



*City of Hopkins - Commercial Building Plan Review
Submittal List for New Construction & Additions*

1010 First Street South Hopkins, MN 55343 Phone: (952) 548-6320 Email: mjimenez@hopkinsmn.com

All New Commercial Buildings & Additions Plan Submittal

- _____ Completed, Signed Building Permit Application (including accurate valuation of project and email address of contractor and architect)
- _____ Completed, Signed Contractor License Application
- _____ Commercial Building Code Analysis done by MN Licensed Architect
- _____ Electronic Set of Building Plans Signed by MN Licensed Architect
- _____ Electronic Set of Building Structural Plans Signed by MN Licensed Engineer
- _____ Email a copy of building plans mjimenez@hopkinsmn.com
- _____ Survey Drawn to Scale Showing Building Setback Distances to Streets, Alley, Property Lines and Other Buildings
- _____ Fire Sprinkler Analysis and design for the occupancy and intended use
- _____ Geotechnical Evaluation
- _____ Completed MN Energy Code Lighting Requirements Calculations & Supporting Documents
- _____ Completed MN Energy Code Exterior Envelope Calculations & Supporting Documents
- _____ Floor Plan Drawings showing Sq. Footage and Occupant Load of All Rooms
- _____ Met Council Environmental Services Sewer Availability Charge (SAC) Determination letter
- _____ MN Accessibility Code Analysis
- _____ Engineer Designed Mechanical System
- _____ MN DOLI Plumbing Plan Review Approval
- _____ Watershed District Permit
- _____ Hennepin County Environmental Health Approval (If food or food service is provided)

Any questions contact Building Official Christopher P. Kearney ckearney@hopkinsmn.com
(952) 548-6321