

## **Commercial Building Permits-City of Waseca**

Building permit applications are available at  
City Hall, 508 South State Street, Waseca, MN 56093

### **PERMITS REQUIRED. INTERNATIONAL BUILDING CODE SECTION R105.1**

No building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the **Building Official**.

#### **Additions less then 2000 sq. ft., remodeling, or ADA compliance remodeling, please submit the following:**

- \_\_\_\_\_ Application for plan review completed by Architect and/or Engineer.
- \_\_\_\_\_ Building permit fee, state surcharge, and plan review fee.
- \_\_\_\_\_ Two sets of final building plans with Architect and Engineers original signature. Not copies.
- \_\_\_\_\_ One set of Plumbing Mechanical Plans
- \_\_\_\_\_ Fire sprinkler plan (if required)
- \_\_\_\_\_ Site plan showing: building location, lot lines, other structures, dimensions from other structures.
- \_\_\_\_\_ Drainage plan showing elevation and flow of water.
- \_\_\_\_\_ Turf irrigation
- \_\_\_\_\_ Show top foundation elevation on plan.
- \_\_\_\_\_ Right of way, permit, for excavation or obstruction, if needed.

#### **Additions greater then 2000 sq. ft., New buildings, Additions, or Remodeling, please submit the following:**

- \_\_\_\_\_ Application for plan review completed by Architect and/or Engineer.
- \_\_\_\_\_ Building permit fee, state surcharge, and plan review fee, based on total valuation of the building project.
- \_\_\_\_\_ Two complete sets of plans with Architect or Engineers original signatures registered in the State of Minnesota. (Bldg., Elect., Mech., Plbg., Ect.)
- \_\_\_\_\_ Fire sprinkler plan (if required).
- \_\_\_\_\_ Site plan showing: building location, lot lines, other structures, dimensions from other structures.
- \_\_\_\_\_ Drainage plan: showing elevation and flow of water.
- \_\_\_\_\_ Turf irrigation plan, if needed.
- \_\_\_\_\_ The City of Waseca requires a copy of the external lighting plan indicating the lumens at the property line.
- \_\_\_\_\_ Show top foundation elevation on plan.
- \_\_\_\_\_ Right of way, permit, for excavation or obstruction, if needed.
- \_\_\_\_\_ A list of Sub Contractors, and Special Inspectors with qualifications.

#### **Plan review process shall be as follows:**

**Community Development Director**  
**Utilities Supervisor**  
**City Engineer**  
**Police Dept.**  
**Fire Dept.**  
**Building Department**