



Date: _____ Permit #: _____

Commercial Building Permit Application

SITE ADDRESS: _____

Legal Description _____ LOT _____ BLOCK _____ ADDITION _____

Applicant Information

Owner _____ Contractor _____ Designer/Architect _____ Tenant _____

CONTRACTOR OR DESIGNER/ARCHITECT

Company: _____ Phone: _____

Contact Person (print): _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

PROPERTY OWNER

Name/Company: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

Building Permit Type

- | | | |
|--------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Commerical | <input type="checkbox"/> Footing/Foundation | <input type="checkbox"/> Reroof |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Moving | <input type="checkbox"/> Apartments |
| <input type="checkbox"/> Fences | <input type="checkbox"/> Pools | <input type="checkbox"/> Multifamily |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Razing |

Work Type

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Replace |
| <input type="checkbox"/> Remodel | <input type="checkbox"/> Repair | <input type="checkbox"/> Interior Finish |

Description of Project: _____

Estimate Value of Work: \$ _____

Bldg. Height _____ Length _____ Width _____ # of Dwelling Units _____ Stories _____

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Shakopee to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Shakopee and the State of Minnesota.

Applicant's Signature

Date

Notes to Applicant

- Separate permits are required for electrical, plumbing, mechanical, sewer and water service and individual sewage treatment systems.
- This permit shall be null and void if authorized work is not started within 180 days or if work is suspended/abandoned for 180 days or more after work has started.
- Comply with City Code 111.02 prohibitions and limitations of construction on City or Shakopee Public Utilities easements.
- Plan review normally requires 10 working days from receipt of the **COMPLETE** application **AND** required information. You will be contacted with the building permit fee once our review is complete. Upon receipt of the payment, the permit will be issued.
- Permit and Plan Review Fees are based on City Code 111.04.
- **PLEASE ARRANGE FOR INSPECTIONS 24 HRS IN ADVANCE**

Plan Review Submittal Checklist – Apply through ePermits

Please review the Building Permit Submittal Requirements checklist to include all necessary documentation.

- Completed application
- Complete set of construction documents
The city requires a PDF set of complete construction documents separated and labeled by discipline, e.g., all architectural plans should be in one PDF, all mechanical plans in a second PDF, all structural plans in a third PDF, etc.
- Legal survey
- Metropolitan Council SAC Review (An estimator and more information is available on the city website.)
- AASHRAE 90.1 2004 or COMCheck form showing energy compliance (Energy Code 1323)
- Soils Test Report, if available (Geo-Tech Report)
- Specification Manual
- Special Inspections Agreement (available on city website)

FIRE DEPARTMENT REVIEW SUBMITTAL REQUIREMENTS

- Owner’s Information Certificate (available on city website Fire permits page under “Fire Sprinkler Systems”
- Fire Safety Code Review: Indicate which of the following systems are included in the proposed project. These systems each require a separate permit through the Fire Department. They may be submitted at a later date.
 - Fire Sprinkler Systems based on Minnesota State Building Code Chapter 1306
 - Special hazard fire protection system
 - Fire alarm (dedicated function or full system)
 - Smoke control, smoke exhaust or smoke and heat removal system

CITY OF SHAKOPEE USE – PERMIT APPROVED BY:

Building Division

Date

Zone	
Type of Construction	
Total Square Feet	
Occupancy Group	
Fire Sprinklers Required	<input type="checkbox"/> Yes <input type="checkbox"/> No