



# Building Permit

339 Third St. • Excelsior, MN 55331  
952-653-3674

Permit #: \_\_\_\_\_

Email permit to: ebecker@excelsiormn.org

**NOTE:** If the property for which a permit is being applied has an address that starts with more than three digits, it is not in Excelsior. Please check with the owner to verify which city their utility bills come from.

<b>Project Address:</b>	
<b>Property Owner:</b>	<b>Owner Phone:</b>
<b>Owner Address:</b>	<b>Owner Email Address:</b>
<b>Applicant is:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	<b>Type of Property:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Residential
<b>Contractor Name:</b>	<b>Contractor Address:</b>
<b>Contractor City &amp; Zip:</b>	<b>Contractor Email Address:</b>
<b>Contractor's License:</b>	<b>Contractor Phone:</b>
<b>Type of Work:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Fireplace <input type="checkbox"/> Reroofing <input type="checkbox"/> Addition <input type="checkbox"/> Finish Basement <input type="checkbox"/> Residing <input type="checkbox"/> Chimney <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Garage <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Pool <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Other _____	
<b>Completion Date:</b>	<b>Estimated Value:</b>
<b>Detailed Description of Work to be Performed:</b>	
<p>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 and the laws of the State of Minnesota regarding actions taken pursuant to this permit. Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, authorizes the City Zoning Administrator or designee and the City Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I agree to pay all plan review fees even if I choose not to proceed with the work. Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection will be subject to a penalty.</p>	
<b>Applicant Signature:</b>	<b>Date:</b>

**Office Use Only**

<b>Occupancy Type:</b>	<b>Construction Type:</b>	<b>Code:</b>
<b>Valuation of Permit:</b>	<b>Occupancy Group:</b>	<b>Sprinklered:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Fees</b>		<b>Approvals</b>
Permit Fee:		Zoning:
Investigation Fee:		Date:
Plan Check Fee:		Fire:
State Surcharge:		Date:
Mechanical Fee:		Public Works:
Plumbing Fee:		Date:
Engineering Fee – New Single-Family Home:		Building:
Engineering Fee – Single Family Addition:		Date:
Stormwater Fee:		<b>Special Conditions:</b>
Metropolitan Council SAC:		
SAC (Per MCES Determination – Per Unit):		
Sewer Connection Fee:		
WAC (Per MCES Determination – Per Unit):		
Water Connection Fee:		
Water Meter:		
Construction Impact Escrow:		
Stormwater Escrow:		
Administration Fee:		
<b>Total Due:</b>		

**Please call MetroWest Inspections at 763-479-1720 when ready for inspection.**

**FOR OFFICE USE ONLY:** Fee Paid \_\_\_ Cash \_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_



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](http://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, Emily Becker, (952) 653-3674, [ebecker@excelsiormn.org](mailto:ebecker@excelsiormn.org)  
Excelsior Fire Inspector, Kellie Murphy-Ringate, (952) 960-1692  
Minnehaha Creek Watershed District, (952) 471-0590, [permitting@minnehahacreek.org](mailto: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.