path and exit access distances |
| ☐ Distance to property lines, streets, and building on same site | ☐ Number of occupants using each exit and width calculation |
| ☐ Fire department connection and fire alarm control panel | ☐ Areas of refuge |
| ☐ Exit signage shown and emergency lighting locations | ☐ Incidental use areas |
| ☐ Accessible entrances and exits, accessible elements | ☐ Location of address on building |
| | ☐ Fire Extinguisher locations |

ENERGY CODE COMPLIANCE DRAWING SHEETS - Items to be included on Energy Drawings

- | | |
|---|--|
| ☐ Narrative explanation of energy code compliance approach with all supporting documents as required | ☐ Drawings depicting the thermal envelope and continuous air barrier |
| ☐ Schedule of energy-related features, including building construction components, building services and equipment. List the U-value, R-value or other energy metric used with each item. Plan sheet or specification section for each item in the construction documents. | ☐ Indication whether system commissioning is required. Prior to issuance of permit, the individual or company providing system commissioning must be acknowledged by project owner. |

- ** Mechanical Permits** - Mechanical plan review may happen simultaneously with the building plan review, but plans will not be reviewed until a mechanical permit application is received. The building permit must be issued before the mechanical permit can be issued. Submit HVAC Permit Application along with the HVAC / Mechanical Plans and Energy Compliance Forms. HVAC / Mechanical plans will be verified for design compliance with the Building Life Safety plans.
- ** Plumbing Permits** - Plumbing plan review may happen simultaneously with the building plan review, plans will not be reviewed until a plumbing permit application is received, the building permit must be issued prior to plumbing permit being issued. Submit Plumbing Permit Application along with the Plumbing Plans. If total is greater than 25 openings or includes a food service facility, plumbing plan review is required prior to issuance of plumbing permit. ALL work in hospitals, nursing homes, supervised living facilities, licensed health care facilities and schools require plan review by MN State DOLI Plumbing Section.
- ** Fat, Oil and Grease (FOG)** - All projects with food facilities must comply with the Fats, Oils and Grease Ordinance. Plans must be submitted for review and approval prior to the issuance of a plumbing permit.
- ** Fire Suppression Permit** - Submit Fire Suppression Permit Application along with required plans and documents, including appliance layout.
- ** Phased Projects** - Phased projects require special approval by the City of Duluth. A Memorandum of Understanding, written by the City of Duluth, will be required to be signed by all parties involved.
- ** City of Duluth Public Improvement Plan** - Submit digital copy for review - For Engineering

CONTACT INFORMATION

<http://duluthmn.gov/csi>

Permitting Services & Plan Review

Planning & Zoning, Planning Pre-Application Meetings, Planning

Engineering

Schedule a Pre-Review Meeting

permittingservices@duluthmn.gov

218-730-5250

218-730-5580

218-730-5200

<http://duluthmn.gov/csi/plan-review/request-a-meeting/>

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