



Documents to be Submitted for Plan Review

Important! All documents must be signed with a State of Minnesota registration number. A copy of this document must be submitted with the plans and all boxes checked as to what has been presented with the permit application. Any unsigned plans will be rejected. Review will NOT start until proper plans and specifications have been received.

- Check for Plan Review Fee.
- Two sets of civil plans. Including surveys and dimensioned site plans.
- Two sets of architectural plans with structural plans.
- Two sets of above final plans on CD Rom (Adobe Acrobat portable document format (pdf) and TIFF)
- One half size set of architectural plans
- One copy of code analysis for project
- Two signed copies of any addendums
- One signed copy of the specifications
- Two sets of Electrical plans
- Two sets of HVAC plans
- Two sets of Plumbing plans
- Two sets of Fire Protection plans
- One copy of hazardous materials list, if applicable. If so, submit the required material safety data sheets and state the maximum amounts of these items to be stored on site.
- Two sets of site lighting plans including photometrics
- Two sets of landscape plans
- One copy of Anoka County Environmental Health or Minnesota Department of Agriculture approval, if applicable
- One copy of soil report
- One set of energy code calculations <http://www.state.mn.us/portal/mn/jsp/home.do?agency=Energy>
- One copy of structural calculations
- One set of recycling code calculations <https://www.revisor.leg.state.mn.us/rules/?id=1303.1500>
- Two sets of all UL or other testing agency systems being proposed
- Two copies of fire-stop systems being proposed
- One original copy of Special Inspector Agreement (to be filled out by Architect and/or Engineer of Record.)
- One copy of MPCA General Storm-water Permit for Construction Activity, if applicable.
- One original copy of site security agreement or site improvement bond (amount determined by City.)
- One copy Metropolitan Council Environmental Services SAC Determination letter.
- Two copies of all documents required by Council Conditions.
- Description of use(s) of building (i.e. manufacturing). What is being produced? What type of materials are being used? If a warehouse, what is being stored?
- One copy of Watershed District Permit
- MPCA Sanitary sewer Extension Permit <http://www.pca.state.mn.us/>
- One copy of completed City of Coon Rapids Wetland Conservation Act Submittal Check List

Note: If there are any questions relative to any of the items listed. Please call the Plans Examiner.

Contacts

MPCA General Storm-water Permit for Construction activity
Minnesota Pollution Control Agency
REM Division, Construction Storm-water Permit Program
520 Lafayette Road North
St. Paul, MN 55155-4194

For more information regarding application packets and status of applications, please call 651-296-6300 or 800-657-3864.

<http://www.pca.state.mn.us/water/stormwater/stormwater-c.html>

<http://www.pca.state.mn.us/publications/wq-strm2-57.pdf>

Environmental Health

Anoka County Community Health and Environmental Services Department
Government Center
2100 3rd Avenue
Anoka, MN 55303

Phone: 763-422-7030 Fax: 763-422-6988

http://www.co.anoka.mn.us/v2_dept/ches/index.asp

Minnesota Department of Agriculture
The Dairy and Food Inspection Division
625 Robert Street north
Saint Paul, MN 55155-2538

Food Inspector/Metro 651-201-6027

<http://www.mda.state.mn.us/news/publications/food/business&marketing/planreviewpacket.pdf>

Watershed District Permit

Watersheds of Anoka County
Anoka Conservation District
16015 Central Ave NE, Suite 103
Ham Lake, MN 55304

Phone: 763-434-2030 Ext. 12

http://www.anokanaturalresources.com/watersheds/watershed_intro.htm

City of Coon Rapids wetland Conservation Act – Wetland Permit Applicant

Dave Full 763-767-6412

dfull@coonrapidsmn.gov

Service Availability Charge (SAC) – Determinations

Metropolitan Council Environmental Services

390 Robert Street North

St. Paul, MN 55101-1805

Karon Cappaert 651-602-1118

Kelly Barnebey 651-602-1421

karon.cappaert@metc.state.mn.us

http://www.metrocouncil.org/Environment/ratesbilling/SAC_FAQs.htm

June 29, 2009-mmm