



CITY OF WATERTOWN

Department of Building Inspections
309 Lewis Ave S, PO Box 279
Watertown, MN 55388
Phone (952) 955-2681 – Fax (952) 955-2695

COMMERCIAL PERMIT APPLICATION REQUIREMENTS

To facilitate your building project and the City’s permit process as well as to provide consistent level of customer service, submittals for building permits **MUST** be complete at the time of application. The following documents are required at time of permit submittal so that all City departments can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. If you have questions or concerns at any stage of your project, we will be happy to meet with you to answer questions and assist you in completing the application process.

Two complete sets of plans, specifications and submittal documents are required at the time of permit application.

- _____ Completed and signed permit application
- _____ Soils analysis/geotechnical report
- _____ Land Survey (Boundary survey showing proposed building structure) *
- _____ Civil Plans (grading, drainage, utilities) *
- _____ Landscape Plans
- _____ Site Plans
- _____ Architectural building plans (code analysis, any request for alternate materials, methods, modifications to the code) *
- _____ Structural Plans (Structural analysis, design calculations)

The following documents may be **deferred submittals** and are required prior to issuance of a permit:

- _____ Special inspections form
- _____ Energy Calculations
- _____ Performance Bond/Letter of Credit for all on-site improvements
- _____ State Delegation Agreements for buildings and plumbing code administration on **public** projects.

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Separate Permit applications, plans and approvals are required for the following work.

- _____ Mechanical / HVAC +
- _____ Plumbing / Process systems +
- _____ Electrical Systems (permits required from State Board of Electricity) +
- _____ Fire Suppression
- _____ Fire Alarms
- _____ Food establishments, commercial kitchens, food service (Contact Public Health Division)

* Where required, plans, documents and specifications must be prepared in accordance with State Board of Architecture Rules.

+ State or Local License may be required for specific trades (i.e. Plumbing, HVAC)