

City of Austin
500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773



Building Department
507-437-9950 Fax 507-437-7101

Commercial Building Permit Submittal Checklist

1. Provide a complete code analysis for the project. Including: relevant design codes used, occupancy classification(s), building construction type, non-separated/separated requirements, sprinkler requirements, exiting calculations (width and travel distances), plumbing fixture counts based on occupant loads, etc.
2. Site Plan which must include building(s) locations(s) property lines and dimensions, site utilities, site drainage (including building roof drainage), parking (including disabled parking, access aisles, building access and slopes of all components), landscaping and erosion control, driveway entrances, roadways, etc. Also, provide a legal description of the property and property address if known.
3. Soils report / testing analysis and recommendations.
4. Building architectural, structural plans and specifications signed by the licensed design professional of the discipline. Provide structural calculations and if a steel building supplier is providing the building shell, provide signed plans from the steel building manufacturer including the manufacturer's certification documentation.
5. Provide required third party inspection/testing requirements (special inspection schedule with required inspections identified and signatures. (Include all inspector(s) credentials).
6. Provide signed designs and specifications for HVAC, Plumbing and Electrical work. Plumbing designs including site utility piping for water, storm sewer, sanitary sewer, and lawn sprinkler systems, etc. must be approved by the State of Minnesota Department of Labor and Industry Plumbing Division and Dept. of Health if applicable.
7. Provide energy heat and lighting loss calculations per MN Energy Code: Chapter 1323.
8. Provide Fire Alarm and Fire Suppression plans if applicable.