



# CITY OF OAK PARK HEIGHTS

14168 Oak Park Blvd. N • Box 2007 • Oak Park Heights, MN 55082 • Phone (651) 439-4439 • Fax (651) 439-0574

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## **COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST**

- 1) Completed City of Oak Park Heights building permit application (Separate permits are required for Plumbing, Mechanical, Electrical, Fire Protection, and for signage)
- 2) Two (2) sets of architectural plans signed by Minnesota Licensed Architect. Plans are to include a Building Code analysis on the cover sheet of the plans.
- 3) Two (2) sets of structural plans signed by Minnesota Certified Structural Engineer.
- 4) Two (2) sets of Minnesota civil plans prepared and signed by a registered engineer including site, landscaping, parking, grading, drainage, and utility plans.
- 5) One (1) exterior energy envelope worksheet demonstrating compliance with the Minnesota State Energy Code.
- 6) One (1) certified soil testing report from a third party testing company.
- 7) One (1) special inspection agreement signed by all parties and agencies.
- 8) One (1) copy of the Metropolitan Council Service Availability Charge unit determination letter. Contact Met Council for procedure needed for application. (See below)
- 9) Two (2) sanitary sewer, water-main, and storm sewer plans.
- 10) Two (2) certified plumbing plans and Plan Review Letter from Minnesota Department of Labor and Industry, Public Health Division. (See below for address)
- 11) Two (2) certified Mechanical plans signed by a Minnesota State Licensed Engineer.
- 12) Two certified Fire Suppression plans signed by a Minnesota State Licensed Engineer.
- 13) Two (2) certified electrical plans signed by a MN State Licensed Electrical Engineer.

**Separate applications, review, and permit approvals required** for plumbing, mechanical, electrical, and fire suppression prior to commencing work.

**It is the responsibility of the owner / contractor** to submit the proper applications and plans to the Metropolitan Council for SAC determination and to the Minnesota Department of Labor and Industry's Plumbing Division for plumbing plan approval. No permits shall be issued without written approval from these agencies.

**Contractors must be licensed** with the City of Oak Park Heights. Application is available on the City's website, [www.cityofoakparkheights.com](http://www.cityofoakparkheights.com).

**Electrical permits** are available at the State website: [dli.electricity@state.mn.us](mailto:dli.electricity@state.mn.us).

**Metropolitan Council**  
Environmental Services  
390 Robert St. N.  
St. Paul, MN 55101-1626  
Phone: 651-620-1000

**Washington Cty. Gov. Center**  
Dept. of Public Health  
14949 62<sup>nd</sup> St. N.  
Stillwater, MN 55082  
Phone: 651-430-6655

**MN Dept. of Labor & Industry**  
Public Health Engineer  
Plumbing Plan Review  
443 Lafayette Rd.  
St. Paul, MN 55155  
Phone: 651-284-5005