

COMMERCIAL PLAN REVIEW SUBMITTAL GUIDE



CITY OF HUTCHINSON BUILDING DEPARTMENT

111 Hassan Street SE, Hutchinson, MN 55350

Phone: (320) 234-4216 Web Site www.ci.hutchinson.mn.us/building.htm

To facilitate a building project and the City's permit process, submittals for building permits must be complete at the time of application. Permitting time will depend on project complexity, completeness of plan submittals and number of already received project submittals. Plans, documents and specifications must be prepared in accordance with Minnesota statute 326 (<https://www.revisor.mn.gov/statutes/cite/326>) and Minnesota rules 1800 and 1803 (<https://www.revisor.mn.gov/rules/1800/>; <https://www.revisor.mn.gov/rules/1805/>).

Commercial plan submittals must include, but not be limited to, the following as applicable based on the scope of the proposed project. If you have any questions regarding necessary submittals for your specific project, please contact the Hutchinson Building Department at (320) 234-4216.

- Completed and signed City of Hutchinson permit applications applicable to project
- Two full-sized, scaled, and complete plan sets and other submittal documents.
- One electronic complete plan set and other submittal documents.
- Two copies of project specifications book.
- Completed contact list with names, phone numbers, e-mail addresses and physical addresses of Property owner, contractor, tenants, and all design professionals
- Geotechnical report prepared by MN licensed soils engineer.
- Code Analysis (including but not limited to)
 - Project name and correct street address of project.
 - Description of proposed use of property/structure.
 - Occupancy classification.
 - Separated / non-separated uses with supporting details.
 - Construction type classification.
 - Building area (allowable and calculated proposed sq. ft. and associated occupancies).
 - Building height (allowable and proposed stories and feet).
 - Calculated occupant load.
 - Number and width of required and provided exits.
 - Indicate if automatic fire sprinkler system or fire extinguishing system is proposed.
 - Common path of egress travel, measured at right (90 degree) angles.
 - Plumbing fixture count calculation (required and proposed).
- Certificate of survey of the property and proposed construction.
- Civil plans (e.g. site, grading, utilities, etc.).
- Stormwater Submittals
 - Completed City of Hutchinson Erosion Sediment Control permit application

- SWPPP (review checklist compliant with MPCA CSW permit SWPPP).
- MPCA Construction Stormwater Permit approval (>1 acre disturbed).
- Stormwater Post-Construction treatment requirements
 - Pre- vs. Post- stormwater design calculations (SW Design Guide).
 - Stormwater Maintenance Agreement (to be recorded at McLeod County)
 - Stormwater Maintenance Plan for on-site stormwater BMPs.
 - Infeasibility documentation when volume reduction is not possible.

- Landscape plan.
- Exterior lighting plan (new construction).
- Building elevations of at least all four sides of proposed project.
- Wall and building section detail drawings.
- Floor plans of all levels of proposed project (e.g. room dimensions, window/door sizes, etc.).
 - Scale on each plan and/or detail drawing.
 - Rooms marked with room name, number, use, etc.
 - Location, type, and rating of fire- and smoke-resistant assemblies.

- Reflected ceiling plan with exit signage and emergency lighting provisions.
- Door and hardware schedules, including all locking arrangements.
- Details of all required accessible components.
- Furniture/fixture/equipment layout plan.
- Structural plans with structural analysis and design calculations.
- Electrical plans.
- Mechanical/HVAC plans including heat loss/gain and ventilation calculations.
- Plumbing plans.
- Automatic fire sprinkler/suppression plans.
- Energy code compliance design path and associated calculations (Building envelope, HVAC, Electrical).
- Completed Utilities Information for Building Permit worksheet
<https://www.ci.hutchinson.mn.us/wp-content/uploads/2017/08/UTILITIES-INFORMATION-FOR-BUILDING-PERMIT.pdf>
- Completed special structural testing and inspection program summary schedule
<https://www.ci.hutchinson.mn.us/wp-content/uploads/2017/08/Special-Structural-Testing-and-Inspection-Program.pdf>.
 - Additional information explaining the MN State Building Code’s special testing & inspection requirements is available through the MN Structural Engineer’s Association “Guideline Specifications for Special Structural Inspections and Testing” found at: <https://www.mn-sea.org/files/Guideline-Specifications-for-Special-Structural-Inspections-and-Testing.pdf>

City of Hutchinson permit applications may be accessed at <https://www.ci.hutchinson.mn.us/departmentsfacilities/planningzoningbuilding/building/> and may be submitted electronically to: inspections@ci.hutchinson.mn.us

BUILDING PERMIT APPLICATION

Permit No. _____

City of Hutchinson
Planning/Zoning/Building
111 Hassan St SE
Hutchinson, MN 55350
Phone: 320-234-4216
Fax: 320-234-4240

Forward to Utilities: _____

<i>Office Use Only</i>	
Date Received: _____	
City PID: _____	Lot: _____ Block: _____
Addition: _____	
Occupancy Group _____	Type of Construction _____
Census No. _____	Bldg. Sq. Feet _____
Sprinkler System _____	Zoning District: _____

Check appropriate boxes: RESIDENTIAL COMMERCIAL New Construction Addition Repair Remodel

Project Street Address: _____

Owner: _____ Work Phone: _____
 Home Phone: _____

Address: _____

Contractor: _____ Cell Phone: _____
 Business Phone: _____

Address: _____ **Contractor License No.** _____

Was structure constructed prior to 1978? Yes No Is contractor a licensed Lead Renovator? Yes No

Description of proposed construction include dimension/size & building type. **Please attach survey/site plan.** _____

Applicant's Estimated Construction Cost (including materials & labor) \$ _____

*Minnesota Statute Chapter 216D requires that the EXCAVATOR must call **GOPHER STATE ONE-CALL** at 1-800-252-1166 at least 48 hours before beginning excavation. Hand digging is required when excavating within two feet of the markings.*

DEPENDING ON SCOPE OF WORK A SURVEY MAY BE REQUIRED.

All electrical work must be inspected by the state electrical inspector. Call (320)593-2880 between 7:00 am and 8:30 am weekday

<i>Inspections Required</i>	Construction Value in Accordance with State Valuation Tables \$ _____	
Soils <input type="checkbox"/>	BUILDING FEES	ENGINEERING FEES
Insulation <input type="checkbox"/>	Building Permit \$ _____	Parks/Playgrd. \$ _____
Footing <input type="checkbox"/>	Plan Review \$ _____	SAC Connection \$ _____
Firewall <input type="checkbox"/>	State Surcharge \$ _____	WAC Connection \$ _____
Foundation <input type="checkbox"/>		Trees \$ _____
Progress <input type="checkbox"/>		Subtotal Eng Fees \$ _____
Final <input type="checkbox"/>		
Framing <input type="checkbox"/>	Subtotal Bldg Fees \$ _____	
Poured Wall <input type="checkbox"/>		
	Total Permit Fees Due \$ _____	

The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Hutchinson including survey/plan review notes pertaining to setbacks, easements and property lines.

This permit may become null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Signature of Applicant _____ Date: _____

Comments or conditions: _____	
This is an application only. Permit will be issued after City approval and payment of fees.	
Authorized Approval Signature _____	Date: _____
	Approval Date