



Commercial Plan Review Supplement -Tenant Build Out

Please provide the following information and documentation referencing the 2007 MN State Building Code to accompany the building permit and project plans submitted for review to the Building Division.

Project Name/Address: _____

- Completed Building/Zoning Permit Application.** Separate permits are required for electrical, mechanical, plumbing, fire suppression, and signage work.
- Scaled floor plan(s) with all rooms labeled as to use.**
- Submittal must include summary details below, or separate sheet identifying:**
 - building construction type: _____
 - tenant use: _____
 - tenant occupancy classification: _____
 - total occupant load: _____
 - total square footage (all levels): _____
 - travel distance to exits: _____
 - original building design (circle one) **Separated** **Non-separated**

Information provided by: _____ **Date:** _____
(Please Print Name/Phone # of contact person)

The following information must also be provided if/as applicable to the project:

- Energy Calculations
- Mechanical engineering report assuring compliance with the minimum heating, cooling and ventilation requirements of the International Mechanical, ASHRAE Standards and Fuel Gas code.
- Restroom facilities fixture count compliant with IBC Chapter 29.
- Accessible restrooms, hardware, signage, access aisles, seating, service counters, tables and parking details.
- Exit signage and egress illumination.
- Exiting hardware and appropriate signage identified.
- If the building or space is provided with an Automatic Fire Suppression System, provide a report from a qualified fire suppression service for review by the City Fire Marshal to assure compliance with the State Fire Code.
- Sewer Access Connection [SAC] units as determined by Metropolitan Council of Environmental Services. Call 651-602-1118 for plan review/submittal requirements.
- Plumbing Plan Review/Approval document from MN Dept of Labor & Industry. Call: 651-284-5067.
- Review/approval document from Washington County Environmental Health. Call: 651-430-6688.
- Assure that all contractors are licensed.

For additional information or confirming details pertinent to this project, contact **Building Official Bob LaBrosse**, by phone: 651-458-2828, by fax: 651-458-2897, by e-mail: blabrosse@cottage-grove.org