

Commercial building permit checklist for new construction

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

Project address: _____

Project name: _____ Phone: _____

Project contact: _____ Email: _____

Developer

Project developer: _____ Phone: _____

Developer address: _____

City: _____ State: _____ Zip code: _____

Architect

Architectural design firm: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

Architect of record: _____ Registration #: _____

Engineering firm

Engineering firm: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

Project engineer: _____

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.

- ☐ Completed building permit application and checklist (application not needed for electronic submittals)
- ☐ Upload a 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.
- ☐ [Energy code calculation worksheet](#)
- ☐ St. Louis Park [public right of way permit application](#)
- ☐ St. Louis Park [erosion control permit application](#)
- ☐ [Commercial building permit checklist for new construction](#)
- ☐ Soil testing report
- ☐ SAC determination letter from the [Metropolitan Council](#) is required at the time of application.

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

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

All plans and specifications must be signed by the Minnesota registered architect, engineer or surveyor who prepared them as required by the Minnesota Board of Architecture, Engineering, Land Surveying and Landscape Architecture rules.

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
- Metropolitan Council — 651.602.1000
- Gopher State One Call — 800.252.1166 or 651.454.0002
- Hennepin County Environmental Health — 612.543.5200
- Minnesota Department of Agriculture — 651.231.0958

Helpful websites

- [City of St. Louis Park](#)
- [Metropolitan Council](#)
- [Bassett Creek Watershed Management Commission](#)
- [Minnehaha Creek Watershed District](#)
- [Gopher State One Call](#)
- [Minnesota Department of Labor and Industry](#)
- [Hennepin County Environmental Health](#)

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

- 2020 Minnesota State Commercial Building Code
- 2020 Minnesota State Residential Building Code
- 2015 Minnesota State Accessibility Code
- 2020 Minnesota State Mechanical and Fuel Gas Codes
- 2020 Minnesota State Plumbing Code
- 2020 Minnesota State Radon and Energy Code
- 2017 National Electrical Code
- Minnesota State Building Code Chapter 1306 Sprinklers for new and existing buildings