



# Commercial Building Permit Application

**CITY**

## INFORMATION REQUIRED FOR OBTAINING A BUILDING PERMIT AS APPLICABLE

*Our goal is to review all plans within a two (2) week period from the time all required information has been submitted.*

<input type="checkbox"/> <b>A Building Permit Application</b>	<input type="checkbox"/> <b>A Site Plan (New &amp; Additions Only) Including:</b>
<input type="checkbox"/> <b>All Civil Drawings To Be Submitted In Auto CAD As Part Of The Plan Review – (Total of 2 Required)</b>	<ul style="list-style-type: none"> <li>• Property lines and setbacks.</li> <li>• Easements.</li> <li>• Location of all buildings on the site.</li> <li>• Site drainage with existing and proposed contours shown at two (2) foot intervals.</li> <li>• Location and size of water mains/lines.</li> <li>• Location and size of sewer mains/lines.</li> <li>• Stormwater control features along with calculations.</li> <li>• Approaches.</li> <li>• The location of all access roads.</li> <li>• Location of all fire hydrants.</li> <li>• Public and private sidewalks.</li> <li>• Accessible route.</li> <li>• Parking spaces and sizes.</li> <li>• Building floor elevations.</li> <li>• Landscape plans.</li> <li>• Recycling space.</li> </ul>
<input type="checkbox"/> <b>Two (2) Complete Sets of Plans &amp; Specifications &amp; Other Relevant Documents Necessary to Evidence Code Compliance.</b> NOTE: All plans, and the title page of the specification book, shall bear the stamp of the appropriate licensed design professional. <b>All Plan Submittals Shall Include:</b> <ul style="list-style-type: none"> <li>• Full code review and calculations.</li> <li>• Floor plans showing all rooms, dimensions, names and/or uses for occupancy.</li> <li>• Wall and building sections showing floors, walls, and roof construction for all types.</li> <li>• Construction and location of all fire barriers, fire partitions, floor/ceiling and ceiling/roof assemblies, and their fire ratings along with appropriate listing numbers.</li> <li>• Fire details for penetrations – F &amp; T ratings.</li> <li>• Door and window schedules, which include fire ratings, hardware types and locations. Any tempered or fire-rated glazing to be identified on plans.</li> <li>• Emergency lighting, both interior and exterior.</li> <li>• Exit lighting and signs.</li> </ul>	<input type="checkbox"/> <b>Plumbing Drawings Including:</b> <ul style="list-style-type: none"> <li>• State plan submittal/approval information.</li> <li>• Location and sizes of all water heaters.</li> <li>• Diagram showing water and waste piping locations and sizing.</li> <li>• Grease/oil separator or grease trap locations.</li> <li>• Location and sizes for water and sewer taps.</li> <li>• Types of material being used.</li> </ul>
<input type="checkbox"/> <b>Mechanical Drawings Including:</b> <ul style="list-style-type: none"> <li>• Documentation of MN Energy Code Compliance.</li> <li>• Location of combustion air, return air &amp; supply opening.</li> <li>• Furnace/boiler locations along with venting, BTU input/output ratings.</li> <li>• Smoke/Fire damper locations and installation details.</li> <li>• Flame spread ratings of all insulated ducts.</li> <li>• Gas piping sizes and locations and support.</li> <li>• Class I hoods and ducts and associated fire protection systems.</li> <li>• Shaft construction sections and appropriate system shut offs locations.</li> </ul>	<input type="checkbox"/> <b>Details Of Any Unique Items/Unique Construction</b> <input type="checkbox"/> <b>Other Information As Deemed Necessary By The Building Official.</b> <input type="checkbox"/> <b>Construction Stormwater Permit (SWPPP)</b> <ul style="list-style-type: none"> <li>• A mini-SWPPP for individual sites ½ to 1 acre must be submitted along with your Construction Stormwater Permit.</li> </ul> <p><i><b>No structure shall be used, occupied, or furnished until a Certificate of Occupancy has been issued by the Building Department.</b></i></p>

CITY OF ALEXANDRIA  
 Building Department  
 704 Broadway  
 Alexandria, MN 56308  
 (320) 763-6678 – Phone  
 (320) 763-3511 – Fax



## COMMERCIAL/RESIDENTIAL BUILDING PERMIT APPLICATION

Address of Building Site:	Parcel Number:
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Legal Description:	
Type of Improvement:	<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Reroof <input type="checkbox"/> Raze <input type="checkbox"/> Move
Project Description:	Estimated Cost:
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Licensed Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Project Manager <input type="checkbox"/> Other	

Property Owner Name:			
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:	Email:	

Applicant Name:		License Number:	
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:	Email:	

Contractor Name:		License Number:	
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:	Email:	

Designer Name:		License Number:	
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:		

Excavator Name:			
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:		

Mechanical Contractor Name:			
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:		

Plumbing Contractor Name:			
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:		

Signature of Applicant or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

# **City of Alexandria**

## **Fire Service Features for Buildings**

Fire Apparatus Access Roads:	150' of all portions of building (City code requirements) 20' min width, 13'6" min vertical All weather surfaces Dead-end turn-a-rounds to meet Highway Standards
Access to Building Openings and Roofs:	Not blocked
Premises Identification:	Address numbers (min. 4" ht.)
Key Boxes:	KNOX Box (contact Alexandria Fire Marshal)
Hazards to Fire Fighters:	Proper markings of shafts & stairways
Fire Protection Water Supplies:	Water supply test Private Service mains – 6" minimum Install to NFPA 24 Flush & Hydro Test water line (150 psi/2hrs) Hydrant locations
Fire Protection Systems:	Automatic Fire Sprinklers (were required) Install to NFPA 13 (annual test/inspections) Fire panel w/Monitoring Freeze up prevention Fire Extinguisher installation per code
AFD Fire Suppression/Detection Permit Application [Required as of 01/01/2014] (See attached form)	

Hazardous materials usage & storage to meet current codes

ALL ABOVE ITEMS TO BE INSPECTED BEFORE OCCUPANCY

Detailed information on current fire codes available at Fire Department  
Contact Alexandria Fire Chief at  
320-763-6488 or 320-808-3590.





# ALEXANDRIA FIRE DEPARTMENT

302 FILLMORE STREET  
ALEXANDRIA, MN 56308

Phone: 320-763-6489 Fax: 320-762-9723



☐ Commercial    ☐ Industrial    ☐ Institutional    ☐ Public Facility    ☐ Multi-Family

## FIRE SUPPRESSION/PROTECTION SYSTEM PERMIT APPLICATION

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Building Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ State License #: \_\_\_\_\_

Contractor's email: \_\_\_\_\_

\*\*\*\*\*

Type of Work (check one):    ☐ New    ☐ Addition    ☐ Repair    ☐ Alteration

### System Valuation

Total Fire Suppression/Protection System Contract Amount: \_\_\_\_\_

Permit Fee payable to Alexandria Fire Department (\$50): \_\_\_\_\_  
302 Fillmore St, Alexandria, MN 56308

**A Set of approved plans by the MN State Fire Marshal, and SFM documentation approval are required.**

This permit does not relieve the contractor from compliance with appropriate Federal, State or Local regulations concerning this installation. The contractor certifies that the above information is correct.

Applicant Signature: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_



## Storm Water Pollution Prevention Plan

All projects disturbing over **1 acre** must obtain a permit from the MPCA to discharge stormwater associated with construction activity. The permit fee is \$400. This permit requires preparation of a SWPPP which details erosion control practices, sediment control practices, dewatering and basin draining, inspection and maintenance, final stabilization and permanent stormwater management.

The City of Alexandria has their own requirements for sites where **more than ½ -acre, but less than 1 acre**, of land will be disturbed. These requirements include preparation of a Grading and Erosion Control Plan. Essentially, this Grading and Erosion Control Plan is a Mini-SWPPP, and will be referred to as such.

### GENERAL:

*A satisfactory Mini-SWPPP must be submitted and approved before a building permit can be issued, if the construction will result in disturbing more than ½ acre of land.*

*All erosion/sediment control noted on approved plan shall be installed prior to the initiation of any site grading or construction. Noncompliance with the Mini-SWPPP can result in a “stop work” order being issued to the site.*

### **What Information Needs to Be Shown on the Mini-SWPPP?**

- ✓ Project description including the nature and purpose of the land disturbing activity and the amount of grading involved.
- ✓ Phasing of construction including the nature and purpose of the land disturbing activity and the amount of grading, utilities, and building construction.
- ✓ Project schedule including a projected timeframe for completion of all site activities.
- ✓ Existing site conditions including topography, vegetation and drainage.
- ✓ Adjacent areas including neighboring lakes, streams, wetlands, roads, residential areas, etc. which might be affected by the land disturbing activity.
- ✓ Critical erosion areas including areas on the site that have potential for erosion problems.
- ✓ Erosion and sediment control measures including methods to be used to control erosion on the site, both during and after the construction process.
- ✓ Permanent stabilization including how the site will be stabilized after construction is completed, including specifications.
- ✓ Maintenance, including a schedule of regular inspections and repair of erosion and sediment control structures.
- ✓ Provisions for the removal of all silt fence upon establishment of permanent vegetation.

***All grading and construction activity that results in disturbance of the ground shall comply with the Minnesota Pollution Control Agency’s Best Management Practices (BMP’s).***

**CONSTRUCTION STORMWATER PERMIT**

City of Alexandria  
704 Broadway  
Alexandria, MN 56308  
(320) 763-6678 Telephone  
(320) 763-3511 Fax

Permit Number: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

**Site Information**

Site Address: \_\_\_\_\_ Owners Name : \_\_\_\_\_

Type of Project: \_\_\_\_\_ Acres to be Disturbed: \_\_\_\_\_

Natural Resource Feature within 100 feet: Yes ☐ No ☐ Storm Drain within 100 feet: Yes ☐ No ☐

If Yes, Identify Feature(s): \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

**Scope of Land Disturbance Activity:**

- ☐ Individual Site - Disturbing ½ to 1 Acre  
☐ Part of Common Development Plan  
☐ **Construction Activity that Disturbs Over One Acre\***  
    *\*Separate MPCA Construction Stormwater Permit Required\**  
☐ Site within 1 mile of Lake Winona

**Best Management Practices**

Areas not being actively worked to be stabilized within 14 days.  
    \*\*(Areas within 1 mile of Lake Winona 7 days)  
Install/maintain perimeter controls and sediment barriers.  
Keep discharge points and receiving waters free of sediment.  
Protect natural resources (streams, wetlands, mature trees, etc).  
Properly protect storm drain inlets.  
Keep sediment from tracking onto street.  
Keep trash/litter collected and contained.  
Keep concrete washout areas clearly marked and maintained.  
Keep fueling, cleaning, maintenance areas free of leaks and spills.  
Keep potential stormwater contaminants inside or under cover.  
Make sure previously disturbed areas are/remain stabilized.  
Properly located and stabilize all stockpiles.  
Check site for compliance after each ½-inch (+) rain event.

**Party Responsible for Installing, Implementing and Maintaining  
Erosion and Sediment Control per Plan**

Name: \_\_\_\_\_

Owner ☐ Contractor ☐ Excavator ☐ Other ☐

If Other, Identify: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**GENERAL NOTES TO PERMITEE:**

The costs associated with an on-site review by the City Engineer of reported stormwater management violations will be the responsibility of the property owner.

**CERTIFICATION STATEMENT**

I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Print Name and Title: \_\_\_\_\_

Signature of Permit Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF ALEXANDRIA**



704 Broadway  
Alexandria, MN 56308  
Phone: 320-763-6678  
Fax: 320-763-3511

**DRIVEWAY/SIDEWALK  
PERMIT APPLICATION**

Permit Fee: \$50.00  
Deposit: \$300.00

If needed, the City of Alexandria will  
pay 50% toward culverts (material  
only; not to include labor or  
installation costs)

PERMIT NUMBER: ROW \_\_\_\_\_

DATE: \_\_\_\_\_

DATE OF REFUND: \_\_\_\_\_

DEPOSIT PAID BY: \_\_\_\_\_

(Notification of completion must occur within 30  
days for a full deposit refund. Failure to notify will  
constitute a deposit forfeit.)

**JOB INFORMATION**

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Job Address: \_\_\_\_\_

Location: east \_\_\_\_\_ west \_\_\_\_\_ north \_\_\_\_\_ south \_\_\_\_\_ side of \_\_\_\_\_ (please use attached map)

(This right-of-way is dedicated to the public and is to be used primarily by street and utility personnel.)

Estimated Cost: \$ \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_ ROW Square Footage: \_\_\_\_\_

**WORK BEING PERFORMED**

\_\_\_\_\_ Construct new driveway \_\_\_\_\_ Construct new sidewalk \_\_\_\_\_ Alteration or addition

\_\_\_\_\_ Resurface existing driveway involving grade changes

\_\_\_\_\_ Other \_\_\_\_\_

Pavement material (circle one) asphalt concrete paving block other \_\_\_\_\_

Is there an existing concrete valley gutter? \_\_\_\_\_ yes \_\_\_\_\_ no

Work to start on or after \_\_\_\_\_ Date of completion \_\_\_\_\_

Soil compaction by ordinary compaction methods, material to be compacted in one (1) foot lifts; to 110% of original conditions.

Type and size of compaction equipment \_\_\_\_\_

Asphalt bituminous oil content shall not be less than 6.5%.

If necessary to detour traffic, describe routing \_\_\_\_\_

Notify Police Department: \_\_\_\_\_ yes \_\_\_\_\_ no

**Notify Gopher One (1-800-252-1166)**

**AUTHORIZED BY**

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Public Works Coordinator

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Public Works Coordinator

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Gary Eiden/ALP

## REGULATIONS & INFORMATION

1. Driveways shall not intersect a street corner curb line or edge of the traveled way, or be closer than 60 feet to the intersection of the extended street curb lines.
2. Each driveway shall not exceed 36 feet in width at their intersection with a street travel way in a commercial zone.
3. Each driveway shall not exceed 24 feet in width at their intersection with a street travel way in a single-family zone.
4. Driveways shall be no closer together than 10 feet measured along a street right-of-way.
5. Driveways shall be no closer to a side lot line than 5 feet at the edge of the right-of-way, unless the driveway is jointly used by the adjoining properties.
6. Driveways shall be paved or otherwise stabilized.
7. All dimensions must be noted for the width of drive and green areas. This will include dimensions at roadway and property line.
8. The minimum fee shall be \$35.00, with a \$300.00 refundable deposit, both payable at time of application.

## CONTRACTOR'S AFFIDAVIT

I/We certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning to the satisfaction of the City. I/We further agree to assume all liability for, and save the City harmless from, any and all claims for damages, actions or causes arising out of the work to be done under this applicant and permit.

- Deposit will be returned by the City upon satisfactory completion of the restoration of the street or right-of-way, as determined by the City.
- **NOTIFICATION OF COMPLETION MUST OCCUR WITHIN 60 DAYS FOR A FULL DEPOSIT REFUND. FAILURE TO NOTIFY THE CITY WITHIN 60 CALENDAR DAYS WILL CONSTITUTE A DEPOSIT FORFEIT.**
- For work performed after October 15, the deposit will be retained until satisfactory completion the following year (approximately May 20<sup>th</sup>). I/We understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced.
- **NO WORK WHATSOEVER WILL COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED.**
- The permit fee will be **DOUBLED** if work is started without an approved permit.
- The permittee further understands that only licensed contractors may be employed.

Dated: \_\_\_\_\_ Print Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONTRACTOR INFORMATION

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

State Cert/CC Comp Card # \_\_\_\_\_ Job Representative: \_\_\_\_\_

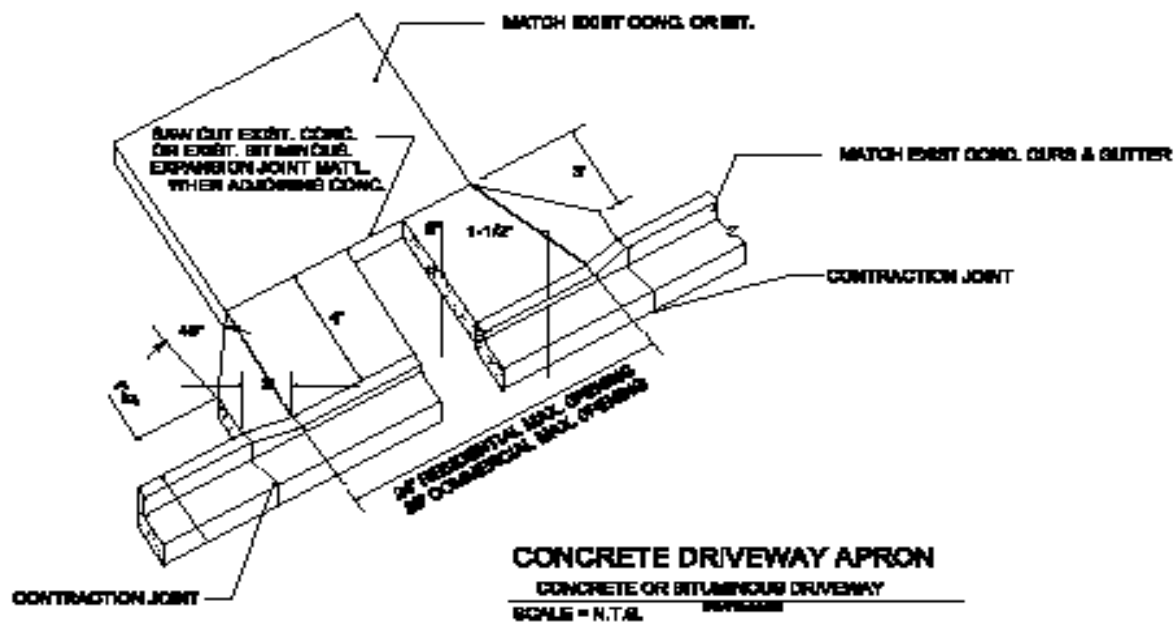
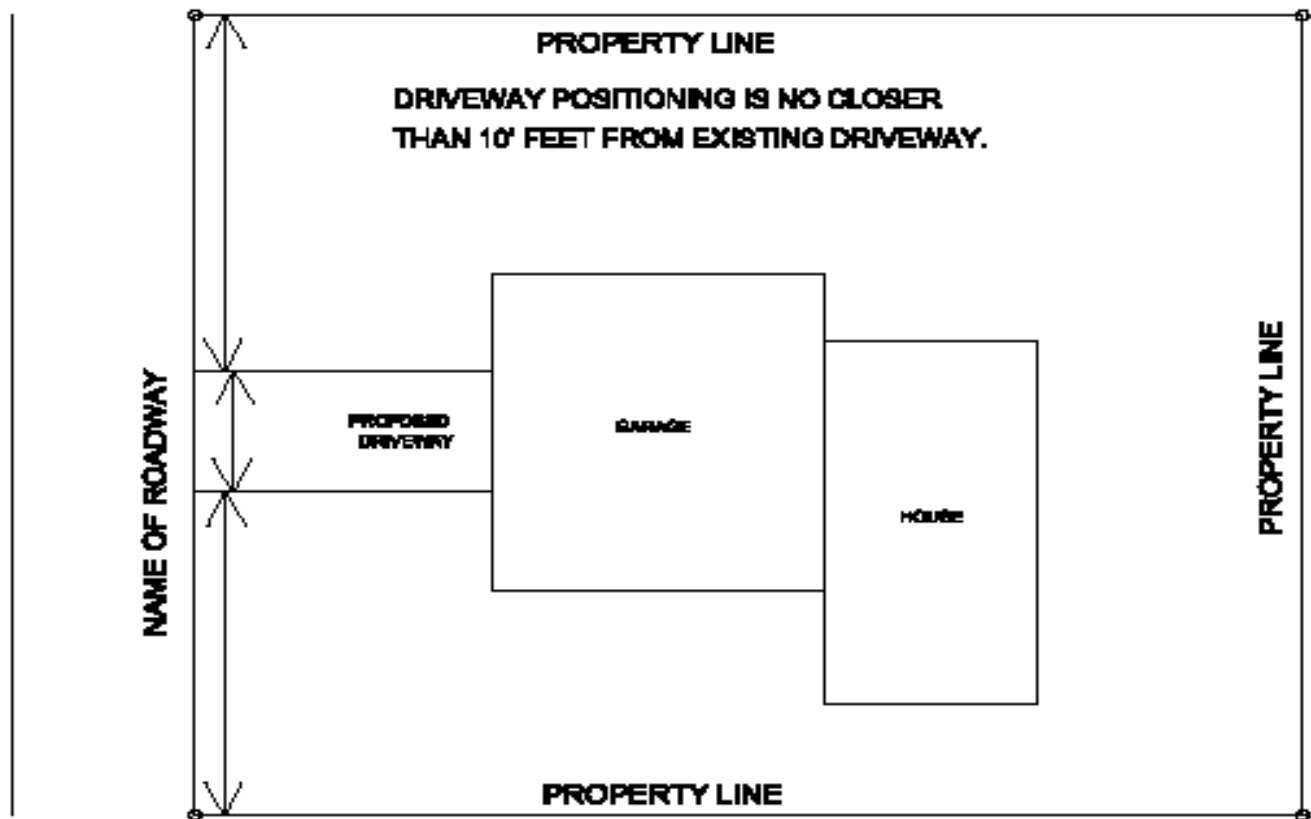
## FOR CITY USE ONLY:

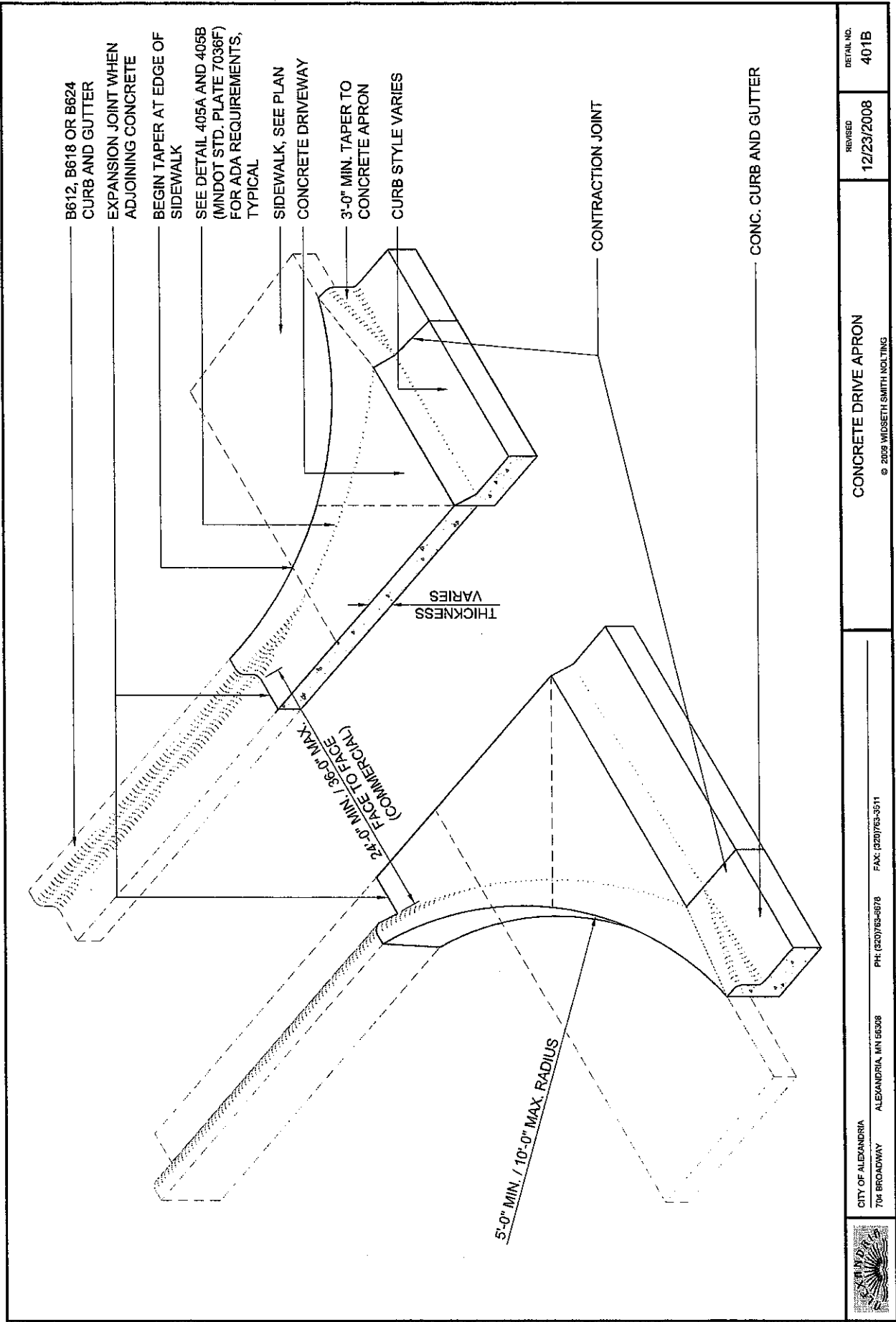
In consideration of this application and agreement to comply in all respects with the regulations of the City covering such operations, permission is hereby granted for the work to be done as described in the above application, said work to be done in accordance with Special Provisions required as detailed. It is expressly understood that this permit is conditioned upon replacement or restoration of the street and boulevard to its original or improved condition.



# CITY OF ALEXANDRIA DRIVEWAY PERMIT

PROVIDE THE ACTUAL DIMENSIONS OF THE DRIVEWAY AND DISTANCE  
DRIVEWAY IS FROM PROPERTY CORNERS AT APPROPRIATE PLACES ON DRAWING.



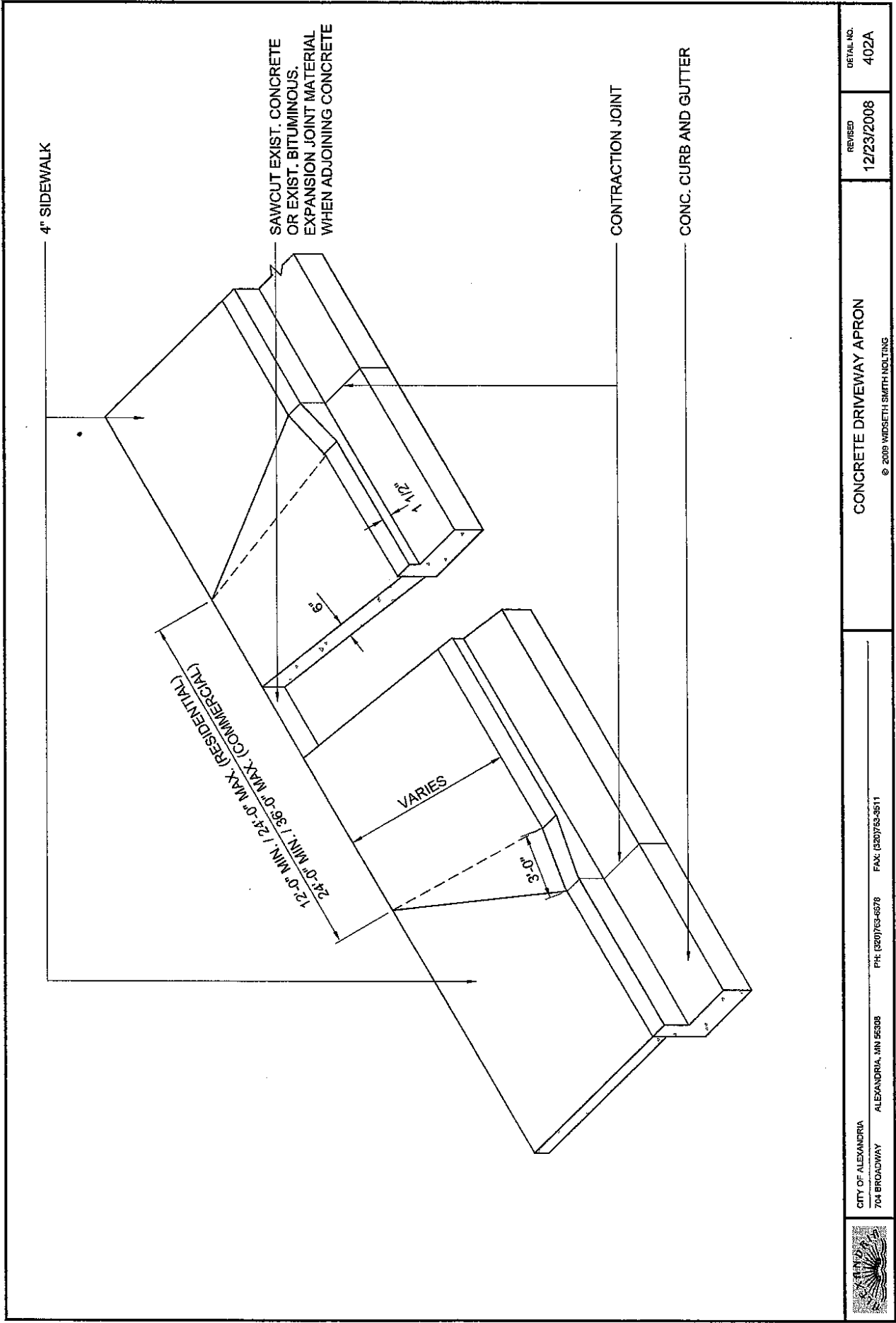


REVISED  
 12/23/2008  
 DETAIL NO.  
 401B

CONCRETE DRIVE APRON  
 © 2009 WIDSETH SMITH MOLLING

CITY OF ALEXANDRIA  
 704 BROADWAY  
 ALEXANDRIA, MN 55308  
 PH: (507) 763-3676  
 FAX: (507) 763-3511





DETAIL NO.  
402A

REVISED  
12/23/2008

CONCRETE DRIVEWAY APRON

© 2008 WADSWORTH SMITH HOLDING

CITY OF ALEXANDRIA  
704 BROADWAY ALEXANDRIA, MN 55305  
PH: (507) 63-6678 FAX: (507) 63-5511





## Erosion and Sediment Control Field Guidance

### **Concrete Washout:**

- ☐ Is there a dedicated, contained, and maintained area for concrete washout?

### **Conformance to the permitted/approved plan set:**

- ☐ Is the project following the permitted/approved plan set?
- ☐ Are field changes documented on the plan set and properly communicated to the necessary regulatory agencies?

### **Conformance to approved construction sequencing/phasing:**

- ☐ Is the project following the accepted/approved construction sequence?
- ☐ Is phasing of the project being conducted to minimize disturbance?

### **Erosion Control Inspector (ECI):**

- ☐ If the site requires an NPDES Construction General Permit:
  - ☐ Is the ECI maintaining a routine inspection schedule: weekly and after all 0.5" rain events?
  - ☐ Is the ECI inspection log on site and readily available?
  - ☐ Are current site conditions representative of the latest ECI inspection report?
  - ☐ Do the ECI inspection reports and SWPPP adequately cover recommendations for corrective measures?
  - ☐ Are the ECI reports indicative of a thorough and competent inspection?

### **Detention facility plantings:**

- ☐ Is native vegetation planted in all permitted areas?
- ☐ Is the observed vegetation the desired species?
- ☐ Do plantings appear healthy and well-established?
- ☐ Has permanent stabilization of the detention basin been achieved, i.e. 70% coverage?
- ☐ Is erosion control blanket installed correctly, i.e. up and down the slope; keyed in at top of slope.



## Erosion and Sediment Control Field Guidance

### **Detention facility emergency overflow location and construction:**

- ☐ Is the emergency overflow constructed to the size/shape/location/elevation of the permitted/approved plan set?
- ☐ Is the emergency overflow effectively armored (C350, rip-rap, etc.), per the permitted/approved plan set, to resist scouring or undermining due to high volume/high velocity flows?

### **Dewatering:**

- ☐ Is turbid or sediment-laden water directed to a temporary or permanent sedimentation basin before discharging into a surface water (unless impracticable)?
- ☐ If water cannot be discharged to a sedimentation basin before entering a surface water, is it treated so that it does not cause nuisance conditions downstream (i.e., oil-water separator)?
- ☐ Has the discharge been visually checked before it enters a waterway or wetland?
- ☐ Are appropriate dewatering BMPs in place and functioning effectively?
- ☐ If a sediment bag is being used, is it capturing sediment effectively?
- ☐ Are discharge points protected from erosion and scour?

### **Ditch checks:**

- ☐ Are ditch checks installed at all locations shown on the permitted plans?
- ☐ Are ditch checks installed properly? (i.e., is spacing correct? Anchored correctly?)
- ☐ Are no straw bales or silt fence being improperly used as ditch checks?

### **Dust control:**

- ☐ Are dust control measures being used as needed?
- ☐ Is no dust observed moving offsite due to wind?
- ☐ Are roadways being swept and vacuumed when needed?



**City of Alexandria**  
**Commercial Project - Final HVAC & ELECTRICAL Systems**  
**Equipment Commissioning Report**

Pursuant to 2015 Minnesota Energy Code, MN Rule Chapter 1323 Commercial Energy Code, Section C408, a final HVAC and ELECTRICAL Systems Commissioning/Testing Report is required for this building project.

Under this provision, the Minnesota Energy Code (and your specified commissioning plan) requires that HVAC and Electrical System installations installed as part of this building project be final tested and adjusted for proper function and performance to ensure that control elements are balanced and calibrated and in proper working condition, and that components, equipment, systems, and interfaces between systems conform to the construction documents/design as required by the Energy Code.

This project's Energy Code design requires that HVAC and ELECTRICAL System Commissioning be completed and that appropriate documentation be submitted to the CCLD Building Official as evidence of Energy Code compliance. For required reporting purposes, this form shall be used to certify that required HVAC and Electrical Systems have been properly Commissioned in accordance with your plan and with the specific provisions of the Minnesota Commercial Energy Code, Rule Chapter 1323, Section C408, as outlined herein.

**City of Alexandria's Permit Number:**

Project Name:

Project Site Address:

Project Architect:

Project Mechanical Engineer:

Project Electrical Engineer:

***I hereby certify that required HVAC and Electrical Commissioning is now complete; that required testing procedures and protocol have been followed; that all discrepancies have been corrected; and that the required HVAC and Electrical Commissioning process has been accomplished as mandated by the 2015 Minnesota State Building Code, MN Rule Chapter 1323 Commercial Energy Code, Section C408.***

Project Commissioning Agent (Alt.)      Date

Project Architect      Date

Project Electrical Engineer      Date

Project Mechanical Engineer      Date



## Special Structural Testing and Inspection Program Summary Schedule

PRINT IN INK or TYPE your responses.

PROJECT NAME	PROJECT NO.
LOCATION	PERMIT NO.

Technical (2)		Description (3)	Type of Inspector (4)	Specific Report Frequency (5)	Assigned Firm (6)
Section	Article				

Note: This schedule shall be filled out and included in a Special Structural Testing and Inspection Program.

(If not otherwise specified, assumed program will be "Guidelines for Special Inspection & Testing" as contained in the State Building Code and as modified by the state adopted IBC.)

\*A complete specification-ready program can be downloaded directly by visiting CASE/MN at [www.cecm.org](http://www.cecm.org)\*

- (1) Permit No. to be provided by the Building Official
- (2) Referenced to the specific technical scope section in the program.
- (3) Use descriptions per IBC Chapter 17, as adopted by Minnesota State Building Code.
- (4) Special Inspector – Technical (SIT); Special Inspector – Structural (SIS)
- (5) Weekly, monthly, per test/inspection, per floor, etc.
- (6) Name of Firm contracted to perform services.

### ACKNOWLEDGEMENTS

(Each appropriate representative shall sign below)

Owner: _____	Firm: _____	Date: _____
Contractor: _____	Firm: _____	Date: _____
Architect: _____	Firm: _____	Date: _____
SER: _____	Firm: _____	Date: _____
SI-T: _____	Firm: _____	Date: _____
SI-S: _____	Firm: _____	Date: _____
TA: _____	Firm: _____	Date: _____
F: _____	Firm: _____	Date: _____

If requested by engineer/architect of record or building official, the individual names of all prospective special inspectors and the work they intend to observe shall be identified as an attachment.

Legend: SER = Structural Engineer of Record SI-T = Special Inspector - Technical TA = Testing Agency  
SI-S = Special Inspector - Structural F = Fabricator

Accepted for the Building Department By \_\_\_\_\_ Date \_\_\_\_\_  
This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.



## ***Final Inspection Checklist Worksheet*** **For Building Certificate of Occupancy**

### Synopsis of Required "Final" Inspections

1. The final fire alarm system testing and inspection must be scheduled with the installing contractor and the **Fire Chief**. In some instances, the State Fire Marshal may also want to be present. The installing contractor is responsible for installing and subsequently testing the entire alarm system in accordance with 2010-NFPA 72 and the 2015 State Building Code. A final alarm system installation certification form must then be completed, signed and submitted to the **Fire Chief** for final approval. A copy of this certification form must be [provided to the Building Official](#).
2. The final fire sprinkler system testing and inspection must be scheduled with the installing contractor and the **Fire Chief**. In some instances, the State Fire Marshal may also want to be present. The installing contractor is responsible for installing and subsequently testing the entire fire sprinkler system in accordance with 2010-NFPA 13 and the 2015 State Building Code. At the final inspection, the fire sprinkler system flow alarm will be tested to verify that it is tied into an automatic phone-dialer system that will send a flow-alarm signal to an approved monitoring firm. The installing contractor must also complete and submit a final fire sprinkler system installation certification form to the **Fire Chief** for final approval. A copy of this certification form must be [provided to the Building Official](#).
3. The final fire sprinkler system fire-pump start-up/operational test and final inspection must be scheduled with the installing contractor and the **Fire Chief**. In some instances, the State Fire Marshal may also want to be present. The installing contractor is responsible for installing and subsequently testing the entire fire-pump system in accordance with 2010-NFPA 13, 2010-NFPA 20, and the State Building and Fire Code. The installing contractor must complete and submit a final fire-pump operation certification form to the **Fire Chief** for final approval. A copy of this certification form must be [provided to the Building Official](#).
4. The final emergency generator system start-up/operational test and final inspection must be scheduled with the installing contractor and the **Fire Chief**. In some instances, the State Electrical Inspector and/or the State Fire Marshal may also want to be present. The installing contractor is responsible for installing and subsequently testing the generator system in accordance with the State Electrical Code, 2010-NFPA 110, 2010-NFPA 111, and the 2015 State Building Code. Documentation of this inspection must be [provided to the Building Official](#).
5. Class I kitchen hoods must be operationally tested by the installing contractor/building mechanical contractor and witnessed by the **Fire Chief**. Operational tests may include, but are not limited to: building power system shutdown to verify hood operation under fire suppression alarm conditions, smoke ventilation tests, grease duct pressure tests, power interconnection tests with required MAU, etc. The installing contractor is responsible for installing and subsequently testing the kitchen hood fire suppression system in accordance with MN Rule 1346, 2014-NFPA 96, and the State Building and Mechanical Codes. The fire suppression system installing contractor must also complete and submit a final system installation certification form to the **Fire Chief** for final approval. A copy of this certification must be [provided to the Building Official](#).



6. A final MDH health inspection must be completed on any public kitchen and/or food preparation area. This inspection must be scheduled with, and subsequently approved by, a Minnesota Department of Health Sanitarian, or the local health department sanitarian. This inspection must be completed and approved prior to occupancy and/or use of the kitchen and any food preparation area. A copy of the final health inspection approval must be [provided to the Building Official](#) prior to the final occupancy inspection of the building.
7. Every elevator, elevator equipment/control room, LULA lift, escalator, moving sidewalk, or chair lift must be inspected and approved by a CCLD State Elevator Inspector prior to it being placed into operation and prior to the final building occupancy inspection. The installing contractor is responsible for scheduling all required elevator inspections with the CCLD Elevator Inspector(s). A copy of this approval must be [provided to the Building Official](#)
8. All high-pressure-piping [HPP] piping over 15 PSIG, all ammonia piping systems, all HPP/high-temp piping systems over 250 Degrees/30PSI, and all high-pressure boiler system installations must be inspected by the State High-Pressure-Piping Inspectors and/or a State Boiler Inspector - or their approved designate. The installing contractor is responsible for scheduling all required inspections for this equipment. Written verification of required final inspection(s) approval must be made available to the Building Official before final occupancy inspection of the building. Copies of all boiler equipment start-up reports must be [provided to the Building Official](#) prior to the final building inspection.
9. A final electrical inspection is required on all interior and exterior electrical system installation for the project. The installing contractor is responsible for scheduling all required electrical inspections. The final electrical inspection must be completed and approved by the assigned State or local Electrical Inspector. Written verification of required final inspection(s) approval must be [provided to the Building Official](#).
10. A final plumbing inspection is required on all interior and exterior plumbing system installations. The installing contractor is responsible for scheduling all required plumbing inspections. Final plumbing inspection(s) may include requirements for: hydrostatic testing of domestic water services, air tests on exterior sanitary and/or storm sewer piping, chlorination and subsequent flushing and bacterial testing of exterior water distribution systems, interior monometer testing, RPZ testing, potable water distribution system testing and subsequent chlorination and bacterial testing. (Also see items 18, 19, 20, and 21 for further requirements.) The installing contractor is responsible for scheduling all required inspections with the Building Department.
11. A final HVAC/mechanical system inspection is required on all interior and/or exterior building mechanical systems. The installing contractor is responsible for scheduling this inspection with the Building Inspector. Final HVAC/mechanical system inspection(s) may include requirements for: hydrostatic testing of building service piping, gas line air tests, smoke and/or fire damper actuation testing and inspection, smoke control system operational testing and inspection, fuel burning equipment start-up or air handling equipment operational testing and inspection, etc. (See items 12, 13, 14, and 18 for further requirements.) Written verification of required equipment test results must be [provided to the Building Official](#) before final inspection of the building.
12. Final fuel-burning equipment start-up inspection, testing, and certifications must be completed for each piece of fuel-fired equipment in the building. The installing contractor is responsible for completing and submitting final equipment start-up certificates/results (which may include requirements for ORSAT testing and/or equipment balancing) for each piece of equipment. Written verification of required final inspection(s) (and required test results) must be [provided to the Building Official](#) before final inspection of the building.

13. A final HVAC equipment balancing report must be submitted for the buildings' HVAC air handling system and all hydronic equipment. The installing contractor is responsible for scheduling and completing this testing. Final balancing reports and/or test results must be [provided to the Building Official](#) prior to final HVAC/Mechanical system inspection and prior to the final occupancy inspection of the building.
14. A final HVAC/Mechanical and Electrical systems "Commissioning Report" must be completed by either a third party commissioning agency, or by the project Architect, Mechanical, and Electrical Engineer(s). All new mechanical/electrical equipment for this project is to be tested and adjusted for verification of proper functionality and performance and to ensure that all control elements are calibrated and in proper working condition, all systems are balanced, and that all components, equipment, systems, and interfaces between systems, conform to the construction documents and the Minnesota Energy Code, IECC Section C408. A letter of final verification, or the CCLD Commissioning Form, evidencing such condition must be [provided to the Building Official](#) prior to final inspection of the building.
15. A final Special Inspection & Testing Summary report must be completed and provided to the Building Official once all required special inspections are done for the project. The final summary report must essentially state that all required special inspections/testing have been completed, tested, and/or inspected as required by the code and by the structural engineer and/or architect of record. It must also contain language to verify that said inspections and test results meet the building code and the project specification requirements. This report must be [provided to the Building Official](#) as soon as possible, but at a minimum, before the final occupancy inspection of the building.
16. All miscellaneous gas piping, medical gas piping, process piping, hydronic piping, plumbing piping, and other mechanical equipment piping must be pressure tested (and witnessed/verified by the appropriate state inspector) prior to the final occupancy inspection of the building. A copy of the third party medical gas test/inspection must be [provided to the Building Official](#) prior to final inspection of the building.
17. All exterior site-work utilities must be final tested/inspected by the City Engineer. Some of these tests/inspections include: Hydrostatic pressure testing, chlorination, flushing, bacterial water testing, air pressure tests on sanitary and storm sewer pipes, etc. The installing contractor is responsible for scheduling of all required inspections and/or tests for these items. All systems/equipment must be inspected and approved by the City Engineer prior to final inspection of the building.
18. Every septic system must be inspected and approved by the local authority prior to the final occupancy inspection of the building. It is the responsibility of the installing contractor to schedule and obtain all required septic system inspections (with the local authority) prior to the final occupancy inspection of the building.
19. Every water-well and every geothermal well must be inspected during its installation by the local authority and/or a State Well Inspector. The well installer is responsible for scheduling all required well inspections. A final water sample test must be completed prior to final occupancy inspection to verify water quality. A copy of the final water test report must be [provided to the Building Official](#) prior to final occupancy inspection of the building.
20. A final "zoning inspection" is required. It is the responsibility of the general contractor and/or construction manager to schedule all required local/jurisdictional final zoning inspections with City Planner, Mike Weber (320)-759-3626. These inspections should be completed/approved prior to final occupancy inspection. A copy of this approval [must be provided to the Building Official](#).

21. The final occupancy inspection must be completed prior to moving any furnishings into the building. It must also be completed and approved prior to occupancy of the building. All aforementioned final inspections must be completed and approved as outlined herein - prior to scheduling the final occupancy inspection. It is the responsibility of the general contractor and/or the construction manager to schedule the final building occupancy inspection. Upon successful completion of this inspection, a Certificate of Occupancy will be issued for new building construction. Building occupancy and use may then occur.
22. Other Inspections that may be deemed necessary will be identified during plan review of the project.

**Questions or comments regarding required final inspections, test reporting, or final submittals should be directed to:**

**Lynn Timm**  
**(320)759-3644**  
[ltimm@rea-alp.com](mailto:ltimm@rea-alp.com)

**Mike Schmidt**  
**(320)759-3639**  
[mschmidt@rea-alp.com](mailto:mschmidt@rea-alp.com).

Required Inspection	Date completed	<b>Final Inspection Checklist</b>	
		1	<b>Final fire alarm system inspection by the Fire Chief.</b> (Final 2010-NFPA 72 <i>Alarm System Record of Completion</i> form submittal required from installing contractor.)
		2	<b>Final fire sprinkler system testing and inspection by the Fire Chief. Auto-phone-dialer/monitoring system fully established.</b> (Final 2010-NFPA 13 <i>Above Ground Material and Test Certification</i> form submittal required from installing contractor.)
		3	<b>Final fire sprinkler system fire-pump start-up inspection by the Fire Chief.</b> (Final 2010-NFPA 13 and 2010-NFPA 20 <i>Fire Pump Installation, Start-up and Flow Certification</i> form submittal required from contractor.)
		4	<b>Final emergency generator start-up and operational inspection by Fire Chief and/or State Electrical Inspector.</b> (A final start-up and installation certification letter must be submitted by the installing contractor.)
		5	<b>Final class I kitchen hood operational inspection by Fire Chief.</b> (Final 2014-NFPA 96 installation and testing certification letter must be submitted to the state building inspector - by hood fire protection contractor.)
		6	<b>Final kitchen and/or food prep area sanitary health inspection.</b> (A copy of the final sanitarian/health inspection report must be submitted to the Building Official.)
		7	<b>Final elevator, LULA lift, escalator, or moving walk inspection by State Elevator Inspectors.</b>
		8	<b>Final high-pressure-piping, ammonia system piping and/or boiler inspection completed by the appropriate state or insurance inspector.</b> (A copy of the final boiler start-up reports must be submitted to the Building Official for final inspection.)
		9	<b>Final Electrical Inspection by State Electrical Inspector.</b>
		10	<b>Final Plumbing Inspection.</b>
		11	<b>Final Mechanical/HVAC inspection.</b>
		12	<b>Final fuel-burning-equipment start-up inspection, testing, and certification completed by the installing contractor(s).</b> (Final inspection/start-up forms are required for each piece of fuel burning equipment – to be submitted by the installing contractors at final mechanical/HVAC inspection.)
		13	<b>Final balancing report is required for each piece of mechanical equipment and/or the entire new HVAC system.</b> (A final balancing report must be submitted prior to or at the final project mechanical inspection.)
		14	<b>Final HVAC/MECH. and ELECTRICAL Systems “Commissioning Report” document from either a third party commissioning agency - or Equipment Commissioning Report signed-off by the project Architect, Mechanical and Electrical Engineer(s) is required to be submitted for final inspection (per the MN Commercial Energy Code, Section C408).</b> (All new mechanical/electrical equipment for this project must be tested and adjusted for verification of proper functionality and performance to ensure that all control elements are calibrated and in proper working condition, and that all components, equipment, systems, and interfaces between systems, conform to the construction documents and the energy code).
		17	<b>Final Special Inspection &amp; Testing Summary report completed and submitted to Building Official.</b> (From each respective project special inspection and testing agency.)
		18	<b>All gas piping, process piping, medical gas piping, mechanical equipment piping, plumbing piping, etc. - pressure tested and approved by the appropriate third party and/or inspector.</b> (A final medical gas piping inspection/approval report must be submitted by the respective third party inspection agency.)
		19	<b>Exterior site utilities final tested, inspected, sanitized, flushed, and approved - by City Engineer.</b>
		20	<b>Final septic system inspection for areas without sanitary sewer service required.</b>
		21	<b>Final well inspection by State MDH Well Inspector required.</b>
		23	<b>Final local zoning inspection approval – by the local zoning administrator.</b>
		24	<b>OTHER REQUIRED INSP: _____</b>
		25	<b>Final building Inspection for the Certificate of Occupancy</b> (All previously listed inspections and/or required paperwork must be completed and submitted to the Building Official prior to scheduling this inspection. The Certificate of Occupancy will not be issued until all required paperwork has been submitted.)

All above must be checked/completed prior to issuance of the Certificate of Occupancy. No furnishings may be placed within the building and no person shall occupy the building until a Certificate of Occupancy has been issued in accordance with MSBC 1300.0220.

NOTES:

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**MN Chapter 1306 Applicability Worksheet**  
**Effective January 1, 2014**



Can it be demonstrated that the application of water constitutes a serious hazard to life? ☐Yes ☐No

Can it be demonstrated that the application of water constitutes a serious fire hazard? ☐Yes ☐No

Can it be demonstrated that the application of water constitutes a serious environmental hazard?  
☐Yes ☐No

If the answers to any of the questions above are “Yes”, please explain in detail the specific conditions creating the serious hazard. If a serious hazard can be proven, the exemption to 1306 may be utilized.

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Attach additional pages as may be necessary.

**OR**

Does the building have an adequate water supply? ☐Yes ☐No

- **Definition of “adequate water supply”:** Sufficient groundwater or surface water of adequate quantity which will be continuously, legally, and physically available to satisfy the water needs of the proposed use, including the requirements set forth in NFPA 13.

If the answer to the question above is “Yes”, the provisions of 1306 requiring installation of fire sprinklers will apply. If the answer to the question above is “No”, explain why the building does not have an “adequate water supply” and proceed to the section below. Please be advised that economic considerations alone do not constitute a sufficient reason.

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Attach additional pages as may be necessary.

**AND**

Is the building surrounded by public ways or yards more than 60-feet wide on all sides? ☐Yes ☐No

If an “adequate water supply” does not exist AND the building is surrounded on all sides by public ways or yards 60-feet, the exemption to 1306 may be utilized. If only one of these conditions exist, the provisions of 1306 requiring fire sprinklers will apply.

Upon review of the information provided and/or associated construction documents and/or discussion with owner/applicant/designer it has been determined that the fire sprinkler requirements set forth in Minnesota Chapter 1306 – Special Fire Protection Systems, **WILL / WILL NOT** require the installation of fire sprinklers within in the building to be constructed at \_\_\_\_\_ in Alexandria, Minnesota.

Water will be supplied by a **PUBLIC WATER SUPPLY / ALTERNATE ON-SITE SOURCE OF WATER.**

Automatic sprinkler systems must comply with the applicable standard referenced in the Minnesota State Building Code.

**Acknowledgement**

Signature of Owner/Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Fire Marshal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Building Official: \_\_\_\_\_ Date: \_\_\_\_\_