

Documents to be Submitted for Commercial 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 the proper plans and specifications have been received.

- Payment for the Plan Review Fee

- Civil Plans**
 - One set of civil plans. Including surveys and dimensioned site plans.
 - One set of landscape plans.
 - 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 of Watershed District Permit.
 - MPCA Sanitary sewer Extension Permit <http://www.pca.state.mn.us/>
 - Contact Coon Rapids Assistant City Engineer, 763-767-6465, regarding third party erosion control plan.

- Building Plans**
 - Two sets of architectural plans with structural plans and Code Analysis data.
 - One set of plans in Adobe Acrobat Portable document format (pdf) CD ROM.
 - One "As Built" copy in Adobe Acrobat portable document format (pdf) CD ROM prior to issuance of Certificate of Occupancy including:
 - Building plans
 - Plumbing plans
 - Mechanical plans
 - Electrical plans
 - One half size set of architectural plans.
 - 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.
 - Two sets of site lighting plans including photometrics.

- One copy of Anoka County Environmental Health or Minnesota Department of Agriculture approval, if applicable.
- One copy of soil report, if applicable
- One set of energy code calculations.
- One copy of structural calculations.
- 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. Engineer of Record.)
- One copy Metropolitan Council Environmental Services SAC Determination letter.

Note: If there are any questions relative to any of the items listed. Please call the Plans Examiner, 763-767-6551.

Contacts

REM Division, Construction Storm-water Permit Program
 Minnesota Pollution Control Agency
 520 Lafayette Road North
 St. Paul, MN 55155-4194
 651-296-6300 or 800-657-3864
<https://www.pca.state.mn.us/water/construction-stormwater>
<http://www.pca.state.mn.us/publications/wq-strm2-57.pdf>

Environmental Health Services
 Anoka County
 2100 3rd Avenue
 Anoka, MN 55303
 763-422-7030
<http://www.anokacounty.us/554/Environmental-Health-Services>

The Dairy and Food Inspection Division
 Minnesota Department of Agriculture
 625 Robert Street North
 Saint Paul, MN 55155-2538
 651-201-6027
<http://www.mda.state.mn.us/food/business/pl-an-review.aspx>

Coon Creek Watershed District
 13632 Van Buren St NE
 Ham Lake, MN 55304
 763-755-0975
<http://www.cooncreekwd.org/>

Service Availability Charge (SAC)
 Metropolitan Council Environmental Services
 390 Robert Street North
 St. Paul, MN 55101-1805
 Karon Cappaert 651-602-1118
 Kelly Barnebey 651-602-1421
<http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge.aspx>