



Commercial Additions & New Construction Submittal Requirements

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.
- Erosion control and financial guarantee and cash deposit.
- Street sweeping contract.
- Site Improvement Performance Agreement document.
- Geotechnical report – Engineer certified.
- All applications and plans must be submitted digitally via email to: inspections@plymouthmn.gov.
Paper submissions will not be accepted.

Building/ Civil Documents

Architectural and structural documents certified by licensed professionals. (Except Minnesota Rule 1800.5200, Subparts 2, 3, and 4.)

- Site survey.
- Grading plan and details.
- Utility plan and details.
- Landscape plan and details.
- Tree survey (if required by Planning).
- Special inspections testing agreement – wet signatures.
- Energy code analysis – building envelope – architect certified.
- Construction specifications.
- Cover sheet information.
- Building code analysis.
- Architectural site plan.
- Floor plans.
- Roof plan.
- Exterior elevations all sides.
- Sections and details of construction.
- Construction assemblies.
- Interior elevations.
- High piled storage evaluation from hazardous, corrosive, and toxic materials inventory.

Building Document Details

Cover sheeting 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. Provide a plan diagram if mixed occupancy-separated use.
- Indicate the occupant loads and exiting.
- Provide plumbing fixture calculations based upon occupant load.

Architectural Site Plan:

- Indicate property lines and setbacks to new work.
- Show dimensional location and size of new construction and site improvements.
- Annotate accessible routes and paths of exit discharge.

Floor Plans:

- Clearly differentiate between existing and new work.
- Provide functional room names for all spaces.
- Indicate location of fire rated assemblies & construction types.
- Provide dimensions at all new work.
- Provide reference marks to other drawings (elevations, sections, and details).
- Identify all exist signs and emergency lighting.

Roof Plan:

- Indicate roof pitch, slope to drains, and drain locations.
- Indicate secondary drainage system if required.
- Locate roof access, screening, and roof openings.
- Locate fire walls.

Exterior Elevations: Identify materials and critical elevations (top of wall, grade, building height transitions, footing depths).

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.

Construction 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.)



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If you have any questions, please contact us at (763) 509-5430 or
inspections@plymouthmn.gov.