



Commercial Building Permit Application

TWO-MILE RADIUS

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.

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



COMMERCIAL/RESIDENTIAL BUILDING PERMIT APPLICATION

| | |
|----------------------------------|-----------------------|
| Address of Building Site: | Parcel Number: |
|----------------------------------|-----------------------|

| | |
|---|-----------------|
| 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: _____



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 | | | | |
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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

- (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.
 BCS 10 (2/07)



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

Mike Schmidt
(320)759-3639
mschmidt@rea-alp.com

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.

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.

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: _____