



# COMMERCIAL BUILDING PERMIT APPLICATION

Office Use Only
_____
Permit Number
_____
Received By
_____
Date Received

**DOCUMENTS TO BE SUBMITTED WITH APPLICATION**  
WHERE INDICATED\* EITHER SUBMIT 1 HARD COPY AND 1 ELECTRONIC COPY OR 2 HARD COPIES

- |  |  |
|--|--|
| 2 Sets of Structural/Architect, Mechanical, Plumbing, & Electrical Plans*<br>1 Building Code Analysis<br>2 Sets of Survey & Landscape Plans (for additions and new buildings)*<br>1 Energy Computation | 1 Engineered Soils Report<br>Special Inspection Schedule if applicable<br>2 Sets of Tenant Finish* |
|--|--|

DATE \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

THE APPLICANT IS:       OWNER                       CONTRACTOR                       ARCHITECT/ENGINEER

PROPERTY OWNER/TENANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON TO REACH DURING BUSINESS HOURS \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON TO REACH DURING BUSINESS HOURS \_\_\_\_\_ PHONE \_\_\_\_\_

ARCHITECT/ENGINEER NAME \_\_\_\_\_ REGISTRATION # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CLASS OF WORK       NEW       ADDITION       ALTERATION/REMODEL       MAINTENANCE/REPAIR       TENANT FINISH

DETAILED DESCRIPTION OF WORK \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TYPE OF STRUCTURE: CHECK ONE ONLY**

- |                                    |                                     |                                    |
|------------------------------------|-------------------------------------|------------------------------------|
| ___ OFFICES, BANKS, PROFESSIONAL   | ___ OTHER NON HOUSEKEEPING SHELTER  | ___ SERVICE STATIONS/REPAIR GARAGE |
| ___ STORES, RESTAURANTS, WAREHOUSE | ___ INDUSTRIAL BUILDINGS            | ___ RECREATIONAL, AMUSEMENT        |
| ___ HOTELS, MOTELS                 | ___ PUBLIC WORKS/UTILITIES BUILDING | ___ OTHER NON-RESIDENTIAL          |
| ___ MULTI UNIT RESIDENTIAL         | ___ CHURCHES/RELIGIOUS BUILDINGS    | ___ FENCES, SIGNS, ANTENNAS        |
| ___ PARKING GARAGE                 | ___ HOSPITAL AND INSTITUTIONAL      | ___ OTHER NON-BUILDING STRUCTURES  |

VALUATION OF WORK (EXCLUDING LAND) \$ \_\_\_\_\_ EST. COMPLETION DATE \_\_\_\_\_

## APPLICATION NOT VALID UNTIL PROCESSED

I hereby apply for a building permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Minnetonka and with the Minnesota State Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_  
Please type or print

SIGNATURE OF APPLICANT \_\_\_\_\_

**NOTICE: *Permit expires if the work authorized has not begun within 180 days from the date of the permit or if the work is suspended or abandoned for a period of 180 days. After 180 days a new permit must be obtained. The fee shall be one-half the amount of a new permit fee. If the suspension or abandonment has exceeded one year, the permittee shall pay the full permit fee.***

**SEPARATE PERMITS REQUIRED FOR MECHANICAL, ELECTRICAL AND PLUMBING WORK**

## BUILDING PERMIT DATA PRACTICES ADVISORY

**◆◆ PLEASE READ AND SIGN BELOW IF THE APPLICATION INCLUDES PLANS ◆◆**

You may be required to submit building plans with your permit application so that the City can determine if a building permit should be issued. If you do not submit building plans when they are required, you will not obtain the permit. If you have a copyright in the plans and you wish to prevent them from being copied, please check the first box below. Copyrighted plans may be viewed, but not copied, by the public. If you think that the plans have information that would jeopardize the security of the property if the information were released; please check the box below that is designated security information and explain your reasons. Security information is not available for viewing or copying by the public. Building plans that contain security information will not be given to the public and will be provided only to government officials who have a need to review them. Other building plans are available to anyone.

**PLEASE CHECK ONE OF THE FOLLOWING CHOICES:**

**The building plans are copyrighted and should not be copied.**

**The building plans have security information. Please explain:**

\_\_\_\_\_  
\_\_\_\_\_

**The plans are not copyrighted and do not have security information.**

**I acknowledge reading this data practices advisory.**

\_\_\_\_\_  
**Name of Applicant**

\_\_\_\_\_  
**Date**