



City of New Ulm

Department of Building Safety

100 North Broadway
New Ulm, Minnesota 56073

Telephone: (507)-359-8245
www.ci.new-ulm.mn.us

April 10, 2024

Applying for a Commercial Building Permit

The following information must be submitted to the Department of Building Safety at 100 North Broadway, phone 507-359-8245. **Please make an appointment at least 24 hours in advance.**

1. Building Permit Application Form
2. Site Plan/Building Elevations/Grading Plan/Utility Locations
3. Commercial Building Plans/Plumbing Plans
4. Minnesota Energy Code
5. HVAC Form
6. Excavation Permit
7. Fire Suppressions Plan
8. Landscape Plan
9. Building Permit Fees
10. Apply for Utility Service
11. Storm Water Permit (Engineering Department)

A more detailed description of items 1 – 11 listed above follows:

1. BUILDING PERMIT APPLICATION FORM:

Permit must be applied for at the Department of Building Safety. Provide State Building Department contractor's license number on the application. Building permits will not be issued, and work should not begin, until the building permit has been approved by the Building Official. Failure to provide all of the above information will delay or prevent permit approval. After a preliminary review, additional information may be required. Please allow 7 days for your building permit application to be processed.

2. SURVEY OR SITE PLAN:

Provide an updated plan of your property lines with a legal description showing existing buildings and dimensions, setbacks (as per the zoning of the property) to property lines, wells, easements, streets, alleys and proposed building location with setbacks and utility locations. Provide the established street grades and the proposed finish grades.

3. COMMERCIAL BUILDING PLANS:

You must submit two complete sets of plans and specifications that contain the following information:

- A. Elevation drawings of all four sides of structure.
- B. Floor plan of each level including foundation plan showing how each room is used (office, restroom, etc.) with room dimensions, window and door sizes,

attic access, crawl spaces, smoke detectors, exhaust fans, water heater, furnace (size, type and flue class), floor joist and header dimensions.

- C. Cross-section view showing footing and foundation dimensions, drain tile (if any), anchor bolts, sill plate, joist dimensions, floor sheathing, exterior siding, wall sheathing, stud sizes, insulation, vapor barrier, interior finish, trusses and pitch (if hand framed, show ceiling joist and rafter size, spacing and bracing as needed for 35 pound per square foot live snow load), venting, roof sheathing and covering, floor to ceiling heights. Footing and structural members of all hand framed rafters.

- D. Truss design drawings if trusses are used.

Plumbing plan review is done by the State for commercial projects.

4. MINNESOTA ENERGY CODE:

In order to verify compliance with ASHRAE-90.1 2019 a completed ComCheck Compliance Certificate or another approved method is required.

5. HVAC FORM:

Must have required information for ventilation also include manufactures recommendations on sizing and spacing of vent piping of furnaces, water heater and air exchangers.

6. EXCAVATION PERMIT:

An excavation permit is required for digging in the sidewalk, right-of-way or street. An excavation permit application is available at the Building Department. If a driveway curb opening is needed a \$30.00 fee will be charged.

7. FIRE SUPPRESSION PLAN (IF NEEDED)

There is a separate building permit and plans required for this.

8. LANDSCAPE PLAN:

A landscape plan shall be required for all development activities that are new construction or for construction/renovation projects in which the construction cost exceeds 25% of the current assessed value of the property. The building permit will not be issued until this plan is submitted and approved by the Zoning Administrator.

9. BUILDING PERMIT FEES:

Commercial Building Permit fees are based on the estimated cost of the project. The Building Permit Fee Schedule is available on the City's website.

10. UTILITIES:

Apply for utility services at the New Ulm Public Utilities building at 310 – 1st North Street.

11. STORM WATER PERMIT:

A City Storm Water Permit is required for any project that disturbs an area of 1,000 square feet or more. In addition to the permit, a plan showing how erosion will be minimized during construction is required. During construction, measures are required to be used to limit the erosion from your construction site. The permit fee is \$50.00 if 1,000 to 9,999 square feet are disturbed and \$125.00 for larger areas. A Storm Water Permit is required before any construction activity takes place. See the application procedures checklist for specific items that are required to be submitted with the application.