



EDINA BUILDING SAFETY POLICY/INFORMATION ₁			
Application Submittal Requirements – New Building, Building Addition		2015 MSBC 1300.0130	
subject		code reference	
Inspections Department		approval	
department		approval	
SP-0026-B ₂	#2	06/30/15	1 of 2
policy number	revision number	effective date	page number
1. All Building Safety sheets adopted by Fire Department and Inspections Department.			
2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			

Purpose: Establish submission requirements at the time of permit application to enable accurate, timely review.

Scope: All new commercial buildings and commercial building additions

Site Address: _____

Instructions: A licensed design professional must check the items submitted in the space provided and include a copy of the signed form with all plan submittals. The Building Inspections Department can be reached at 952.826.0372 from 8:00am-4:30pm, Monday through Friday.

Required for Approval	Check if Submitted	General Items
Yes		1. Completed City of Edina Permit Application
Yes		2. Service Availability Charge (SAC) determination application submitted to Metropolitan Council Environmental Services
May be required – Check With Bldg Dept		3. Edina City Council approval Case # _____
Yes		4. Watershed District permit
Yes		5. Survey prepared by a MN licensed surveyor
Yes		6. Tree survey and protection plan
Yes		7. Completed Minnesota Energy Code (MEC) lighting power budget requirements in accordance with the 2015 MN Energy Code
Yes		8. Completed Minnesota Energy Code (MEC) exterior envelope energy calculations in accordance with the 2015 MN Energy Code
Yes		9. Completed Special Structural Testing and Inspection Schedule (Note: SST&IS required for all med gas installations)
Yes		10. Geotechnical Report
Yes		11. 800 Mhz radio coverage requirements in accordance with Edina City Code Chapter 10 Article XV
Yes		12. Completed contact list with names, phone numbers, email addresses and physical addresses of building owner, contractor, tenants and all design professionals

Required for Approval	Check if Submitted	Plan Requirements
Yes		13. Plans and specifications
Yes		14. Structural Plans
Yes		15. Landscaping Plans
Yes		16. Civil Plans to include Erosion Control Drainage and Utility Plans
May be required - Check with Bldg Dept		17. Completed Fire Sprinkler Plans signed by MN Fire Protection Engineer or certified managing employee of a licensed sprinkler contractor
Yes		18. All sheets are signed by the appropriate design professional.

Title sheet or first plan sheet includes:

Yes		19. Name and address of building
Required for Approval	Check if Submitted	Plan Requirements
<i>Code analysis includes:</i>		
Yes		20. Description of occupancy/use
Yes		21. IBC occupancy classification
Yes		22. IBC construction type classification
Yes		23. Number of square feet in space and on building floor
Yes		24. Number of stories above and below grade
Yes		25. Allowable area
Yes		26. Occupant load
Yes		27. Number of required exits and provided exits
Yes		28. Indicate if building is or is not fire sprinklered
Yes		29. Common path of egress travel, measured at right (90 degree) angles
Yes		30. Separated/non-separated uses with supporting information
Yes		31. Plumbing fixture count
<i>Building key plan includes:</i>		
Yes		32. Exit path to the exterior or to an exit enclosure
Yes		33. Occupancy classification of adjacent tenants
Yes		34. Location of space in building
Yes		35. Direction indicator (North, South, East or West) with arrow
<i>Floor plans include:</i>		
Yes		36. Scale on each plan and/or detail
Yes		37. Rooms marked with number and room name or use
Yes		38. Fire-rated and smoke-rated assemblies identified using IBC Chapter 7 definitions.
<i>Other items:</i>		
Yes		39. Reflected ceiling plan with exit signs and emergency lighting
Yes		40. Material specifications
Yes		41. Room finish schedule
Yes		42. Door and hardware schedules, including all locking arrangements
Yes		43. Details of all required accessible components including data on required 20% accessible upgrades
Yes		44. Furniture/fixture/equipment layout plan

Plans may need to be reviewed and approved by the Planning, Engineering and Health Departments in addition to the Fire and Building Inspections Departments. Plan review time will vary, but in all cases permit applicants should allow a minimum of three weeks of plan review time after application and completed submittals have been forwarded to the Building Inspections Department.

I acknowledge that the items checked on the list above are included on or with the submitted plans:

Licensed Design Professional Signature _____ Print Name _____

Work Phone _____ Cell Phone _____ Email _____

Company Name _____ Address: _____ Zip _____

Date _____