



City of Hopkins - Commercial Building Plan Review Tenant Finish

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

Commercial Tenant Finish Plan Submittal Checklist

- _____ 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 Completed and Signed by MN Licensed Architect
- _____ Electronic Copy of Building Plans Signed by MN Licensed Architect
- _____ Electronic Copy of Building Structural Plans (if applicable) Signed by MN Licensed Engineer
- _____ Email a copy of building plans to mjimenez@hopkinsmn.com
- _____ Electronic Copy of Survey or Site Plan 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 (if applicable)
- _____ Energy Code Calculations & Documents (if applicable)
- _____ Floor Plan Drawings showing sq. footage and occupant load of all rooms
- _____ Met Council SAC Determination letter <https://metro council.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge.aspx>
- _____ MN Accessibility Code Analysis
- _____ Engineer Designed Mechanical System
- _____ MN DOLI plumbing plan review approval <https://www.dli.mn.gov/business/get-licenses-and-permits/plumbing>
- _____ Hennepin County Environmental Health plan review approval (if any food preparation is taking place or food is being served) <https://www.hennepin.us/business/licenses-permits/food-beverage-lodging>

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