

## 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 3<sup>rd</sup> 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  
 12301 Central Ave NE, Suite 100  
 Blaine, MN 55434  
 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>