



**CITY OF ROCHESTER  
BUILDING SAFETY DEPARTMENT**

**2122 Campus Drive S.E., Suite 300  
Rochester, MN 55904-4744  
OFFICE (507) 328-2600  
FAX (507) 328-2601  
www.rochestermn.gov**

**BUILDING PERMIT APPLICATION PROCEDURE  
COMMERCIAL CONSTRUCTION PROJECT**

The building permit application process begins with submittal of an application and required documents to the Building Safety Department. The process also includes review and approval of a Zoning Certificate by the Rochester-Olmsted Planning Department, and may involve reviews by other City and County departments as listed in this handout. Plans are reviewed for compliance with the current Minnesota State Building Code. Plan review may result in a correction letter which would require additional documents and/or clarification resubmitted in response, prior to plan approval and permit issuance.

**Building Permit Documents Required**

- a) completed Building Permit Application form (available on our web site)
- b) three (3) complete sets of scaled drawings, to include:
  - architectural
  - structural
  - site plan
  - electrical
  - mechanical
  - plumbingEach sheet may be required to be certified by an architect or engineer registered in the State of Minnesota (see page 7) or signed by the licensed contractor doing the work
- c) three (3) copies of specifications (certification on first sheet)
- d) one (1) copy of energy code details, to include:
  - Minnesota Energy Code commercial envelope calculations  
[www.commerce.state.mn.us/pages/Energy/Builders/ECCodeMain.htm](http://www.commerce.state.mn.us/pages/Energy/Builders/ECCodeMain.htm)
  - electrical power and lighting calculations
- e) one (1) copy of structural calculations (certification on first sheet)
- f) two (2) copies of certified roof truss and/or floor truss design

**Other Information**

Phased permits: Separate permits for phases of construction: i.e. footings/foundations, structural shell, white box, tenant fitup, finishing, etc., may be applied for.

Fees: There are four (4) fees collected for each building permit: plan check fee, building permit fee, state surcharge and zoning fee. All fees are based on the actual cost of construction and will be collected after the plans have been approved and the permit is ready to issue. A Water Reclamation Plant Investment Fee (PIF) may also be charged on new or remodeled commercial building projects.

[For new construction, the minimum valuation per square foot shall be consistent with the Building Valuation Data Guidelines published annually by the Minnesota Building Codes and Standards Division.]

Trade permits: Separate trade permits are required for electrical, mechanical, plumbing, gas piping, hydronic, fireplaces and exterior signage. These permits must be submitted by the licensed contractor doing the work.

A separate grading permit may also be required. Please see information on page 4 for Rochester Public Works Department.

Code Books: See pages 6-7, "2007 Minnesota State Building Code", for reference and publisher's information.

***Coordination and submittal of complete permit and plan documents is responsibility of the applicant and/or agent.***

If you have any questions, please contact:

Randy S. Johnson	Plan Check Engineer	(507) 328-2624
	<a href="mailto:rjohnson@rochestermn.gov">rjohnson@rochestermn.gov</a>	
Brad Finseth	Plans Examiner	(507) 328-2622
	<a href="mailto:bfinseth@rochestermn.gov">bfinseth@rochestermn.gov</a>	
Diana Kling	Office Services Coordinator	(507) 328-2606
	<a href="mailto:dkling@rochestermn.gov">dkling@rochestermn.gov</a>	
Ed Schnell	Chief Building Inspector	(507) 328-2611
	<a href="mailto:eschnell@rochestermn.gov">eschnell@rochestermn.gov</a>	
John Berg	Chief Electrical Inspector	(507) 328-2627
	<a href="mailto:jberg@rochestermn.gov">jberg@rochestermn.gov</a>	
Kirk Luthe	Chief HVAC Inspector	(507) 328-2617
	<a href="mailto:kluthe@rochestermn.gov">kluthe@rochestermn.gov</a>	
Gale Mount	Chief Plumbing Inspector	(507) 328-2608
	<a href="mailto:gmount@rochestermn.gov">gmount@rochestermn.gov</a>	

**Zoning Certificate Documents Required**

- a) three (3) copies of signed Certificate of Survey
- b) three (3) site plans, to include:
  - lot area and dimensions
  - legal description for new building site or street address for existing

Note: Addresses for new construction will be assigned.

  - building use (office, warehouse, retail, etc.), location and dimensions including distances to property lines, existing structures, easements, etc.
  - calculations of floor area ratio
  - building elevations
  - north arrow and scale of site plan
  - off-street parking areas, loading areas, accessways (including those to public or private streets), and other paved surfaces; number of parking spaces, drive aisles and dimensions
  - landscape areas, and bufferyards (where required)
  - setbacks from property lines for parking and buildings

**Site Development Review Documents Required**

In addition to the requirements for Zoning Certificate above, a site development plan may be required prior to the application for a zoning certificate.

A checklist is available from the Planning Department to assist in the submittal material for both the Zoning Certificate and site development plan.

If you have any questions, please contact:  
Rochester/Olmsted Planning Department  
2122 Campus Dr SE, Ste. 100  
Rochester MN 55904

John Harford	Zoning Supervisor	(507) 328-7124
	Harford.john@co.olmsted.mn.us	
Logan Tjossem	Zoning Administrator	(507) 328-7128
	Tjossem.logan@co.olmsted.mn.us	

**Grading Permit Documents Required**

A grading permit is required for non-agricultural projects involving 50 cubic yards or more of earthwork, not counting footing and foundation excavation. Grading plans are reviewed and approved by the Rochester Public Works Department. Public Works will also verify that stormwater management has been addressed. For sites where a grading permit is not required, the Zoning Certificate site plan may be required to be approved by Public Works.

- a) completed Grading Permit Application form
- b) six (6) copies of plans and specifications pertaining to grading, erosion control, and restoration. If desired, one (1) copy of plans and specifications may be submitted for initial review. Plans and specifications may required certification by a registered engineer, landscape architect, or architect.

Public Works will forward the permit application and three (3) copies of approved plans and specifications to the Building Safety Department. Grading fees are collected and grading permits issued by the Building Safety Department.

A checklist is available from the Public Works Department to assist in the submittal of grading plans.

**Sewer and Water Permit Documents Required**

Public Works will provide information on procedure for the permits and inspections required for sewer and water installations on site. For sewer and water access charges, please contact:

Jim Loehr	WQPP Project Manager	(507) 328-2419
	jloehr@rochestermn.gov	

If you have any other questions, please contact:  
Rochester Public Works Department  
201 4th St SE, Room 108  
Rochester MN 55904

John Wellner	Infrastructure Manager (grading)	(507) 328-2422
	<a href="mailto:jwellner@rochestermn.gov">jwellner@rochestermn.gov</a>	
Mike Nigbur	Land Development Manager	(507) 328-2410
	<a href="mailto:Mnigbur@rochestermn.gov">Mnigbur@rochestermn.gov</a>	

#### Other City and County Departments

One set of plans is routed to these departments for their review and comment.  
Rochester Fire Prevention Bureau.  
201 4th Street SE, Room 10  
Rochester MN 55904

FPB reviews plans and issues permits for fire detection, suppression and prevention systems.

Lyle Felsch	Deputy Chief	(507) 328-2814
	<a href="mailto:Lfelsch@ci.rochester.mn.us">Lfelsch@ci.rochester.mn.us</a>	
Vance Swisher	Fire Protection Specialist	(507) 328-2815
	<a href="mailto:Vswisher@ci.rochester.mn.us">Vswisher@ci.rochester.mn.us</a>	

Rochester Public Utilities  
4000 East River Road NE  
Rochester MN 55906

RPU reviews site utility plans for public electric and water utilities.

Mike Engle	Electric Division	(507) 280-1579
	<a href="mailto:Mengle@rpu.org">Mengle@rpu.org</a>	
Donn Richardson	Water Division	(507) 280-1509
	<a href="mailto:Drichardson@rpu.org">Drichardson@rpu.org</a>	

NOTE: A Water Reclamation Plant Investment Fee (PIF) may be charged on commercial building projects based on the water meter required.

Olmsted County Public Health Services  
2100 Campus Drive SE  
Rochester MN 55904

OCPHS reviews plans and issues licenses plans for public food services, lodging, manufactured home parks, swimming pools and campgrounds. An hourly rate is charged for the plan review; submitting a plan directly to the OCPHS can expedite the review process.

Steven Lackore	(507) 328-7463
<a href="mailto:Lackore.steven@co.olmsted.mn.us">Lackore.steven@co.olmsted.mn.us</a>	

#### Other Contacts:

Don Kendall	Qwest (telephone)	(507) 285-3631
Al Keuten	Minnesota Natural Resources (natural gas)	(507) 529-5110
Dorie Byrne	Charter Communications (cable TV)	(507) 285-6109
MN State Building Code Division		(800) 657-3944
<a href="http://www.state.mn.us/ebranch/admin/buildingcodes">www.state.mn.us/ebranch/admin/buildingcodes</a>		

**2007 MINNESOTA STATE BUILDING CODE**  
(Effective July 10, 2007)

Chapter 1300	Minnesota State Building Code Administration
Chapter 1301	Building Official Certification
Chapter 1302	State Building Code Construction Approvals
Chapter 1303	Special Provisions
Chapter 1305	Adoption of the 2006 International Building Code
Chapter 1307	Elevators & Related Devices
Chapter 1309	Adoption of the 2006 International Residential Code
Chapter 1311	Minnesota Conservation Code for Existing Buildings
Chapter 1315	Adoption of the 2006 National Electrical Code
Chapter 1325	Solar Energy Systems
Chapter 1330	Fallout Shelters
Chapter 1341	Minnesota Accessibility Code
Chapter 1346	Minnesota Mechanical Code
Chapter 1350	Manufactured Homes
Chapter 1360	Prefabricated Structures
Chapter 1361	Industrialized/Modular Buildings
Chapter 1370	Storm Shelters (Manufactured Home Parks)
Chapter 4715	Minnesota Plumbing Code
Chapters 7670, 7672, 7674, 7676, 7678	Minnesota Energy Code
Other related codes that have been implemented:	
Chapter 7510	Minnesota Fire Code

**2007 Minnesota State Building Code contd.**

Optional chapters that have been adopted by Rochester:  
Grading, Appendix

Optional chapters that have not been adopted by Rochester:  
Chapter 1306      Special Fire Protection Systems

Chapter 1335      Floodproofing Regulations, parts 1335.0600 to 1335.1200

For information regarding building-related codes:

- Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design  
[www.aelslagid.state.mn.us](http://www.aelslagid.state.mn.us)
- Board of Electricity  
[www.electricity.state.mn.us](http://www.electricity.state.mn.us)
- Building Codes and Standards Division  
[www.admin.state.mn.us/buildingcodes](http://www.admin.state.mn.us/buildingcodes)
- Department of Commerce  
[www.commerce.state.mn.us](http://www.commerce.state.mn.us)
- Labor and Industry  
[www.doli.state.mn.us](http://www.doli.state.mn.us)
- Minnesota Rules and Statutes  
[www.leg.state.mn.us](http://www.leg.state.mn.us)
- State Fire Marshal  
[www.dps.state.mn.us/fmarshal](http://www.dps.state.mn.us/fmarshal)

Copies of above chapters can be obtained from:

Minnesota's Bookstore  
117 University Avenue  
St. Paul, MN 55155  
651-297-3000  
800-657-3757  
[www.comm.media.state.mn.us/bookstore](http://www.comm.media.state.mn.us/bookstore)

## Minnesota Rules 1800.4200 CERTIFICATION AND SIGNATURE ON PLANS

Subpart 1. **Requirement.** The certification and signature on plans, specifications, plats, reports, etc., is mandatory, as provided by Minnesota Statutes, section 326.12, subdivision 3. A person in direct supervision of work as referred to in the foregoing subdivision is construed to mean the person whose professional skill and judgment are embodied in the document signed, and who assumes responsibility for the accuracy and adequacy thereof.

Subp. 2. **Stamp.** The board has designed a stamp which combines certification and a space for signature. The size of the stamp together with the size of letters and spacing of lines may be varied to suit individual requirements. The stamp may be imprinted directly on the tracing and signature affixed thereto thus eliminating the necessity of duplicate signatures on prints.

Subp. 3. **Title sheets or first sheets.** The certification by each of the professions responsible for the preparation of bound specifications, reports, or other documents shall be shown on the title sheet or first sheets. The certification by each of the professions responsible for the preparation of plans or plats shall be shown on each sheet of the set of plans, or each plat.

- A. The board licenses applicants as an architect, a professional engineer, a land surveyor, landscape architect, professional geologist, or professional soil scientist.
- B. The official roster designates the branch of engineering in which the registered engineer was examined. An applicant for registration as a professional engineer is examined in the branch of engineering which the applicant selects and in which the applicant is deemed qualified as an applicant by the board.
- C. A professional engineer may engage in practice in any branch of engineering; provided, however, that a professional engineer who certifies and signs plans, specifications, or other documents may be required to establish, to the satisfaction of the board, that the work was performed according to recognized and acceptable engineering standards and practice.

Subp. 4. **Language.** The following wording shall be incorporated in the certification:

*I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the law of the state of Minnesota.*

Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

Date \_\_\_\_\_ Reg. No. \_\_\_\_\_

*I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the law of the state of Minnesota.*

Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

Date \_\_\_\_\_ Reg. No. \_\_\_\_\_

Note: Only language for Licensed Architect and Professional Engineer are shown above.