

INCOMPLETE COMMERCIAL SUBMITTAL FORM

Date:

To:

Project Description:

On _____ The City of Shakopee received your building permit application and found the following required submittal documents were missing from the application.

- Completed Application
- Four (4) Site Plans (Civil Plans)
- Four (4) Landscape Plans
- Four (4) Parking Lot Plans
- Four (4) Architectural Plans Plus One (1) 11” x 17” for Fire Department and one (1) 11” x 17” for imaging. Code analysis required on front page.
- Four (4) Mechanical Plans As-built Design
- Four (4) Plumbing Plans As-built Design
- Four (4) MN.Check (www.energycodes.gov.)
- Four (4) Site Utility including sewer, water and storm sewer dimensions and locations
- Shakopee Public Utilities Commission Application
- Four (4) Electrical plans As-built Design
- Two (2) Specification Manuals
- Four (4) Structural Plans
- One (1) Soil Test Report – If Available
- One Fire Safety Code Review: As-built Design
 - Fire Sprinkler Systems requirements (MN. State Building Code chapter 1306 has been adopted).
 - Special Hazard Fire Protection System Requirements
 - Fire Alarm System Requirements
 - Smoke Control System Requirements
 - Heat Removal System Requirements
- Special Inspection Agreement
- Woodland Management and Evaluation Form.

Please forward to the City of Shakopee Building Department all missing documents. Upon the cities receipt and acceptance of the above indicated missing documents, the City will commence the review of the building permit application. Any documents found to be incomplete or having non-code complying designs or materials may delay the approval process

City of Shakopee Building Department – 952-233-9397