

Building Inspection Division**General Requirements**

- [Building Permit Application](#).
- SAC Determination Letter. Contact Metropolitan Council for submittal requirements at SACprogram@metc.state.mn.us.
- Health Department Letter of Approval for work associated with food preparation. Contact Hennepin County Human Services Department, Public Health Protection, Epidemiology and Environmental Health at epi-envhlth@hennepin.us or (612) 543-5200.
- All applications and plans must be submitted digitally via email to: inspections@plymouthmn.gov.
Paper submissions will not be accepted.

Building Documents

Architectural and structural documents certified by licensed professionals (unless applicant can demonstrate exemption to Minnesota Rule 1800.5200).

- Energy Code Analysis
- Construction specifications
- Cover sheet information
- [Building code analysis](#)
- Architectural site plan
- Floor plans
- Sections and details of construction
- Construction assemblies
- Interior elevations
- High piled storage evaluation form
- Hazardous, corrosive, and toxic materials inventory (MSDS and quantities)

Building Document Details

Cover Sheet Information: Project name, address, index of drawings, building code analysis prepared and certified by an architect licensed in Minnesota.

Building Code Analysis:

- 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 and provide a plan diagram if mixed occupancy. (separated use or non-separated use)
- Indicate the occupant loads and exiting.
- Provide plumbing fixture calculations based upon occupant load.

Floor Plans:

- Clearly differentiate between existing and new work.
- Provide location of fire rated assemblies and 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.

Sections/Details:

- Illustrate the basic wall section and detail transitions.
- Indicate materials and configurations at transitions.
- Provide critical elevations points and dimensions.
- Indicate flashings, weeps, and joints.

Fire Rated Assemblies: Provide details and test assembly references.

Interior Elevations: Provide dimensioned elevations at handicap accessible function areas (toilet rooms, reception counters, drinking fountains, sinks and counters for non-work-related use).