

## 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](mailto: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**