

## **BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST FOR COMMERCIAL, INDUSTRIAL, AND MULT-UNIT RESIDENTIAL**

**APPLICANT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_  
PLEASE PRINT

- One (1) Completed and signed Building Permit application provided by the City of Hastings
- Two (2) Copies of Architectural plans signed by Minnesota Licensed Architect with Building Code Analysis information.
- Two (2) Copies of Minnesota certified Structural plans
- Two (2) Copies of Minnesota Civil plans prepared and signed by a registered Professional Engineer including site, grading and utility plans.
- Three (3) Copies of the Certificate of Survey prepared by a Minnesota Registered Land Surveyor
- Two (2) Landscaping, grading, drainage plan(s).
- One (1) Exterior Energy envelope worksheet demonstrating compliance with the Energy Code.
- One (1) Certified Soil testing report from a third party testing company.
- One (1) Special inspection agreement from the Certified Architect.
- One (1) Copy of the Metropolitan Council Service Availability.Charge. unit determination letter. Contact Metropolitan Council.

**Separate review and individual permit approvals** required for Sewer/water, plumbing, mechanical, fire suppression and electrical prior to commencing work. The following plans must be submitted at time of perspective permit application:

- Two (2) Sanitary Sewer/watermain/storm sewer plans
- Two (2) Plumbing certified plans
- Two (2) Mechanical certified plans
- Two (2) Fire suppression certified plans
- Two (2) Electrical certified plans

As part of the permit review and approval process, all applicants applying for a permit are required to submit all the above necessary information which is needed to support their request for a permit. If the applicant does not submit all the above required supporting information at the time of application, the application is incomplete and may not be accepted into the review process. Incomplete applications will only extend the review period. In order to minimize the period for review and permit approval, it is very important that your application is complete and all the required supporting documentation is attached.