



**City of Duluth**  
**Construction Services & Inspections Division**

411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194  
 218-730-5300 • Fax: 218-730-5901 • www.duluthmn.gov/onestop/

An Equal Opportunity Employer

**Building Permit Plan Intake Checklist Commercial & Multi-Family Residential 2015 R2**

Applicants, use this checklist to make sure your plans and application packet are complete. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. Bring this list to the permit counter when you come or return to make your permit application.

Project address

Applicant name

Applicant phone

Applicant Checklist	Required Items	Required-New Building	Required-Addition	Required-Interior Remodel with Change of Use	Required-Interior Remodel NO Change of Use	Sitework and Foundation Only	Staff use only	
							Verified	Not Accepted
	Three identical full sets of plans (survey, civil, arch, structural, etc.)	x	x	x	x	x		
	One specification manual in hard copy and one in electronic format	x	x	x	x	x		As applicable to the project <
	If more than 25 plumbing fixture openings, a fourth full set of plans	As applicable all categories						<
	One 11 x 17 complete <b>full</b> set including boundary survey and zoning code summary. May exclude mechanical and structural	x	x	x		x		
	One 11 x 17 complete <b>civil</b> set including boundary survey	x	x	x		x		
	Plans certified and signed by MN licensed design professional(s) in accordance with MN Rules	x	x	x	x	x		
	Building permit application completed	x	x	x	x	x		
	Valuation	x	x	x	x	x		
	<b>Plan review fee payable to the city of Duluth</b>	x	x	x	x	x		Commercial and 3+ multi-family with value over \$100,000
	<b>Completed UDC Zoning Compliance Summary</b>	x	x	x		x		
	Completed Sustainability Checklist for new residential development 3 or more units or non-residential with GFA 10,000 sf or more, 2 copies (can be delayed, but required prior to plan review)	x						As applicable to the project <
	Erosion control permit application and plans	x	x			x		If applicable to the project <
	Drainage Report. One Copy.	x	x			x		If applicable to the project <
	City of Duluth Public Improvement plan, 5 copies, 11 x 17.	x	x			x		If applicable to the project <
	Sanitary Sewer Extension Application or copy of email correspondence from Chiet Utilities Engineer stating not required	x	x			x		If applicable to the project <
	Soils Report (can be delayed submittal, but required prior to plan review) one hard copy and one in electronic format	x	x			x		<
	Other plans and documents as required by UDC, 2 copies	x	x	x		x		As applicable to the project
	Code Summary for Building Code (see handout for required information), 3 copies	x	x	x	x	x		
	Calculations for area increases shown	x	x	x		x		<
	Sprinklered or Not indicated	x	x	x	x	x		
	Three copies of a Code and Life Safety Plan (showing fire resistive rated construction type and rating per MSBC Ch 7), identifying the egress system, exit signage, emergency lighting locations, fire alarm control panel, fire department connection, accessible entrances and egresses, elevators, incidental use rooms, occupancy classifications and types(s) of construction.	x	x	x	x	x		Items as applicable to the project
	Copies of special approvals by Planning Commission or Council	x	x	x		x		
	Boundary survey, number of copies as noted above	x	x	x		x		

Applicant Checklist	Required Items	Required-New Building	Required-Addition	Required-Interior Remodel with Change of Use	Required-Interior Remodel NO Change of Use	Sitemwork and Foundation Only	Staff use only	
							Pre-Application Verification	STAFF
							Verified	Not Accepted or Not Submitted
	Site Plan. Number of copies as noted above	x	x	x		x		
	Legal description on Site Plan	x	x	x		x		
	Drawn to scale	x	x	x		x		
	Property line dimensions shown	x	x	x		x		
	Consistent with survey	x	x	x		x		
	Existing and proposed structures shown, dimensioned and distances between buildings shown	x	x	x		x		
	Setback dimensions from property lines shown	x	x	x		x		
	Easements on property shown	x	x			x		
	Adjacent streets and alleys shown	x	x	x		x		
	Driveways shown	x	x	x		x		
	Fire equipment access road shown	x	x	x		x		
	Fire hydrants shown with dimensions from building	x	x	x		x		
	Landscape Plan	x	x*	x*	x*	x*		* See UDC 50-25.1 for applicability
	Lighting Plan	x	x*	x*	x*	x*		* See UDC 50-31.1 for applicability
	Special Inspection Form or architect's certification on plan that none required (can be a delayed submittal, but required prior to plan approval)	x	x	x	x	x		<
	Structural calculations (Required prior to plan review. Include design criteria and sample calculations)	x	x			x		If applicable to the project <
	HVAC mechanical plans are to be submitted separately with HVAC permit application	x	x	x	x			If project includes mechanical work: Submit 2 copies of plans to Construction Services with HVAC permit application.
	Hood Suppression System Plans with Appliance Layout	x	x	x	x			If project includes a commercial kitchen hood. See separate submittal requirements.
	Documentation of compliance with current MN Commercial Energy Code. Download Compliance Forms at: <a href="http://www.ashrae.org/technology/page/97">http://www.ashrae.org/technology/page/97</a> - scroll down the page to "Interactive 90.1-2004 Compliance Forms". As an Alternate Method may use ICC 2012 CommCheck. (can be a delayed submittal, but required prior to permit)	x	x	x				<
	CAF Fee Determination when applicable (WLSSD Verification) (can be a delayed submittal, but required prior to permit)	x	x	x	x	x		If applicable to the project <
	If Food Service Facility is part of the project applicant must submit plumbing plans to Todd Carlson (218.730.4051) and Const Services must receive written approval prior to plumbing permit issuance.	x	x	x	x	x		If applicable to the project <
	Firestopping details approved by the design professional (can be delayed)							If applicable to the project <
	Shop drawings approved by the design professional (can be delayed)							If applicable to the project <
	Written request for use of Alternate Method, Design or Material (can be delayed) (see form for preparation requirements)							If applicable to the project <
	Plans for high piled storage, hazardous material storage and quantities, approved by the design professional before submittal							If applicable to the project <