



CITY OF LONG LAKE

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 Phone 952.473.6961 / Fax 952.476.9622 / www.longlakemn.gov

Commercial Building Permit Application Checklist

Commercial Building Permit Application Submittal Requirements

A COMPLETE LIST OF CONSTRUCTION DOCUMENTS INCLUDES:

(Depending on the scope of projects, some items may not apply.)

Please check [X] the following items included with your submittal:

<input type="checkbox"/>	One (1) completed Building Permit application.
<input type="checkbox"/>	For new construction or additions, permit(s) from Minnehaha Creek Watershed District (MCWD), or copy of correspondence from MCWD staff indicating no permit is required.
<input type="checkbox"/>	Two (2) complete sets of signed architectural plans and specifications including structural, plumbing, mechanical (HVAC), electrical and/or fire suppression. A digital .pdf of the plan set must be submitted at the time of permit application.
<input type="checkbox"/>	SAC determination letter from Metropolitan Council. Call 651.602.1421.
<input type="checkbox"/>	Two (2) copies of Certificate of Survey showing existing and proposed structure setbacks and impervious coverage.
<input type="checkbox"/>	Two (2) copies of landscaping plan, if applicable.
<input type="checkbox"/>	Two (2) copies of erosion control, drainage and utilities plan(s).
<input type="checkbox"/>	Two (2) copies of soil boring test(s) documentation from an engineering firm or approved agency.
<input type="checkbox"/>	Two (2) copies of a completed Minnesota Energy Code Analysis as outlined in Minnesota State Building Code Ch. 1323.
<input type="checkbox"/>	Two (2) copies of a completed life/safety egress plan and building code analysis.
<input type="checkbox"/>	Two (2) copies of Hennepin County Environmental Health plan review and approval of kitchen/food establishment and restaurant equipment, swimming pool/facilities open to the public, and/or hotels/motels or the Minnesota Department of Agriculture, if applicable. Call 612.543.5200.
<input type="checkbox"/>	Two (2) copies of drawings depicting location and type of construction of trash enclosure/recycling area.
<input type="checkbox"/>	Two (2) copies of signed plumbing plans. State approved review letter and approved plumbing plans, if applicable.
<input type="checkbox"/>	Separate permits are required for fire suppression systems. Plans must be signed by a registered MN Fire Protection Engineer or a NICET level 3 or 4 designer. State Fire Marshall approval, if applicable.

Please submit all documents to Long Lake City Hall by appointment. Email electronic copy of plan sets to jmoeller@longlakemn.gov. Documents will be distributed to the appropriate departments for review (Planning, Engineering, Fire and Building). Permit turnaround times vary due to the complexities of the plans and the completeness of the plans submitted. Questions or to schedule an appointment, please call 952.473.6961 x1.