

Commercial building permit checklist for additions and alterations

To be completed by the architect of record (please print).

Project address: _____

Contractor

Contractor: _____ Contact: _____

Phone: _____ Email: _____

Contractor address: _____

City: _____ State: _____ Zip code: _____

Architect

Architectural design firm: _____ Phone: _____

Architect of record: _____ Registration #: _____

Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

General contractor

Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

Building code design criteria

Type of construction: _____ Occupancy group(s): _____ Building height: _____

Number of stories: _____ Flood area (total and each floor): _____

Submission checklist

All building permits and plans will be accepted in digital format and uploaded at ePermits webpage
<https://www.stlouisparkmn.gov/services/permits>.

At the time of submission, 50 percent of the estimated plan review fee will be collected. This fee is nonrefundable. It is applied towards the plan review fee once the permit is issued.

- ☐ Upload full set of construction plans (as separate sheets) signed by a Minnesota state licensed architect and/or engineer, including architectural, structural, civil, site, grading, utility, landscaping and lighting plans.
- ☐ One digital spec book, uploaded into the documents folder.
- ☐ **SAC determination letter from the [Metropolitan Council](#) is required at time of application.**
- ☐ [Energy code calculation worksheet](#)
- ☐ St. Louis Park [public right of way permit application](#)
- ☐ St. Louis Park [erosion and sediment control permit](#)
- ☐ [Commercial building permit checklist for new construction](#)
- ☐ Soil testing report

****Please allow a minimum of 15 business days for plan reviews****

****Additional documentation may be required due to variations and/or revisions of projects****

*Additional permit applications are required for electrical, plumbing, mechanical, sewer and water, fire protection, food and beverage, parking lots, driveways, fences, working in the right of way and erosion control.

Plans and specifications must be signed** by the Minnesota Registered Architect, Engineer, or Surveyor who prepared them when required by the Minnesota Administrative Rules 1800.5200, see attachments. **Electrical, Plumbing, and Mechanical plans do not need to be signed if there are no changes to the load on the systems involved.

Preconstruction meetings can be arranged
by calling the St. Louis Park Building and Energy Department at 952.924.2588

Helpful phone numbers

- St. Louis Park City Hall— 952.924.2500
- St. Louis Park Building and Energy Department — 952.924.2588
- St. Louis Park Community Development Department/Zoning Division — 952.924.2575
- St. Louis Park Engineering Department — 952.924.2656
- St. Louis Park Fire Department — 952.924.2595
- St. Louis Park City Clerk — 952.924.2840
- Hennepin County Environmental Health — 612.543.5200
- Minnesota Department of Agriculture — 651.231.0958
- Metropolitan Council — 651.602.1000

Helpful websites

- [City of St. Louis Park](#)
- [Metropolitan Council](#)
- [Minnesota Department of Labor and Industry](#)
- [Hennepin County Environmental Health](#)

The City of St. Louis Park has adopted the following codes:

- 2020 Minnesota State Building Code
- 2020 Minnesota State Residential Building Code
- 2020 Minnesota State Accessibility Code
- 2020 Minnesota State Plumbing Code
- 2020 Minnesota State Radon and Energy Code
- 2020 Minnesota State Mechanical and Fuel Gas Codes
- 2026 National Electrical Code