



Documents to be Submitted for Commercial Plan Review

Important! All documents must be signed with a State of Minnesota registration number. A copy of this document must be submitted with the plans and all boxes checked as to what has been presented with the permit application. Any unsigned plans will be rejected. Review will NOT start until the proper plans and specifications have been received.

The check for the Plan Review Fee.

Two sets of civil plans. Including surveys and dimensioned site plans.

Two sets of architectural plans with structural plans and code analysis data.

Two sets of the above final plans in Adobe Acrobat portable document format (pdf) and TIFF on CD ROM.

One half size set of architectural plans.

One copy of code analysis for project.

Two signed copies of any addendums

One signed copy of the specifications.

Two sets of Electrical plans.

Two sets of HVAC plans.

Two sets of Plumbing plans.

Two sets of Fire Protection plans.

Two sets of site lighting plans including photometrics.

Two sets of landscape plans.

One copy of Anoka County Environmental Health or Minnesota Department of Agriculture approval, if applicable.

One copy of soil report, if applicable

One set of energy code calculations.

One copy of structural calculations.

Two sets of all UL or other testing agency systems being proposed.

Two copies of fire-stop systems being proposed.

One original copy of Special Inspector Agreement. (To be filled out by Architect and/or Engineer. Engineer of Record.)

One copy of MPCA General Storm-water Permit for Construction Activity, if applicable.

One original copy of site security agreement or site improvement bond. (Amount determined by City.)

One copy Metropolitan Council Environmental Services SAC Determination letter.

One copy of Watershed District Permit.

MPCA Sanitary sewer Extension Permit <http://www.pca.state.mn.us/>

Contact Coon Rapids Assistant City Engineer, 763-767-6465, regarding third party erosion control plan.

Note: If there are any questions relative to any of the items listed. Please call the Plans Examiner, 763-767-6551.

Contacts

MPCA General Storm-water Permit for Construction activity
Minnesota Pollution Control Agency
REM Division, Construction Storm-water Permit Program
520 Lafayette Road North
St. Paul, MN 55155-4194

For more information regarding application packets and status of applications, please call 651-296-6300 or 800-657-3864.

<http://www.pca.state.mn.us/water/stormwater/stormwater-c.html>

<http://www.pca.state.mn.us/publications/wq-strm2-57.pdf>

Environmental Health

Anoka County Community Health and Environmental Services Department
Government Center
2100 3rd Avenue
Anoka, MN 55303

Phone: 763-422-7030 Fax: 763-422-6988

<http://www.anokacounty.us/554/Environmental-Health-Services>

Minnesota Department of Agriculture The Dairy and Food Inspection Division

625 Robert Street north

Saint Paul, MN 55155-2538

Food Inspector/Metro 651-201-6027

<http://www.mda.state.mn.us/food/business/plan-review.aspx>

Watershed District Permit

Watersheds of Anoka County

Anoka Conservation District

16015 Central Ave NE, Suite 103

Ham Lake, MN 55304

Phone: 763-434-2030 Ext. 12

<http://www.anokaswcd.org/index.php>

Service Availability Charge (SAC) – Determinations

Metropolitan Council Environmental Services

390 Robert Street North

St. Paul, MN 55101-1805

Karon Cappaert 651-602-1118, karon.cappaert@metc.state.mn.us

Kelly Barnebey 651-602-1421

<http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge.aspx>