

## ADDITIONAL SUBMITTAL REQUIREMENTS

- Floor plans showing all rooms, dimensions, room names and use or occupancy
- Wall and building sections showing floors, walls and roof construction for all types of construction
- Placement and construction of all fire barriers, floor/ceiling assemblies and roof/ceiling assemblies along with their fire-ratings and appropriate listing number
- Penetration protection details including T and F ratings
- Door and Window Schedules, which include their location, fire-rating, hardware and glazing specifications
- The location of all emergency lighting, both interior and exterior to be shown
- The location of exit lighting and signage to be shown on plan
- Fire protection system details

*Other information as may be deemed necessary by the Building Official*

## REQUIRED PLUMBING DETAILS

- Isometric plan of all water, waste, drain and vent piping
- The size and location of all water and sewer taps, along with the material being used
- The location and size of grease/oil separator(s) or grease trap(s)
- Plumbing plans showing the size(s) and location(s) of water heater(s)
- Fixture layout, including handicap accessibility
- State Plumbing approval

*Other information may be necessary to determine scope of project*

## REQUIRED MECHANICAL DETAILS

Details showing combustion air, return air, supply openings, furnace and/or boiler locations along with venting details, BTU/h input and output ratings, fire damper locations and installation details, flame spread ratings of all insulated ducts, gas piping locations, support and sizing, Class I hoods and ducts along with fire protection systems, shaft construction details and system shut-off details

## REQUIREMENTS

# COMMERCIAL PLAN SUBMITTALS



Building Department

704 Broadway  
Alexandria, MN 56308  
(320) 763-6678

No structure shall be used, occupied or furnished before a Certificate of Occupancy has been issued by the Building Department.

**These requirements apply to:**

- New Commercial Projects***
- Commercial Additions***
- Commercial Alterations***
- Commercial Remodeling***

**REQUIRED INFORMATION**

- Building Permit Application
- Two (2) complete sets of plans and specifications and other relevant documents as may be necessary to evidence code compliance.
- Civil drawings to be electronically submitted to Scott Deitz at ALP—***sdeitz@alputilities.com***
- All documents shall bear the stamp of the architect and/or applicable engineering design professional.

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

**ALL SUBMITTALS SHALL INCLUDE THE FOLLOWING INFORMATION**

**GENERAL INFORMATION**

- Name and Address of Design Professional Submitting Plans
- Telephone and Fax Number of Design Professional Submitting Plans
- MN Design Professional Certification on Each Sheet, Where Applicable
- Building or Job Address
- Legal Description of Property
- Full Code Review with Calculations
  - Type of Construction
  - Occupancy Classification
  - Number of Stories
  - Basement Square Footage
  - Total Square Footage (including basement)
  - Sprinkler Requirements
  - Energy calculations
  - Storm water management information



**SITE PLAN**

(Required for new and additions only)  
SHALL INCLUDE THE FOLLOWING:

- All Fire Hydrants
- All Water Mains and Lines
- All Sewer Mains and Lines
- Site Drainage With Existing Contours and New Contours, at two (2) Foot Intervals
- Holding Ponds With Calculations
- All Access Roads
- All Approaches
- All Easements
- Property Lines
- Location of All Buildings With Setbacks and Floor Elevations
- All Public and Private Sidewalks
- Handicapped Accessible Route
- Parking Plan, Including Accessible Parking
- Landscaping Plan
- Location and Size of Recycling Space
- Flood Plain Elevations, If Any

*Other Information as Deemed Necessary by Building Official*