EDINA BUILDING SAFETY POLICY/INFORMATION[1]			
Application Submittal Requirements – New Building, Building Addition subject			2007 MSBC 1300.0130 code reference
Inspections Department department		approval	
SP-0026-B_2 policy number	None revision number	1/19/12 effective date	1 of 2 page number

1. All Building Safety sheets adopted by Fire Department and Inspections Department.
2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.

Purpose: Establish submission requirements at the time of permit application to enable accurate, timely review.

Scope: All new commercial buildings and commercial building additions

Site Address:_____

Instructions: A licensed design professional must check the items submitted in the space provided and include a copy of the signed form with all plan submittals. The Building Inspections Department can be reached at 952.826.0372 from 8:00am-4:30pm, Monday through Friday.

Required for Approval	Check if Submitted	General Items
Yes		1. Completed City of Edina Permit Application
Yes		2. Service Availability Charge (SAC) determination application submitted to Metropolitan Council Environmental Services
May be required – Check With Bldg Dept		3. Edina City Council approval Case # _____
Yes		4. Watershed District permit
Yes		5. Survey prepared in accordance with SP-005-B
Yes		6. Completed Minnesota Energy Code (MEC) lighting power budget requirements checklist using ASHRAE 90.1-2004 document.
Yes		7. Completed Minnesota Energy Code (MEC) exterior envelope energy calculations
Yes		8. Completed Special Structural Testing and Inspection Schedule (Note: SST&IS required for all med gas installations)
Yes		9. Site soils test and report
Yes		10. 800 Mhz radio coverage requirements acknowledgement Edina City Code 485 and SP-022-F
Yes		11. Completed contact list with names, phone numbers, email addresses and physical addresses of building owner, contractor, tenants and all design professionals

Required for Approval	Check if Submitted	Plan Requirements
Yes		12. Two sets of plans and specifications (submit three sets when food preparation is involved)
Yes		13. Structural Plans
Yes		14. Landscaping Plans
Yes		15. Civil Plans to include Erosion Control Drainage and Utility Plans
May be required - Check with Bldg Dept		16. Completed Fire Sprinkler Plans signed by MN Fire Protection Engineer or certified managing employee of a licensed sprinkler contractor
Yes		17. All sheets are signed by the appropriate design professional.

Title sheet or first plan sheet includes:		
Yes		18. Name and address of building

Required for Approval	Check if Submitted	Plan Requirements
Code analysis includes:		
Yes		19. Description of occupancy/use
Yes		20. IBC occupancy classification
Yes		21. IBC construction type classification
Yes		22. Number of square feet in space and on building floor
Yes		23. Number of stories above and below grade
Yes		24. Allowable area
Yes		25. Occupant load
Yes		26. Number of required exits and provided exits
Yes		27. Indicate if building is or is not fire sprinklered
Yes		28. Common path of egress travel, measured at right (90 degree) angles
Yes		29. Separated/non-separated uses with supporting information
Yes		30. Plumbing fixture count
Building key plan includes:		
Yes		31. Exit path to the exterior or to an exit enclosure
Yes		32. Occupancy classification of adjacent tenants
Yes		33. Location of space in building
Yes		34. Direction indicator (North, South, East or West) with arrow
Floor plans include:		
Yes		35. Scale on each plan and/or detail
Yes		36. Rooms marked with number and room name or use
Yes		37. Fire-rated and smoke-rated assemblies identified using IBC Chapter 7 definitions.
Other items:		
Yes		38. Reflected ceiling plan with exit signs and emergency lighting (see information sheet SP-025-F)
Yes		39. Material specifications
Yes		40. Room finish schedule (see City of Edina Code Section 455 Public Bathrooms and Restrooms)
Yes		41. Door and hardware schedules, including all locking arrangements
Yes		42. Details of all required accessible components including data on required 20% accessible upgrades
Yes		43. Furniture/fixture/equipment layout plan

Plans may be reviewed and approved by the Planning, Engineering and Health Departments, in addition to the Fire and Building Inspections Departments. Plan review time will vary, but in all cases permit applicants should allow a minimum of three weeks of plan review time after application and completed submittals have been forwarded to the Building Inspections Department.

I acknowledge that the items checked on the list above are included on or with the submitted plans:

Licensed Design Professional Signature _____ Print Name _____

Work Phone_____ Cell Phone_____Email_____

Company Name_____ Address_____Zip_____

Date_____