



CITY OF ROCHESTER
BUILDING SAFETY DEPARTMENT
PLAN REVIEW & PERMIT SERVICES DIVISION
2122 Campus Drive SE Suite 300
Rochester, MN 55904
Phone: 507-328-2600 Fax: 507-328-2601
Office Hours: Monday – Friday 8 am – 5 pm
buildingsafety@rochestermn.gov
www.rochestermn.gov/BuildingSafety
www.rochestermn.gov/CitizenAccess

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 Community Development 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 SAFETY

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
 - plumbing
 - mechanical
 - *Each sheet may be required to be certified by an architect or engineer registered in the State of Minnesota (www.mn.gov/aelslagid/roster.html) 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
<https://codes.iccsafe.org/content/MEC2015/toc>
- e) electrical power and lighting calculations
- f) one (1) copy of structural calculations (certification on first sheet)
- g) two (2) copies of certified roof truss and/or floor truss design
- h) two (2) copies of precast concrete drawings and calculations, if applicable

OTHER INFORMATION

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

Fees: There are four (4) fees collected for each building permit:

1. plan check fee
2. building permit fee
3. state surcharge
4. 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.

Grading permits: A separate grading permit may also be required. Please see information below for Rochester Public Works Department.

Code Books: 2015 Minnesota State Building Code

(<https://www.mnbookstore.com/2015-mn-building-code-14340.html>)

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

If you have any questions, please contact:

Randy S. Johnson Building Safety Director (507) 328-2624

rjohnson@rochestermn.gov

Jerry Norman Manager of Plan Review & Permit Services (507) 328-2622

jnorman@rochestermn.gov

Rob Ronnenberg Office Services Coordinator (507) 328-2606

rronnenberg@rochestermn.gov

Gary Dutton Manager of Building Inspections (507) 328-2621

gutton@rochestermn.gov

Steve Zuelke Chief Building Inspector (507) 328-2616

szuelke@rochestermn.gov

Mark Sparks Chief Electrical Inspector (507) 328-2615

mspark@rochestermn.gov

Kirk Luthe Chief HVAC Inspector (507) 328-2612
kluthe@rochestermn.gov

Gary Schick Chief Plumbing Inspector (507) 328-2608
gschick@rochestermn.gov

COMMUNITY DEVELOPMENT

ZONING CERTIFICATE DOCUMENTS REQUIRED

- a) three (3) copies of signed Certificate of Survey
- b) three (3) site plans, to include:
 - o lot area and dimensions
 - o legal description for new building site or street address for existing
NOTE: Addresses for new construction will be assigned.
 - o building use (office, warehouse, retail, etc.), location and dimensions including distances to property lines, existing structures, easements, etc.
 - o calculations of floor area ratio
 - o building elevations
 - o north arrow and scale of site plan
 - o off-street parking areas, loading areas, access ways (including those to public or private streets), and other paved surfaces; number of parking spaces, drive aisles and dimensions
 - o landscape areas, and buffer yards (where required)
 - o 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 Community Development to assist in the submittal material for both the Zoning Certificate and site development plan.

If you have any questions, please contact:

Allison Sosa Planning Supervisor (507) 328-2951
asosa@rochestermn.gov

Ryan Yetzer Principal Planner (507) 328-2954
ryetzer@rochestermn.gov

Community Development Department
201 4th ST SE Room 108
Rochester MN 55904
507-328-2950

<https://www.rochestermn.gov/departments/community-development>

PUBLIC WORKS

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 storm water management has been addressed. For sites where a grading permit is not required, the Zoning Certificate site grading plan may be required to be approved by Public Works.

Public Works will forward the permit application and the approved plans 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 and on the website below to assist in the submittal of grading plans.

If you have any questions, please contact:

Troy Erickson Water Resources Manager (507) 328-2419
terickson@rochestermn.gov

Rochester Public Works Department
201 4th St SE, Room 108
Rochester MN 55904
507-328-2400

<http://www.rochestermn.gov/departments/public-works>

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:

Brett Jenkinson Infrastructure Manager (Grading) (507) 328-2466
jwellner@rochestermn.gov

Mark Baker Land Development Manager (507) 328-2427
mbaker@rochestermn.gov

If you have any other questions, please contact:

Rochester Public Works Department
201 4th St SE, Room 108
Rochester MN 55904
507-328-2400

<http://www.rochestermn.gov/departments/public-works>

FIRE PREVENTION BUREAU

Reviews plans and issues permits for fire detection, suppression and prevention systems. Please contact:

Jason Whitney Asst. Fire Marshall (507) 328-2818
jwhitney@rochestermn.gov

Mike Bjoreker Asst. Fire Marshall (507) 328-2814
mbjoreker@rochestermn.gov

Gary Schroeder Asst. Fire Marshall (507) 328-2817
gschroeder@rochestermn.gov

Fire Prevention Bureau
201 4th Street SE Room 110
Rochester, MN 55904
507-328-2800
<http://www.rochestermn.gov/departments/fire>

ROCHESTER PUBLIC UTILITIES (RPU)

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

Matt Mueller Project Electrical Engineer, SE (507) 292-1204
mmueller@RPU.org

Blake Carrier Design Project Coordinator, SW (507) 280-1583
b@RPU.org

Ann Liebenow Design Project Coordinator, N (507) 280-1644
aluhmann@RPU.org

Dan Sturm Supervisor of Tech Services (metering) (507) 280-1562
dstrum@RPU.org

Don Richardson Design Project Coordinator (water) (507) 280-1509
drichardson@RPU.org *primary contact for water*

Doug Klamerus Senior Civil Engineer (507) 280-1508
dklamerus@RPU.org *alternate contact for water*

Rochester Public Utilities
4000 East River Road NE
Rochester MN 55906
507-328-1500

<http://www.rochestermn.gov/departments/public-works>

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 (OCPHS)

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.

Dan Delano Registered Environmental Health Services (507) 328-7418
delano.dan@co.olmsted.mn.us

Olmsted County Public Health Services
2100 Campus Drive SE
Rochester MN 55904
507-328-7500

<https://www.co.olmsted.mn.us/OCPHS/Pages/default.aspx>

MINNESOTA DEPARTMENT OF AGRICULTURE

The Dairy and Food Inspection Division, or delegated local health agency, has jurisdiction over grocery and convenience stores, bakeries, meat markets, wholesale food manufacturing plants, dairy processing plants, dairy farms, and milk hauling trucks.

Minnesota Department of Agriculture
625 Robert Street N
St. Paul, MN 55155-2538
(651)-201-6064

<https://www.mda.state.mn.us/food-feed/food-license>
<https://www.mda.state.mn.us/manufactured-food-inspection-program>
<https://www.mda.state.mn.us/food-feed/dairy-plants>
<https://www.mda.state.mn.us/retail-food-handler>

The Minnesota Department of Health licenses and inspects restaurants, cafes, and alcoholic beverage establishments. If a facility is not licensed by this office, they will refer it to the proper local, state or federal agency that has jurisdiction. There is a delegation agreement with Olmsted County to provide licenses for food, beverage, and lodging establishments in Minnesota.

Olmsted County
Food, Beverage, and Lodging (FBL) Licensing/Inspections
MHP/RCA Licensing/Inspections
Olmsted County Public Health Services
2100 Campus Drive Southeast
Rochester, MN 55904
Phone: 507-328-7500
Fax: 507-328-7501

<https://www.co.olmsted.mn.us/OCPHS/programs/businesses/Pages/Licensing.aspx>
<https://www.health.state.mn.us/communities/environment/food/license/index.html>

MAKEUP AND USE OF THE MINNESOTA STATE BUILDING CODE

Minnesota Administrative Rules, Department of Labor and Industry, MINN. R. (2015)

<https://www.revisor.mn.gov/rules/?id=1300>

MAKEUP OF 2015 MINNESOTA STATE BUILDING CODE

Required Enforcement

- Chapter 1300 Administration of the State Building Code [effective 01/24/2015]
- Chapter 1301 Building Official Certification and education
- Chapter 1302 Construction Approvals
- Chapter 1305 Adoption of the 2012 International Building Code [effective 06/02/2015]
- *Chapter 1307 Elevators and Related Devices [effective 02/24/2015]
- Chapter 1309 Adoption of the 2012 International Residential Code by Reference [effective 01/24/2015]
- Chapter 1311 Adoption of the Guidelines for the Rehabilitation of Existing Buildings [effective 1/24/2015]
- *Chapter 1315 Adoption of the 2014 National Electrical Code [effective 07/2014]
- Chapter 1322 Residential Energy Code [effective 02/14/2015]
- Chapter 1323 Commercial Energy Code [effective 06/02/2015]
- Chapter 1325 Solar Energy Systems
- Chapter 1335 Floodproofing Regulations
- *Chapter 1341 Minnesota Accessibility Code [effective 02/14/2015]
- Chapter 1346 Adoption of the 2012 International Mechanical & Fuel Gas Code [effective 01/24/2015]
- *Chapter 1350 Manufactured Homes
- *Chapter 1360 Prefabricated Buildings
- *Chapter 1361 Industrialized/Modular Buildings
- Chapter 1370 Storm Shelters (Manufactured Home Parks)
- *Chapter 4715 Minnesota Plumbing Code [State effective 11/12]

Optional chapters:

Appendix Chapter K for grading is adopted by Rochester City Ordinances Chapter 4-1 Section 4-1-3(b)

*These codes have specific statutory authority and with limited exception, are mandatory throughout the state.

For information regarding building-related codes:

- Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design
<https://www.mn.gov/aelslagid/index.html>
- Board of Electricity
<http://www.dli.mn.gov/about-department/boards-and-councils/board-electricity>
- Department of Commerce
<https://mn.gov/commerce/>
- Minnesota Department of Labor and Industry
<http://www.dli.mn.gov/>
- State Fire Marshal
<https://dps.mn.gov/divisions/sfm/Pages/default.aspx>

To view or purchase chapters of the Building Code:

Minnesota's Bookstore

660 Olive St

St. Paul, MN 55155

651-297-3000

800-657-3757

<https://www.mnbookstore.com/building-codes/building-residential-commercial.html>

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.

Subpart 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.

Subpart 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.

Subpart 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