



112 W. Washington Ave
Fergus Falls Minnesota 56537

Phone: 218-332-5437

Email: building@fergusfallsmn.gov

Commercial Permit Application and Plan Review Submittal

Development Name: _____

Building Site Address: _____

Business/Tenant Name: _____

Building codes currently in effect for Fergus Falls MN

2020 MN State Building Code
2020 MN Elevator Code 2
2023 National Electrical Code
2024 Commercial Energy Code
2020 MN Accessibility Code
2020 Conservation Code
2020 Mechanical Code
2020 MN Plumbing Code
2020 MN Fire Code

Required Materials for Commercial Permit Applications:

	<u>Included</u>	<u>Does Not Apply</u>
1. Completed Commercial Building Permit Application	<input type="checkbox"/>	<input type="checkbox"/>
2. One complete copy of building documents/plans	<input type="checkbox"/>	<input type="checkbox"/>
3. One electronic copy of building documents/plans	<input type="checkbox"/>	<input type="checkbox"/>
4. MN Department of Health Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>
5. Special Structural Testing and Inspection Summary Schedule	<input type="checkbox"/>	<input type="checkbox"/>
6. Plumbing plans submitted to and approved by MN DLI http://www.dli.mn.gov/CCLD/PDF/plumbing_plan_check.pdf Plumbing	<input type="checkbox"/>	<input type="checkbox"/>
7. Geo-technical Soil Investigation Report (New & Addition Construction)	<input type="checkbox"/>	<input type="checkbox"/>
8. Construction Specification Documents	<input type="checkbox"/>	<input type="checkbox"/>

State Building Projects: *Projects that are considered Public Buildings or State Licensed Facilities and must have an Initial application submitted to MN DOLI for review.
MN Statute 326B.103*

State Building Projects Definition:
http://www.dli.mn.gov/CCLD/dele_public.asp

Initial Application:
http://www.dli.mn.gov/CCLD/PDF/bc_pr_res_guide07_bcs_01_initial_app_for_plan_review.pdf

Required Materials for Commercial Permit Applications – Cont.

** 1 Copy of building documents/plans and an electronic version must include the following where applicable:

	<u>Included</u>	<u>Does not apply</u>
1. Architectural, structural, mechanical, plumbing and electric documents that are certified, stamped and signed by licensed professionals.	<input type="checkbox"/>	<input type="checkbox"/>
<p>Do my plans need to be prepared and certified by an architect or engineer? https://www.revisor.mn.gov/rules/?id=1800.5200 Classes of buildings which may be subject to exemption: https://www.revisor.mn.gov/rules/?id=1800.5900</p>		
• Architectural site plan	<input type="checkbox"/>	<input type="checkbox"/>
• Floor plans	<input type="checkbox"/>	<input type="checkbox"/>
• Roof plan	<input type="checkbox"/>	<input type="checkbox"/>
• Exterior elevations: all sides	<input type="checkbox"/>	<input type="checkbox"/>
• Sections and details of construction	<input type="checkbox"/>	<input type="checkbox"/>
• Construction assemblies	<input type="checkbox"/>	<input type="checkbox"/>
• Interior elevations	<input type="checkbox"/>	<input type="checkbox"/>
2. Cover sheet with building code analysis, including project information and scope of work	<input type="checkbox"/>	<input type="checkbox"/>
3. Certified energy code analysis, building envelope data, HVAC, lighting and compliance documents	<input type="checkbox"/>	<input type="checkbox"/>
5. Special structural testing and inspection summary schedule	<input type="checkbox"/>	<input type="checkbox"/>
6. Erosion Control / SWPP	<input type="checkbox"/>	<input type="checkbox"/>
7. Geo-technical Soil Investigation Report (New & Addition Construction)	<input type="checkbox"/>	<input type="checkbox"/>

Application for Commercial Permit

Please complete the application accurately and entirely to expedite the permit issuance.

Development Name _____

Site address _____ Suite # _____

Business/Tenant name _____

Describe work applied for _____

New Building Remodel Other _____

Applicant Company _____ Applicant Name _____

Address _____

City/State/Zip _____ Office Phone _____

Cell _____ Email _____

The following information must be provided in order to complete the permit review process. When issued, the building permit will include all required permit fees based on the information provided.

Total Project Value \$ _____

Building Value \$ _____

Subcontractor Values

HVAC	\$ _____	Fire Alarm System	\$ _____
Plumbing	\$ _____	Electrical	\$ _____
Sanitary Sewer	\$ _____	Excavation	\$ _____
Water Service	\$ _____	Paving/Curb	\$ _____
Storm Sewer	\$ _____	Fire Suppression	\$ _____
Sprinkler Systems	\$ _____		

Applicant Name (please print): _____

Applicant Signature: _____

Date: _____

Issuance of a permit and inspections conducted do not constitute a guarantee or warranty from the City. The applicant hereby agrees to do all work in accordance with the ordinances of the City of Fergus Falls, State Building Code, and the requirements of the Building Inspection Department.

Project Address _____ **Suite #** _____

Building Owner _____ **Contact Name** _____

Address _____ **City/State/Zip** _____

Office Phone _____ **Cell** _____ **Email** _____

Preferred Method of Contact: **Office** **Cell** **Email**

Architect Firm _____ **Contact Name** _____

Address _____ **City/State/Zip** _____

Office Phone _____ **Cell** _____ **Email** _____

Site Superintendent _____

Office Phone _____ **Cell** _____

Email _____

General Contractor _____ **Contact Name** _____

Address _____ **City/State/Zip** _____

Office Phone _____ **Cell** _____ **Email** _____

HVAC Contractor _____ **Contact Name** _____

Address _____ **City/State/Zip** _____

Office Phone _____ **Cell** _____ **Email** _____

Plumbing Contractor _____ **Contact Name** _____

Address _____ **City/State/Zip** _____

Office Phone _____ **Cell** _____ **Email** _____

License Number _____

Electrical Contractor _____ **Contact Name** _____

Address _____ **City/State/Zip** _____

Office Phone _____ **Cell** _____ **Email** _____

License Number _____

Sprinkler System Contractor _____ **Contact Name** _____

Address _____ **City/State/Zip** _____

Office Phone _____ **Cell** _____ **Email** _____

License Number _____

Fire Alarm System Contractor _____ Contact Name _____
Address _____ City/State/Zip _____
Office Phone _____ Cell _____ Email _____
License Number _____

SWPPP Contractor _____ Contact Name _____
Address _____ City/State/Zip _____
Office Phone _____ Cell _____ Email _____
License Number _____

Excavation Contractor _____ Contact Name _____
Address _____ City/State/Zip _____
Office Phone _____ Cell _____ Email _____
License Number _____

Paving Contractor _____ Contact Name _____
Address _____ City/State/Zip _____
Office Phone _____ Cell _____ Email _____
License Number _____

Curbing Contractor _____ Contact Name _____
Address _____ City/State/Zip _____
Office Phone _____ Cell _____ Email _____
License Number _____

Concrete Contractor _____ Contact Name _____
Address _____ City/State/Zip _____
Office Phone _____ Cell _____ Email _____
License Number _____

Sub Contracted Contractor _____ Contact Name _____
Address _____ City/State/Zip _____
Office Phone _____ Cell _____ Email _____
License Number _____

§ 51.17 LOCATION OF CANS AND DUMPSTERS.

(A) *Generally.* All cans shall be set out in a location set by the city by 6:00 a.m. on the collection day, established by the city. All cans are to be removed from the location established by the city, and returned to the storage area within 24 hours of the before mentioned time. Any location request to the city for an alternative location for the can or dumpster that would result in the city refuse truck entering onto private property would require a release of liability from damage resulting from the refuse truck driving on the private property.

(B) *Refuse container enclosure requirements.* The city hereby adopts the following requirements for refuse container enclosures.

(1) Container enclosure area must be constructed with material that is a minimum of four inches thick. The driveway and the flooring within the enclosed area must be level so the container does not roll. The driveway and the flooring within the enclosed area must be a minimum of four inches of concrete or asphalt. The driveway must have a minimum of 75-foot turning radius for if the driveway is not straight to the container enclosure. The driveway and container area must be free from all obstacles on the ground and overhead.

(2) There must be a minimum of 36 inches of clear unobstructed space on all sides of the container. At no time may there be any item or obstacle within the three-foot clear area surrounding the entire container to include other containers, bagged garbage, snow, grease containers, recycling containers or any other items. It is the property owner’s responsibility to keep the area around and within the enclosure clear from all obstacles on the ground and overhead. The clear area distance is measured from the furthest protruding part of the container on each side to the closest part of the enclosure wall, hinge post and other container.

(3) The following minimum interior enclosure dimensions are required based upon container size:

Container Size	Single Container Interior Enclosure* Dimensions	
1-1/2 yd. or 300 gal. tote	15 ft. wide	6 ft. deep
3 yd.	15 ft. wide	8 ft. 6 in. deep
4 yd.	15 ft. wide	11 ft. deep
6 yd.	15 ft. wide	13 ft. deep

NOTES TO TABLE:

* This width is for either to the inside of the enclosure or the gate opening if one is put on. At no time should th

(4) Enclosure height must be a minimum of six feet.

(5) Locking of enclosures is permitted only with the city locks which may be used alone or in tandem with property owners' locks. The city may charge a fee for locks provided to service users.

(6) If the enclosure has a gate, the gate must comply with the minimum three-foot clear space requirement and the gate opening width must be the at a minimum the width as the required interior width dimension of the enclosure. All gates must have the ability to be mechanically secured in the open position. Gates are not permissible on an enclosure that will house a 300-gallon tote.

(7) (a) The property owner must remove and keep clear all snow and ice from in front of and inside of the enclosure.

(b) No items may be placed in refuse containers that are not permitted at the county's transfer station.

(2002 Code, § 3.62) (Ord. 152, Second Series, effective 1-1-1979; Ord. 74, Third Series, effective 1-10-1983; Ord. 157, Third Series, effective 12-1-1987; Ord. 32, Sixth Series, effective 11-15-2004; Ord. 59, Sixth Series, effective 9-30-2006; Ord. 57, Seventh Series, effective 5-20-2017) Penalty, see § [51.99](#)