



Building Permit Submittal Requirements

To obtain a City of Shakopee Building Permit, the following information is to accompany your permit application:

NOTICE: ALL SUBMITTALS ARE TO BE ELECTRONIC VIA EPERMITS AT WWW.SHAKOPEEMN.GOV/EPERMITS.

Commercial Permit

All drawings and specifications are required to be signed by an engineer or architect registered in the State of Minnesota.

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.

Architectural Plans

The title sheet or first plan sheet to include:

Name and address of building

Code analysis

- Description of occupancy/use
- IBC occupancy classification
- IBC construction type classification
- Number of square feet in space and on building floor
- Number of stories above and below grade
- Allowable area
- Occupant load
- Number of required exits and provided exits
- Indicated if building is or is not sprinklered
- Common path of egress travel, measured at right (90 degree) angles
- Separated/non-separated uses with supporting information
- Plumbing fixture count

Building key plan

- Location of space in building
- Exit path to exterior and public way

Floor plans include

- Scale of each plan and/or detail
- Rooms marked with number and room name or use

Other items:

- Reflected ceiling plan with exit signs and emergency lighting located
- Material specifications
- Room finish schedule
- Door and Hardware schedules, including all locking arrangements
- Details of all required accessible components
- Furniture/fixture/equipment plan layout

___ Structural Plans

___ Engineering Plans

___ Mechanical Plans (HVAC, Plumbing, etc.)

___ Parking Lot Plans

___ Landscaping/Tree Preservation Plans

___ Civil Plans

___ Erosion Control Plan

___ Stormwater Pollution Prevention Plan (SWPPP), if greater than 1-acre disturbance

___ NPDES Permit, if greater than 1-acre disturbance

___ Stormwater Management Plan (SWMP)

___ Legal Survey

All new buildings to have a survey prepared and attested by a registered surveyor of the lot upon which the building is to be erected. Survey to include:

- Scale of drawing
- Lot and block number
- North arrow
- Dimensions of the lot, front, rear and side yards (include setback dimensions of the building)
- Location of all existing buildings on the lot
- Location of the proposed building or construction
- Location of stacks at the lot corners
- Location of all recorded easements, both public and private
- Grade elevations at the following points:
 - Each lot corner (existing and proposed)
 - Crown of street at each lot line extended. (If no curb exists, blue tops to be established.)
 - Proposed lawn and driveway elevations at all sides of building
 - Elevation of top of foundation and garage floor. (Such elevations may be based upon an assumed datum.)
- Proposed disposal of drainage and surface waters indicating direction of surface water drainage by arrows. If applicable, location and size of driveway culvers must be shown.

The survey required above may be waived by the City Engineer if all of the following conditions are met:

- Lot is not in a recorded subdivision
- Lot is more than 2 ½ acres
- Building will be no less than 30 feet from any property line
- Lot has a minimum of 150 feet frontage. (if a corner lot, the distance of the shortest side must be greater than 150 feet)
- Property is not zoned for commercial or industrial use
- If all the above conditions are met, the developer must provide a plot plan which includes as accurately as possible as much of the information required in the "survey" list as practicable. The plot plan does not have to be certified by a registered surveyor.

___ Metropolitan Council SAC Review (an estimator and more information is available on 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 form (available on city website)

Residential Permit

Complete set of construction documents

The city requires a PDF set of complete construction documents separated and labeled by discipline, e.g., all architectural, mechanical, structural, etc., plan on PDF.

SEPTIC SITES ONLY

ISTS Review (provided by Scott County Environmental Health @ 952-496-8475)

NEW HOMES, PORCHES & ADDITIONS

Heat Loss Calculations/Manual J Energy Code Compliance form (provided by mechanical contractor)

NEW CONSTRUCTION ONLY

Legal Survey

Erosion Control documents

Alternate Erosion Control & Sediment Control Plan form (available on city website)

Legal survey showing erosion control only (see form above for requirements)

Tree Preservation documents

Tree Preservation Plan form (available on city website)

Legal survey showing tree preservation plan only

Residential Equipment/Appliance worksheet (available on city website)

Revision Submittal

All drawing PDFs should be submitted in complete sets per discipline using the same naming convention as the original file.

All revisions/changes to be clouded and labeled with the corresponding delta

A PDF narrative of all change