CITY OF BLOOMINGTON MINNESOTA

Building Plan Review Submittal List

New Commercial Buildings or Additions

Documents to be Submitted

All documents must be signed by a design professional (Architect and/or Engineer) with a State of Minnesota registration number. Any unsigned plans will be rejected. Review will NOT start until the proper plans and specifications have been received. ALL documents must be submitted to the Building and Inspection Division. Documents will be routed to the appropriate departments once submitted.

For a list of current codes adopted by the City of Bloomington click here: https://www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes

Initial required items:

- Completed building permit application- this shall be submitted through the online permit portal: https://permits.bloomingtonmn.gov/ProdPortal.
- A copy of all documents required by Council Conditions.
- Civil plans. The civils must include distances to property lines from all sides of the building(s) and parking areas.
- Stormwater management plan. The plan must meet the requirements of the Bloomington Comprehensive Surface Water Management Plan.
- Architectural and structural plans. Architectural plans shall include a detailed code analysis including, but not limited to, type of construction, sprinkler details, type of occupancy, building height and area, means of egress details occupant loads, etc. If applicable include exterior material and rooftop equipment details on the plans.
- MN Engineer signed copy of structural calculations.
- Project manual – signed by architect and engineer(s).
- Landscape plans.
- Photometric/site lighting plans. (This includes most exterior lighting, underground parking and parking decks.) Provide the manufacturer's specifications for each type of light fixture being installed.
- Description of use(s) of building (i.e. manufacturing). What products are being produced? What type of exterior materials are being used? If a warehouse, what is being stored? Show all racking locations on plan (if any racking over 7' in height a MN licensed Engineer shall design plans for racking installation).
- Environmental Health plans, when applicable. A separate permit application is required (Environmental Health Plan). Click here for more information: https://www.bloomingtonmn.gov/sites/default/files/57hfood_equip.pdf
- Soils (geotechnical) report.
- Energy Code Calculations.
- Recycling calculations (MN1303.1500.)

The following items may be submitted after the initial required items previously described.

- Fire resistant assemblies with cut- sheets, specific installation instructions.
- Fire-stop assemblies being proposed and their full installation instructions. (Architect must provide a signed cover letter confirming that they have reviewed and approved the fire-stop assemblies presented.
- Landscape Bond – if applicable.
- Erosion Control Surety.
- Special Inspector Agreement. To be filled out by the Architect and/or Engineer of Record. Assigned firm shall be listed and special inspector(s) must sign form.
- Elevators: Any project installing elevators or related devices must apply to the Department of Labor and Industry for review under Minnesota Chapter 1307 Visit www.dli.mn.gov for review requirements and application.
- If any hazardous materials are being stored in the space provide a list of materials. The materials must be categorized per Table 307.1(1) and 307.1(2) of the MN Building Code. A Fire Protection Engineer report may be required depending on quantities of Hazardous Materials.
- A SAC (Sewer Availability Charge) determination is required prior to permit approval. The applications must be submitted through the Met Council: https://metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge/SAC-Forms.aspx.

Required accessibility plan details for the following occupancies: I-1, I-2, R-1, R-2

In addition to other code elements necessary to indicate project compliance with all applicable codes, the following items are required to be included within the architectural plans:

- If the building has more than two exterior exit doors, designate the doors which provide an accessible route to a public way.
- Designate each unit as to whether it is an Accessible Unit, an A Unit or a B Unit.
- Within B Unit bathroom(s) you must designate whether it is, Option A or Option B.
- Provide numerical measurements for all bathrooms. Locations for all backing elements, bar locations and bathtub/shower plumbing fixtures. If removable vanities are involved note areas of walls and floors that must be finished.
- Provide numerical measurements for kitchen elements. Note where receptacles/switches are located and their installed heights. If removable cabinets are involved note areas of walls and floors that must be finished.
- If washers/dryers are to be provided indicate location on plan.
- Where operable windows are provided (Accessible and A Units) include an elevation with a numerical distance to accessible hardware.
- Provide manufacturer's information and cut sheets for the two-way communication system required for projects containing areas of refuge. (System must include both audible and visible signals.) Location of central control point must be approved by the City Fire Marshal.

Energy Code Requirements

- The project shall meet all requirements of the Minnesota Commercial Energy Code Chapter 1323 which incorporates ASHRAE 90.1-2019.
- Architect must specify on the plans the energy compliance path(s) being used for the project
  - ASHRAE 90.1-2019, Prescriptive
    - Envelope Trade-off / COMcheck (optional) – Include report if applicable.
    - Simplified Approach to Mechanical Compliance (optional)
  - ASHRAE 90.1-2019, Energy Cost Budget Method (performance)
  - ASHRAE 90.1-2019, Performance Rating Method (performance).
    - Performance path requires additional information and reports from the energy model. List of required performance path documentation is available on a separate document.
- Architectural Plans:
  - Section views must clearly define insulation type, location, and R-values.
  - Drawings shall indicate the location of the air barrier system, how it is to be installed and sealed.
  - Window, Skylight and Door Schedule with U-factors and SHGCs listed.
- Electrical plans with requirements clearly indicated on the plans. Label occupancy sensors and controls.
- Lighting – Lighting Fixture Schedule, lighting controls, daylight zones and calculated Lighting Power Density (LPD). Show both interior and exterior lighting. May be on electric plans.
- Mechanical plans with requirements clearly indicated on the plans. Include equipment schedule with efficiencies, ventilation information (including ERVs), equipment zones, economizer information (if applicable), thermostat information including deadband settings, duct insulation values, and damper information.
- Plumbing Plans. Show service hot water equipment and efficiencies, pipe insulation levels, and recirculation & temperature control information.
- Project Manual