

City of St. Joseph  
Commercial  
Building Permit Packet

For new structures or exterior additions

Contents:

Name & Phone number of Building Official  
Permit Application  
Submittal Requirements for obtaining a Commercial Building Permit  
Survey/Site Plan Requirements  
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Driveway Permit Application (If a new Driveway)

Dear Applicant,

We are pleased to introduce to you INSPECTRON INC., the inspection agency now performing plan review and construction inspections for the City of St. Joseph

All projects that create a new structure, change the foot print or roof line of an existing structure, change occupant load, occupancy classification or exit arrangement are required to have a plan submitted for review prior to issuance of a building permit. A complete plan will include all information requested in the Building Permit Application Packet obtained from the City Building Official. These plans will be reviewed for compliance with local ordinances and the Building Code. When approved these plans will be the basis of permit issuance and inspection.

Applications may be obtained at City Hall, 25 College Ave. North St. Joseph MN Plans and completed applications may be delivered to City Hall for the Building Official.

For your convenience the inspectors can be reached from 8:00 a.m. to 5:00. p.m. Monday through Friday at 1-800-322-6153 or 651-322-6626. General questions and inspection requests may be directed to our toll free number. All inspections will be performed within 24 hours of the time requested and all inspections must have a 24 hour advanced notice.

Inspectron Inc. is located at:

Inspectron Inc.  
15120 Chippendale Ave.  
Suite 104  
Rosemount MN 55068

We invite your written comments and questions about the services we provide to you. Please let us know what we do right or wrong.

Sincerely,

Ron Wasmund  
Building Official

**SUBMITTAL REQUIREMENTS FOR OBTAINING A  
COMMERCIAL BUILDING PERMIT**  
(This list should serve as a checklist for permit applicant)

- ❑ I. Completed building permit application
- ❑ II. Two sets of completed plans and specs, including:
  - a. Architects Code Analysis
  - b. Floor Plan (showing relationship to existing structure)
  - c. Exterior elevations (if changing)
  - d. Wall cross section (multiple if needed to illustrate engineered bearing points)
  - e. Sizes of framing members, posts, beams and direction of run
  - f. Manufactured truss design engineering certification
  - g. Architects signature wet stamped on each plan sheet
  - h. Designation of special inspector and inspector schedule
- ❑ III. Survey
- ❑ IV. Energy Calculations on forms approved by the Building Official
- ❑ V. Plat Approval from City (on newly created lots)
- ❑ VI. Variance Approval from City (only if needed)
- ❑ VII. Conditional Use Permit (only if needed)
- ❑ VIII. Grading and Erosion control plan approval from Zoning Administrator or Engineer (if more than 50cyds of soil is disturbed or hauled in)

## SURVEY/SITE PLAN REQUIREMENTS

(This list should serve as a checklist for the permit applicant)

- o I. Property lines showing monument locations. A Registered Land Surveyor must prepare the survey for a new, subdivided or redeveloped lot. The owner may prepare the site plans for building additions, including detached accessory structures if two or more monuments are located or in the opinion of the Building Official that property location is not critical.
- o II. Scale of drawing
- o III. Lot and block number or PID
- o IV. Dimensions of lot including square footage and north arrow
- o V. Dimension of front, rear, side yards
- o VI. Locations of all existing buildings on the lot
- o VII. Location of proposed building/addition
- o VIII. Side yard and setback dimensions of buildings on adjacent lots
- o IX. Location of all easements as shown on record plats
- o X. Grade elevations at spots on the lot sufficient to determine contours and at the following specific locations:
  - A. Each lot corner (existing and proposed)
  - B. Elevation of grade at the foundation and top of foundation of structures on adjacent lots
  - C. Elevation of grade at the foundation, and top of foundation of proposed new construction
  - D. Elevation of lowest point of entry (i.e. Door sill or top of window well)
  - E. Lowest floor elevation
- o XI. Placement and method of erosion control

## **Instructions for Scheduling Inspections**

All inspections must be scheduled a minimum of 24 hours in advance.

Inspections **MUST** be scheduled by talking to a live person. No inspections will be scheduled by a message left on the answering machine.

Inspections can be scheduled by calling the office at 1-800-322-6153 or 651-322

All inspections will be performed within 24 hours of the time requested.

Provide us with the permit number and address when requesting an inspection.

# Permit Procedure

## PERMIT APPLICATION

The applicant shall pick up a Building Pennit Application Packet from the Building Official. The Building Application Packet (Packet) shall include:

- Building Pennit Application
- Submittal Requirements for Obtaining a Pennit
- Survey/Site Plan Requirements
- Name and Phone Number of Building Inspector
- Instructions for Scheduling Inspections

The applicant shall submit the completed application package to the Building Official. The Building Official will review the package for completeness. Additional infonnation may be requested prior to acceptance of the application.

The Building Official will review the building pennit application. All plans required to be submitted to illustrate and support the construction will be reviewed for compliance with the latest adopted edition of the Building Code. Type written plan review comments will be provided for all plans reviewed.

The Building Official can issue the building pennit after final zoning action by the city council and acceptance of the plans.

The Building Official will place the record of zoning action if required, and the plan review comments on file and issue the pennit upon receipt of pennit fees. The pennit and inspection record card along with the applicant's job copy of the approved plans will be delivered to the applicant

## PLAN REVIEW

The Building Official shall perfonn a review of the plans for compliance with the latest adopted edition of the State Building Code. This time may vary depending on the completeness of the submittal and the complexity ofthe project. No plan review will be perfonned on an incomplete submittal. The average standard time for a commerciaVindustrial plan will be 7 to 10 days.

Upon completion of the plan review the Building Official shall provide the Applicant a copy of the plan review comments in a plan review letter. The issuance of a building pennit will be conditional on the applicant's compliance with the plan review comments. When necessary the applicant and the building official shall arrange a meeting to review the comments.

## INSPECTIONS

The applicant shall be responsible for scheduling all required inspections with the Building Official. The number of commercial inspections will be determined at the time of plan review. The required residential inspections include:

Footings-	When forms are set but before concrete is placed.
Foundation-	After walls, insulation, and dampproofing are in place but before backfilling.
Mechanical RI-	After gas lines are tested and duct work is started. May be multiple inspections on large projects
Plumbing RI-	After all DWV and water supply lines are installed and tested. May be multiple inspections on large projects.
Fire Suppression-	200 lb hydro test on full system, and final head placement.
Framing-	After plumbing, heating and electrical are roughed in but before insulation.
Insulation-	After insulation and vapor barrier are in place but before sheetrock is started.
Sheetrock-	Only sheetrock required to be fire rated.
Final Mechanical-	After all ductwork, heating plants installed and tested, dampers in place and system is balanced.
Final Plumbing-	After all fixtures are set and caulked and all accessible equipment is in place.
Final Building-	When structure is ready for Certificate of occupancy. All work is complete and final electrical inspection has been made but before any occupancy.

A 24 hour notice is required and shall be provided for all inspections. All inspections will be performed within 24 hours of the time requested. A re-inspection fee will be assessed for each requested inspection that is not ready at the agreed upon time.

The inspector shall complete an inspection report for every inspection Performed with one copy to applicant. One copy will be retained for Inspectron, Inc Files.

## **CERTIFICATE OF OCCUPANCY**

A certificate of occupancy will be issued for every new, structurally altered building or a change in occupancy. A copy will be provided to the Applicant, and the Clerk. Inspectron, Inc will retain one copy.

No use or habitation of the new, structurally altered building or change in occupancy will be permitted without the certificate of occupancy.

CITY OF ST. JOSEPH  
BUILDING PERMIT – EROSION CONTROL

CONTRACTOR

\_\_\_\_\_

PERMIT ADDRESS

\_\_\_\_\_

LEGAL DESCRIPTION

Lot \_\_\_\_\_

Block \_\_\_\_\_

Subdivision Name \_\_\_\_\_

### Contractor Acknowledgement

**A Subdivision Registration will be filed with the Minnesota Pollution Control Agency within 7 days of assuming control of the site described above or upon commencement of work. The Developer's Storm-Water Pollution Prevent Plan (SWPPP) may be used. The following are the minimum requirements that must be included in all SWPPP's.**

1. Owner / Contractor shall construct and maintain silt fence along the entire front of the property immediately behind the curb, except that a 24-foot wide opening may be provided at the driveway for ingress and egress purposes during construction. The silt fence shall also be constructed from the curb to the front property corners, and along the side and rear lot lines, as necessary to prevent sediment from washing on to the street or adjacent properties. The silt fence shall be maintained until the sod or seed is down in the affected areas.
2. At the 24-foot wide driveway opening immediately behind the curb, the Owner / Contractor shall construct and maintain a rock entrance 24 feet wide, 10 feet deep and 1 foot thick (approximately 10 cubic yards of 1" – 2" washed rock). The rock entrance shall be maintained until the driveway construction begins.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

