



8301 Valley Creek Road Woodbury Minnesota 55125-3330  
651-714-3543 · TDD 651-714-3568

Email: [building@woodburymn.gov](mailto:building@woodburymn.gov)

**Commercial**  
**Permit application and**  
**plan review submittal**

Business/tenant name: \_\_\_\_\_

Business/tenant address: \_\_\_\_\_

Previous tenant name: \_\_\_\_\_

Development name: \_\_\_\_\_

**Building codes currently in effect for Woodbury, Minnesota**

- 2020 MN State Building Code
- 2020 MN Fire Code
- 2007 MN Elevator Code & Related Devices
- 2020 MN Conservation Code for Existing Building
- 2020 MN Energy Code
- 2017 National Electrical Code
- 2020 MN Accessibility Code
- 2020 MN Mechanical & Fuel Gas Code
- 2015 MN Plumbing Code



## Required Materials for Commercial Permit Applications:

	Included	Does Not Apply
1. Completed commercial building permit application	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Complete digital</b> (.pdf) copies of building documents including: Complete drawing set along with a complete set of building specifications, structural calculations, energy calculations, soils report, with all other required documents. <b>Contractor is responsible for providing copy of approved plans on site for review.</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plumbing plans must be submitted to, and approved by, Minnesota Department of Labor and Industry, <b>prior to application to the City of Woodbury.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing plan review general information and application: <a href="http://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review">http://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review</a> MN Department of Labor and Industry Construction Codes and Licensing Division Plumbing Plan Review and Inspections 443 Lafayette Rd N St Paul MN 55155-4343. 651-284-5063		
<b>Or if applicable:</b>		
“Minor remodel” plumbing plan review checklist: <b>(page 5)</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. Complete digital (.pdf) copies of fire sprinkler plans and specifications, fire alarm plans and specifications, kitchen hood, ansul system and all other required documents.	<input type="checkbox"/>	<input type="checkbox"/>
5. Building plans must be submitted to, and reviewed by, Met Council <b>prior to application to the City of Woodbury.</b> Sewer availability charge (SAC) determination letter Application: <a href="http://metro council.org/SACforms">metro council.org/SACforms</a> Contact Met Council at: <a href="mailto:SACprogram@metc.state.mn.us">SACprogram@metc.state.mn.us</a> or 651-602-1770	<input type="checkbox"/>	<input type="checkbox"/>
6. Washington County Health Department approval letter <a href="mailto:justina.pope@co.washington.mn.us">justina.pope@co.washington.mn.us</a> or 651-430-4045 <i>(For work associated with food prep)</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. Minnesota Department of Agriculture, Food and Feed Safety Division 625 North Robert Street, St. Paul, MN 55155. <a href="mailto:ann.walters@state.mn.us">ann.walters@state.mn.us</a> or 651-201-6094	<input type="checkbox"/>	<input type="checkbox"/>
8. Special structural testing and inspection summary schedule <b>(page 6)</b>	<input type="checkbox"/>	<input type="checkbox"/>
9. State building projects - initial application copy	<input type="checkbox"/>	<input type="checkbox"/>

### **MN Statute 326B.103**

**State Building Projects:** *Projects considered Public Buildings or State Licensed Facilities must have an Initial application submitted to MN DLI for review. The City of Woodbury has Municipal delegation agreement for conducting all plan reviews and inspections for all “public buildings and state-licensed facilities.” Effective as of Jan. 28, 2019.*

# Application for Commercial Permit

Business/Tenant name \_\_\_\_\_

Site address \_\_\_\_\_ Suite # \_\_\_\_\_

Describe work applied for \_\_\_\_\_

Lease Improvement    Landlord Improvement    Remodel    New Building    Other

Applicant Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Contact # \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

## Building Code Data

Code Year Built \_\_\_\_\_ Type of Construction \_\_\_\_\_ Occupancy Group \_\_\_\_\_

Business Type \_\_\_\_\_ Remodeled Sq. Ft \_\_\_\_\_

Gross Sq. Ft \_\_\_\_\_ Occupant Load \_\_\_\_\_

Separated Use  Yes  No      Sprinkler System  Yes  No

Type of Fire Sprinkler System  Wet  Dry  Hood  Other

***A combination permit is used in Woodbury. The permit will include all building permit fees associated with this project; separate permits are not required. Engineering may require grading permits.***

The following information will be required in order to complete the permit review process. When issued, the building permit will include all required permit fees based on the information provided.

**Total Project Value**    \$ \_\_\_\_\_

**Electrical Counts:**

**Subcontractor Values**

HVAC                                \$ \_\_\_\_\_

Transformer (0-10kva)                                \_\_\_\_\_

Interior Plumbing                \$ \_\_\_\_\_

Transformer (over 10kva)                                \_\_\_\_\_

Sanitary Sewer                    \$ \_\_\_\_\_

Circuits/Feeders (0 – 200amp)                                \_\_\_\_\_

Water Service                      \$ \_\_\_\_\_

Circuits/Feeders (over 200amp)                                \_\_\_\_\_

Storm Sewer                        \$ \_\_\_\_\_

Power Source & Size                                \_\_\_\_\_

Fire Sprinkler System            \$ \_\_\_\_\_

Tech Circuits                                \_\_\_\_\_

Fire Alarm System                \$ \_\_\_\_\_

Parking Lot & Outdoor Lighting                                \_\_\_\_\_

Solar (Watts)                                \_\_\_\_\_

Applicant Name (please print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Issuance of a permit and inspections conducted do not constitute a guarantee or warranty from the City. The applicant hereby agrees to do all work in accordance with the ordinances of the City of Woodbury, State Building Code, and the requirements of the Building Inspection Department.

**Project Address** \_\_\_\_\_ **Suite #** \_\_\_\_\_

**Building Owner** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

**Architect** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

**General Contractor** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

**Site Superintendent** \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

**HVAC Contractor** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

**Plumbing Contractor** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

License Number \_\_\_\_\_

**Electrical Contractor** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

License Number \_\_\_\_\_

**Fire Sprinkler System Contractor** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

License Number \_\_\_\_\_

**Fire Alarm Contractor** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_



License Number \_\_\_\_\_

Project Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

**“Minor Remodel” PLUMBING Plan Review Checklist**

The purpose of this checklist is to provide guidance to determine if a proposed project may be considered “Minor Remodel” in areas where DLI performs plan review. “Minor remodel” must be five or fewer standard plumbing fixtures in *non-licensed facilities and must have prior approval by the Administrative Authority.* **To qualify for “minor remodel,” ALL boxes in part A and part B must be checked “no.”**

**Instructions:**

- If you answer “yes” to any of the questions below, STOP and submit complete plumbing plans to DLI for review and approval prior to installation. The proposed work does not qualify.

**Part A. Facility Licensure:**

yes  no  1. Is the proposed work in a state licensed healthcare facility or state correctional facility?

yes  no  2. Is the proposed work in a commercial kitchen; licensed facility serving food and/or beverage service or food preparation area; or in agricultural licensed food processing/food manufacturing facility; or similar licensure?

**Examples are:** convenience stores, fast food and commercial restaurants, continental breakfast areas, bars, coffee shops, bed and breakfast, wineries serving the public, grocery stores, delis, etc.

**Part B. Scope of Minor Remodel:**

yes  no  3. Scope of work is MORE than 5 plumbing fixtures?

yes  no  4. Consist of new water and/or sewer services?

yes  no  5. Has the plumbing been installed or completed?

yes  no  6. Is the proposed plumbing work for a new building?

yes  no  7. Includes water softener or a water treatment installation?

yes  no  8. Includes a new water heater with capacity greater than 6 gallons?

yes  no  9. Includes a flammable, grease, or any other interceptor?

yes  no  10. Include any fixtures connecting to a chemical waste system or acid neutralization tank?

yes  no  11. Scope includes alternate materials, fixtures or methods?

yes  no  12. Installation or modification of any storm water piping or roof drains?

yes  no  13. Installation any equipment that will require a pressure or atmospheric vacuum breaker, or a reduced zone pressure (RPZ) backflow preventer on the water supply line?

yes  no  14. Includes any outside plumbing such water and sewer service connections?

yes  no  15. Includes nonconventional venting such as combination waste and vent system?

yes  no  16. Includes a bathtub, combination shower/tub, whirlpool tub, salon sink, or pedicure spa tub?

yes  no  17. Includes nonwater urinal?

yes  no  18. Includes a sump pump or a macerating toilet system?

yes  no  19. Includes a hand sink, three-compartment sink, or food prep sink?

yes  no  20. Unsure if the work may qualify or not?

- If you answer “no” to ALL questions in both A and B, you may contact the proper administrative authority for their approval then proceed to fill out the required plumbing permit application.

For more information on minor remodel, visit:

<http://www.dli.mn.gov/CCLD/PlanPlumbingFAQ.asp> and

[http://www.dli.mn.gov/CCLD/PlanPlumbingFAQ.asp#minor\\_remodel](http://www.dli.mn.gov/CCLD/PlanPlumbingFAQ.asp#minor_remodel)



# Special Structural Testing and Inspection Program Summary Schedule

Site Address \_\_\_\_\_ Permit No \_\_\_\_\_

Technical (2)		Description (3)	Type of Inspector (4)	Specific Report Frequency (5)	Assigned Firm (6)
Section	Article				

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 and testing” as contained in the state building code and as modified by the state adapted IBC.)

- (1) Permit number to be provided by the building official
- (2) Referenced to the specific technical scope section in the program.
- (3) Use description 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.

## ACKNOWLEDGMENTS

(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: \_\_\_\_\_

Legend: SER = Structural Engineer of Record    SI-T = Special Inspector – Technical    TA = Testing Agency  
 SI-S = Special Inspector – Structural    F = Fabrication

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.

Accepted for the Inspections Division by: \_\_\_\_\_ Date: \_\_\_\_\_



## COMMERCIAL BUILDING PERMIT FEES

The following information has been prepared to provide a general guide to estimate permit fees.

**A combination permit system is used in Woodbury.** The permit includes building permit, plan check, plumbing, fire sprinkler, HVAC, electric, surcharge, SAC, sewer and water fee, grading fee per Engineering.

- BUILDING PERMIT FEE:** Based on the total value of all work. Value includes, but is not limited to finish work, painting, roofing, electrical, plumbing, mechanical systems, structure, design, profit, and all other costs related to the project.

<u>PERMIT FEE</u>	<u>VALUE OF WORK</u>
\$ 84.75	FOR FIRST \$ 2,000 + \$16.60 EACH ADDITIONAL \$1,000
\$ 466.55	FOR FIRST \$ 25,000 + \$12.15 EACH ADDITIONAL \$1,000
\$ 770.30	FOR FIRST \$ 50,000 + \$ 8.50 EACH ADDITIONAL \$1,000
\$1,195.30	FOR FIRST \$ 100,000 + \$ 6.80 EACH ADDITIONAL \$1,000
\$3,915.30	FOR FIRST \$ 500,000 + \$ 5.60 EACH ADDITIONAL \$1,000
\$6,715.30	FOR FIRST \$1,000,000 + \$ 4.55 EACH ADDITIONAL \$1,000

- Plan check fee:** 65 percent of the Building Permit Fee. (This is in addition to the permit fee)
- Planning/zoning review** \$100.00
- Plumbing permit:** 1.5 percent of value or \$75 minimum
- Sewer and water:** 1.5 percent of value or \$75 minimum
- Storm sewer:** 1.5 percent of value or \$75 minimum
- Automatic fire extinguisher:** 2 percent of value or \$100 minimum
- Fire alarm systems:** 2 percent of value or \$100 minimum
- Fire service fees:** Permit value x .003 maximum \$15,000

**All occupancy types, except: one and two-family residential dwellings, townhomes, U, and R-2 with 12 units or less.**

- HVAC permit:** 1.5 percent of value or \$75 minimum
- Electrical permit:** See commercial electric fee schedule

- State surcharge:** Based on the total value of all work
 

<u>Valuation of Structure</u>	<u>Surcharge Computation</u>
<u>Addition or Alteration</u>	
\$1,000,000 or less	.0005 X Value
\$1,000,000 to \$2,000,000	\$ 500 + .0004 X (value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$ 900 + .0003 X (value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1200 + .0002 X (value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1400 + .0001 X (value - \$4,000,000)
Greater than \$5,000,000	\$1500 + .00005 X (value - \$5,000,000)

- Sewer availability charge (SAC): Fee per unit is assigned by Metropolitan Council**  
The number of units is assigned by Metropolitan Council Environmental Services.  
Contact the Metropolitan Council Environmental Services at 651-602-1378 for SAC unit assignment.

- Grading permits** are required, except for small jobs. Contact the Engineering Department [engineering@woodburymn.gov](mailto:engineering@woodburymn.gov) or 651-714-3593 for grading information and fees.

## Commercial Electrical Fee Schedule

A combination permit is used in Woodbury. Electric installed in new commercial, leasehold, landlord or remodel projects are paid for by the general contractor at the time the building permit is issued.

### Services

<u>Reference</u>	<u>Fee</u>
0 – 400 amp	\$ 38.50 ea.
401 – 800 amp	\$ 66.00 ea.
More than 800 amp	\$110.00 ea.

### Circuits and feeders

<u>Reference</u>	<u>Fee</u>
0 – 200 amp	\$ 6.60 ea.
More than 200 amp	\$16.50 ea.

### Additional charges:

Street, parking and outdoor lighting standards (each standard)	\$ 5.50 ea.
Traffic signals	\$ 5.50 ea.
Transformers for light, heat and power (0 – 10kva)	\$ 16.50 ea.
Transformers for light, heat and power (more than 10kva)	\$ 33.00 ea.
Transformers for electronic power supplies, signs and outdoor lighting	\$ 5.50 ea.
Retrofit of existing fixtures	\$ 0.25 per fixture, \$ 38.50 minimum

### Solar photovoltaic systems:

Inspection fee for the installation of solar PV system at any location (except any one or two family residential dwelling. See residential fee schedule) shall be according to the following table based on wattage of system:

(1) 0 watts to and including 5,000 watts	\$ 60.00
(2) 5,001 watts to and including 10,000 watts	\$ 100.00
(3) 10,001 watts to and including 20,000 watts	\$ 150.00
(4) 20,001 watts to and including 30,000 watts	\$ 200.00
(5) 30,001 watts to and including 40,000 watts	\$ 250.00
(6) 40,001 watts to and including 1,000,000 watts for each additional 10,000 watts over 40,000 watts	\$ 250.00, plus \$25
(7) 1,000,000 watts to 5,000,000 watts for each additional 10,000 watts over 1,000,000 watts	\$ 2,650.00, plus \$15
(8) 5,000,000 watts and larger for each additional 10,000 watts over 5,000,000 watts.	\$ 8,650.00, plus \$10

Minimum inspection fee per visit:	\$38.50 **
Electrical re-inspection fee:	\$38.50

\*\*All stand-alone electric permits require an additional \$1.00 state surcharge.