



# Commercial & 3+ Multi-Family Residential Plan Review Checklist

Applicants, use this checklist to make sure your plans and application packet are complete. Find more details on the other side of this form about each item on the list. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. Bring this list to the permit counter when you come or return to make your permit application. You can find applications, forms, and other information on the CSI website at [www.duluthmn.gov/csi](http://www.duluthmn.gov/csi).

Project address

Applicant name

Applicant phone

Has the project had a Construction Services Pre-Review Meeting? Y/N

Planning Pre-Application Meeting? Y / N

Applicant Checklist	<b>TIP for Success!</b> Before submitting your application and plans, give us a call and talk to one of our plan reviewers. You can discuss any code questions you might have, and for some projects, it might be a good idea to schedule a Pre-Review Meeting with Construction Services before finalizing plans and compiling the submittal package. This gives the design team a chance to introduce the project to reviewers, to ask questions related to codes or submittal requirements, and gives city staff a chance to share knowledge about a particular building or applicable code issues.	New Building	Addition	Interior Remodel with Change of Use	Interior Remodel NO Change of Use	SiteWork and Foundation Only	Notes	Verified by CSI	Staff use only
	<b>Required Items</b>								

### NEW DIGITAL SUBMITTAL REQUIRED

1	Submit a digital file including all required plans and associated documents via email to <a href="mailto:permittingservices@duluthmn.gov">permittingservices@duluthmn.gov</a> , and one <u>full size</u> paper copy of plans for projects with value over \$250,000. For very large files, contact CSI at <a href="mailto:permittingservices@duluthmn.gov">permittingservices@duluthmn.gov</a> for instructions to upload the submittal package. <b>AFTER plan review is complete, one paper copy of the STAMPED REVIEWED, approved plans must be printed by the applicant and kept on site for inspections. Inspections will not be completed without approved plans onsite. More information will be provided when the permit is issued.</b>	X	X	X	X	X			
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### APPLICATIONS - Submit paper documents to Construction Services, Room 100 City Hall.

2	Building Permit Application completed w/ valuation. <i>Pre-paid plan review fee Commercial and 3+ Multi-Family with value over \$250,000.00</i>	X	X	X	X	X			A	PC
3	Erosion Control Permit Application and Plans	X	X			X	When applicable		A	PC

### NEW PLANS - Submit paper plans to Construction Services, Room 100 City Hall. See reverse for required information to be provided on plans.

4	One copy BOUNDARY SURVEY w/ legal description. <i>Certified &amp; signed by licensed surveyor.</i>	X	X			X			A	PC
5	One set CIVIL plans. <i>Certified &amp; signed by MN licensed design professional(s) in accordance with MN Rules</i>	X	X			X			A	PC
6	One set ARCHITECTURAL SITE plans. See reverse for plan requirements. <i>Certified &amp; signed by MN licensed design professional(s) in accordance with MN Rules</i>	X	X	X	X	X			A	PC
7	One set BUILDING plans. See reverse for plan requirements. <i>Certified &amp; signed by MN licensed design professional(s) in accordance with MN Rules</i>	X	X	X	X	X			A	PC

### FORMS - All forms should be submitted in electronic format

8	Designation of Design Professional in Responsible Charge form <i>Commercial and 3+ Multi-Family with value over \$250,000.00</i>	X	X	X	X	X	When applicable		C	PC
9	Special Inspection Form Or Architect's certification in Code Summary that none are required.	X	X	X	X	X	Required prior to plan approval		C	PEX
10	Energy Compliance Worksheet - with all supporting documents as required - see reverse	X	X	X	X	X			A	L/P
11	WLSSD CAF (Capacity Availability Fee) Determination <i>Contact: Dan Belden - WLSSD - dan.belden@wlssd.com 218 740 4774</i>	X	X	X	X	X	Required prior to permit issuance		C	PC
12	UDC Zoning Compliance Summary	X	X	X		X			B	PC
13	Sustainability Checklist - New Residential Development 3 or more units or Commerical w/ GFA 10,000 sf or more	X					When applicable		B	PC

### REPORTS / DOCUMENTATION

15	Specification Manual - one in electronic format	X	X	X	X	X	When applicable		B	PC
16	Structural Calculations - include design criteria and sample calculations in electronic format	X	X			X	When applicable		B	PC
17	Soils Report - one hard copy and one in electronic format	X	X			X	When applicable		B	PC
18	Drainage Report - one copy - For Engineering - In electronic format	X	X			X	When applicable		B	PC

### OTHER

19	MECHANICAL and PLUMBING PLANS- can be included for reference only, but will not be reviewed. Mechanical and plumbing contractors must submit plans with their permit applications. See separate instructions.	X Separate submittal. See reverse for explanation								
20	High piled storage, hazardous material storage, quantities - Approved by design professional	X	X	X	X		When applicable		C	PEX
21	Firestopping details - Approved by design professional - can be delayed	X	X	X	X		When applicable		D	PEX
22	Shop drawings - Approved by design professional - can be delayed	X	X	X	X	X	When applicable		D	PEX
23	Copies of special approvals by Planning Commission or Council	X	X	X		X	When applicable		B	PC

The complete list of items required for each scope of project is on the other side of this form. This information indicates important information that needs to be included with or on some of those required documents and plans.

**ARCHITECTURAL SITE PLAN - Items to be included (legible and printed to scale)**

- |   |  |
|---|--|
| <input type="checkbox"/> Legal description on site plan   | <input type="checkbox"/> Drawn to scale  |
| <input type="checkbox"/> Property line dimensions shown with setback dimensions   | <input type="checkbox"/> Consistent with survey  |
| <input type="checkbox"/> Existing and proposed structures shown and dimensioned w/ distances between buildings provided | <input type="checkbox"/> Fire equipment access road shown, fire hydrants shown with dimensions from building |
| <input type="checkbox"/> Adjacent streets and alleys shown  | <input type="checkbox"/> Driveways shown   |
| <input type="checkbox"/> Easements on property shown  | <input type="checkbox"/> Exterior accessible route   |

**BUILDING PLANS - Items to be included (legible and printed to scale)**

- |  |  |
|--|--|
| <input type="checkbox"/> Architectural plans - <i>Certified &amp; signed by MN licensed design professional(s)</i> | <input type="checkbox"/> Building Code Summary - see below                   |
| <input type="checkbox"/> Structural plans - <i>Certified &amp; signed by MN licensed engineer</i>                  | <input type="checkbox"/> Life Safety Plan - see below                        |
| <input type="checkbox"/> Energy Code Compliance Drawing Sheets - see below   | <input type="checkbox"/> Lighting and Landscaping - compliant w/ zoning req. |

**BUILDING CODE SUMMARY - Items to be included**

- |   |  |
|---|--|
| <input type="checkbox"/> Code Path - MN Building Code or MN Conservation Code compliance method | <input type="checkbox"/> Extent of fire protection systems - Sprinklered, standpipes, detection, alarms, smoke, etc. |
| <input type="checkbox"/> Area, height and number of stories - including calculations            | <input type="checkbox"/> Type(s) of construction   |
| <input type="checkbox"/> Occupancy use group classifications                                    | <input type="checkbox"/> Separated or Non-separated uses   |
| <input type="checkbox"/> Occupant load(s)   | <input type="checkbox"/> MN Accessibility Code Path  |

**LIFE SAFETY PLAN - Items to be included**

- |  |  |
|--|--|
| <input type="checkbox"/> Fire resistive rated construction type and rating   | <input type="checkbox"/> Full means of egress shown                                |
| <input type="checkbox"/> Fire walls, fire barriers, fire partitions, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways identified | <input type="checkbox"/> Travel distance - Common path and exit access distances   |
| <input type="checkbox"/> Distance to property lines, streets, and building on same site  | <input type="checkbox"/> Number of occupants using each exit and width calculation |
| <input type="checkbox"/> Fire department connection and fire alarm control panel   | <input type="checkbox"/> Areas of refuge   |
| <input type="checkbox"/> Exit signage shown and emergency lighting locations   | <input type="checkbox"/> Incidental use areas                                      |
| <input type="checkbox"/> Accessible entrances and exits, accessible elements   | <input type="checkbox"/> Location of address on building                           |
|  | <input type="checkbox"/> Fire Extinguisher locations                               |

**ENERGY CODE COMPLIANCE DRAWING SHEETS - Items to be included on Energy Drawings**

- |   |  |
|---|--|
| <input type="checkbox"/> Narrative explanation of energy code compliance approach with all supporting documents as required   | <input type="checkbox"/> Drawings depicting the thermal envelope and continuous air barrier  |
| <input type="checkbox"/> Schedule of energy-related features, including building construction components, building services and equipment. List the U-value, R-value or other energy metric used with each item. Plan sheet or specification section for each item in the construction documents. | <input type="checkbox"/> Indication whether system commissioning is required. Prior to issuance of permit, the individual or company providing system commissioning must be acknowledged by project owner. |

- \*\* Mechanical Permits - Mechanical plan review may happen simultaneously with the building plan review, but plans will not be reviewed until a mechanical permit application is received. The building permit must be issued before the mechanical permit can be issued. Submit HVAC Permit Application along with the HVAC / Mechanical Plans and Energy Compliance Forms. HVAC / Mechanical plans will be verified for design compliance with the Building Life Safety plans.
- \*\* Plumbing Permits - Plumbing plan review may happen simultaneously with the building plan review, plans will not be reviewed until a plumbing permit application is received, the building permit must be issued prior to plumbing permit being issued. Submit Plumbing Permit Application along with the Plumbing Plans. If total is greater than 25 openings or includes a food service facility, plumbing plan review is required prior to issuance of plumbing permit. ALL work in hospitals, nursing homes, supervised living facilities, licensed health care facilities and schools require plan review by MN State DOLI Plumbing Section.
- \*\* Fat, Oil and Grease (FOG) - All projects with food facilities must comply with the Fats, Oils and Grease Ordinance. Plans must be submitted for review and approval prior to the issuance of a plumbing permit.
- \*\* Fire Suppression Permit - Submit Fire Suppression Permit Application along with required plans and documents, including appliance layout.
- \*\* Phased Projects - Phased projects require special approval by the City of Duluth. A Memorandum of Understanding, written by the City of Duluth, will be required to be signed by all parties involved.
- \*\* City of Duluth Public Improvement Plan - Submit digital copy for review - For Engineering

**CONTACT INFORMATION**

<http://duluthmn.gov/csi>

Permitting Services & Plan Review

Planning & Zoning, Planning Pre-Application Meetings, Planning

Engineering

**Schedule a Pre-Review Meeting**

[permittingservices@duluthmn.gov](mailto:permittingservices@duluthmn.gov)

218-730-5250

218-730-5580

218-730-5200

<http://duluthmn.gov/csi/plan-review/request-a-meeting/>