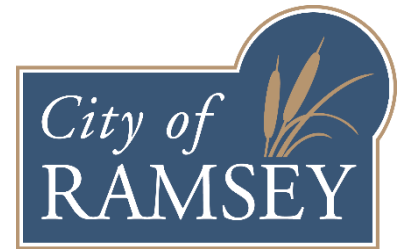


# COMMERCIAL CONSTRUCTION SUBMITTAL REQUIREMENTS

7550 Sunwood Drive NW  
Ramsey, Minnesota 55303  
City Hall: 763-427-1410  
Building and Inspections: 763-433-9850  
Fax: 763-433-9848  
www.cityoframsey.com/permits  
permits@cityoframsey.com



The City of Ramsey uses the current Minnesota Building Code. All documents must be signed with a State of Minnesota registration number. Review will NOT start until the proper plans and specifications have been received.

Please review the following requirements, include the documents pertinent to your project for submittal.

**Contractor License:** All commercial building contractors/remodelers shall apply for a city of Ramsey contractor's license.

**Application:** Complete all information. Application must be signed and dated.

**Building Plan:** Building, architectural, structural and civil plans, signed by Licensed Professionals, drawn to scale, must include distances to property lines from all sides of the building(s). Plans need to be submitted through ProjectDox. The plans shall include a Title Sheet the Engineer's structural calculations, designer code analysis. Additional items may include a site plan, certificate of survey, landscape plan, grading plan, soil testing, special inspection list and outdoor lighting plan with photometric data.

**Sub-contractors List:** A pdf version of the form is available, follow the below link. [http://www.ci.ramsey.mn.us/sites/default/files/documents/community%20development/building/permits/subcontlist\[1\].pdf](http://www.ci.ramsey.mn.us/sites/default/files/documents/community%20development/building/permits/subcontlist[1].pdf)

**Minnesota Energy Code:** Calculations must be submitted, including thermal and interior lighting load. The project shall meet all requirements of the 2015 Minnesota Commercial Energy Code Chapter 1323 which incorporates Ashrae 90.1-2010.

**Certificate of Survey:** A site survey, prepared and attested by a Registered Land Surveyor is required for any construction in the city. All applications for structures, alteration, or modification of structures located within the Shoreland Overlay District, Scenic River Overlay District, or Critical River Overlay District, must include calculation of impervious surface. Certificate shall be no larger than 11" x 17" and must be printed to scale on the page size in which it was intended. Surveys that do not match the specified scale will be rejected. The survey must provide the following:

- Scale of drawing, dimensional arrow, lot and block number, location of stakes at the lot corners
- The location of all recorded easements (public and private)
- Dimensions and setbacks of the property
- Location of all existing and proposed structures, wells, septic systems, walkways, driveways, other improvements
- Location of wetlands

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**Certificate of Survey: *Continued***

- Identify a boundary 16.5 feet from delineated edge of wetland (wetland setback).
- Elevations of existing and proposed grades and finished floors
- Location of floodplain (if applicable)
- Ordinary High Water elevation (if applicable)
- Location of erosion control/silt fence installation with 16.5 feet buffer around wetlands.

**SAC Information:** Complete the Service Availability Charge (SAC) Determination Application. A pdf version of the application is available, follow the below link or call a SAC Technician at the State of Minnesota Metropolitan Council (651) 602-1005 for submittal requirements. <http://www.metrocouncil.org/Wastewater-Water/Publications-And-Resources/Transmittal-A-2013-Determination-Application.aspx>

**Anoka County Health Department:** Contact Angela Ricci or Sue Goepfert at Anoka County Community Health and Environmental Services for all projects that include food service or lodging. For Angela Ricci; Operational Inspections call (763) 422-7062 or [angela.ricci@co.anoka.mn.us](mailto:angela.ricci@co.anoka.mn.us) or for Sue Goepfert; Plan Review call (763) 422-7069 or [susan.goepfert@co.anoka.mn.us](mailto:susan.goepfert@co.anoka.mn.us) Anoka County Community Health approval is required.

**Minnesota Department of Agriculture:** Contact MDA Food & Feed Safety Division at 651-201-6194 or [MDA.plan.review@state.mn.us](mailto:MDA.plan.review@state.mn.us) A retail food establishment may not be constructed, remodeled, or converted from an existing structure to a retail food establishment, except in accordance with plans and specifications that are submitted and approved by the Minnesota Department of Agriculture. A plan review is required before a Food Handler License will be issued. NOTE: All plans and specifications must be submitted to our office for review and approval at least 30 days prior to the start of construction to allow sufficient time for the compliance officer to review your plans and alert you to any necessary changes you may need to make. Plan reviews are processed on a first come first served basis. Upon receiving all plan review information, our compliance officer will review your plans within 30 days, and, if everything complies, you will receive an approval letter. You must contact the State Food Inspector indicated in the approval letter to set up a final inspection prior to operation. If your plan review is approved by the food inspector and your establishment meets all necessary requirements, you will be issued a Retail Food Handler License after the final inspection. Additionally, if plumbing or waste disposal is installed or modified in your establishment, you must submit your plumbing plans to the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, Plumbing Plan Review and Inspections, 443 Lafayette Road North, St. Paul, MN 55155-4343, or call if you have any questions 651-284-5063. Plans may also be accepted by your local delegated authority. Your plumbing and/or waste disposal plans must be approved by MDH prior to receiving above mentioned Retail Food Handler License.

**Mechanical Plan:** Mechanical plans, including HVAC calculations, signed by a Licensed Engineer submitted through ProjectDox. Additional items, completed permit application (signed and dated). Mechanical Contractor shall apply for a city issued Contractor's License, shall have a State of Minnesota; Department of Labor and Industry issued Mechanical Bond and provide to the city a Certificate of Insurance, the city shall be listed as a Holder.

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**Plumbing Plan:** Plumbing plans, signed by a Licensed Professional, approved by the State of Minnesota Department of Labor and Industry accompanied by the State approval letter submitted through ProjectDox. Additional items, completed permit application (signed and dated). Plumbing Contractor shall also provide to the city a copy of their State of Minnesota; Department of Labor and Industry issued Plumbing Contractor and Master License and provide to the city a Certificate of Insurance, the city shall be listed as a Holder.

**Septic Design:** (If a septic system is required) will be verified for compliance for all permit applications. Existing systems found to be inadequate, are required to upgrade.

**Fire Sprinklers:** Require a permit, contact Carey Schiferli; City of Ramsey Fire Marshal at 763-433-9832 for more information.

**Electrical:** A permit is required for all electrical work. Permits are issued through the City of Ramsey. The electrical inspector for the city is Peter Tokle. He can be reached at (763) 754-2983 between the hours of 7:00 and 8:30am.

*One set of each approved plan and specifications noted with corrections or code compliance data and stamped as approved by the Building Official will be located in the Approved Folder in ProjectDox. These approved copies must be kept on the individual job site, available to inspection personnel throughout construction.*

*A Certificate of Occupancy is required prior to the use or occupancy of any structure or part of structure erected, altered, or changed in use. This certificate will be issued by the Building Official and available the day after the final inspection demonstrates that code compliance has been achieved.*

*Please feel free to contact the city of Ramsey Building Division with questions or concerns at 763-433-9850.*