



## COMMERCIAL BUILDING PERMIT INFORMATION

### Building Safety Department

The City of Vadnais Heights

800 East County Road E • Vadnais Heights, MN 55127

Phone: 651.204.6015 • Fax: 651.204.6100

[www.cityvadnaisheights.com](http://www.cityvadnaisheights.com)

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This information sheet is being provided to explain the commercial building permit process. Permits are required for the construction and alterations of commercial structures.

### Variations/Special Cases

If your proposed construction is not allowed by the current City Code, a variance process is available to anyone wishing to have their case reviewed by City personnel. All variance approvals must be complete and approved by the City Council prior to submitting a building permit application for the subject project. Certain projects may also require special testing, approval from easement holders, or approval from other government agencies before beginning the project. Those approvals must be made available at time of building permit application.

### Applications

Applications will be processed when all the following materials are provided:

- A completed and signed building permit application.
- Three complete sets of construction documents (floor plans, elevations, sections, and details). Plans must include all structural and architectural details. Heating, ventilating, cooling, plumbing, and electrical plans may be included, but are not required.
- A PDF formatted file representing all details on the plan.
- Special Structural Testing and Inspection Program Summary Schedule.
- Certificate of Survey (new construction); site plan (additions).
- Energy calculations may be submitted on approved worksheets or MNCheck software.
- Heat loss calculations (equipment sizing) for all new structures and most additions.
- Contact Met Council (651.602.1113) for SAC charges, if any. The City must receive a letter before the building permit can be issued.

### Separate Permits

Separate permits are required for the installation or alteration of any heating, ventilating, cooling, plumbing, or electrical system.

### Licenses

Contractors working in the City of Vadnais Heights must be licensed either by the State of Minnesota in their profession, or must obtain a City license before performing work.

### Fees

Permit fees are based on the entire valuation of the project, including materials and labor. All permit applications that require plans will be charged a plan review fee. State surcharge fees apply to all permits that are governed by the Minnesota State Building Code.

### Property Boundaries

Property owners are required to locate and identify all property boundaries that are needed to verify setback compliance.



**SPECIAL INSPECTION SHEET**

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**SPECIAL STRUCTURAL TESTING AND INSPECTION PROGRAM SUMMARY SCHEDULE**

Project Name: \_\_\_\_\_ Project No. \_\_\_\_\_

Location: \_\_\_\_\_ Permit No. \_\_\_\_\_ (1)

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 & Testing" as contained in the State Building Code and as modified by the state adopted IBC.) A complete specification -ready program can be downloaded directly by visiting CASE/MN at [www.cecm.org](http://www.cecm.org)

- (1) Permit No. to be provided by the Building Official
- (2) Referenced to the specific technical scope section in the program
- (3) Use descriptions 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

**ACKNOWLEDGEMENTS**

(Each appropriate representative shall sign below)

Owner: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

Architect: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

SER: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

SIS: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

SIT: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

TA: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

F: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

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.

Legend: SER = Structural Engineer of Record      SIT = Special Inspector, Technical      TA = Testing Agency  
SIS = Special Inspector, Structural      F = Fabricator

Accepted for the Building Department by: \_\_\_\_\_ Date \_\_\_\_\_