EDINA BUILDING SAFETY POLICY/INFORMATION[1]				
Application Submittal Requirements – Tenant Finish subject			2015 MSBC 1300.013 code reference	
Inspections Department department			approval	
SP-001-B[2] policy number	07/03/2018 revision date	06/02/2015 effective date		1 of 2 page number
1. All Building Safety sheets adopted by Fire Department and Inspections Department. 2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.				

Purpose: Establish submission requirements at the time of permit application to enable accurate, timely review.

Scope: All tenant finish permit application submittals.

Instructions: A licensed design professional must check the items submitted in the space provided and include a copy of the signed form with all plan submittals. The Building Inspections Department can be reached at 952.826.0372 from 8:00am-4:30pm, Monday through Friday.

Site Address: _____

Required for Approval	Check if Submitted	General Items
May be required - Check with Bldg Dept	☐	1. Service Availability Charge (SAC) determination application submitted to Metropolitan Council Environmental Services
May be required - Check with Bldg Dept	☐	2. Completed Minnesota Energy Code (MEC) lighting power budget requirements in accordance with the 2015 MN Energy Code
May be required - Check with Bldg Dept	☐	3. Structural plans (if applicable)
May be required- Check with Bldg Dept	☐	4. Completed Special Structural Testing and Inspection Schedule and SSTIS Guidelines (Note: SST&IS required for all med gas installations)
Yes	☐	5. Completed contact list with names, phone numbers, email addresses and physical addresses of building owner, contractor, tenants and all design professionals

Required for Approval	Check if Submitted	Plan Requirements
Yes	☐	6. All sheets are signed by the appropriate design professional.
Title sheet or first plan sheet includes:		
Yes	☐	7. Name and address of building
Yes	☐	8. Space/suite number and tenant name
Yes	☐	9. Floor number
Code analysis includes:		
Yes	☐	10. Description of occupancy/use
Yes	☐	11. IBC occupancy classification

Required for Approval	Check if Submitted	Plan Requirements
Code analysis includes:		
Yes	☐	12. IBC construction type classification
Yes	☐	13. Number of square feet in space and on building floor
Yes	☐	14. Number of stories above and below grade
May be required - Check with Bldg Dept	☐	15. Allowable area
Yes	☐	16. Occupant load
Yes	☐	17. Number of required exits and provided exits
Yes	☐	18. Indicate if building is or is not fire sprinklered
May be required - Check with Bldg Dept	☐	19. Sprinkler certification of building (Required if any part of building is using IBC "fully-sprinklered building" provisions)
Yes	☐	20. Common path of egress travel, measured at right (90 degree) angles
Yes	☐	21. Separated/non-separated uses with supporting information
May be required - Check with Bldg Dept	☐	22. Plumbing fixture count
Building key plan includes:		
Yes	☐	23. Exit path to the exterior or to an exit enclosure
Yes	☐	24. Occupancy classification of adjacent tenants
Yes	☐	25. Location of space in building
Yes	☐	26. Direction indicator (North, South, East or West) with arrow
Floor plans include:		
Yes	☐	27. Scale on each plan and/or detail
Yes	☐	28. Rooms marked with number and room name or use
Yes	☐	29. Fire-rated and smoke-rated assemblies identified using IBC Chapter 7 definitions.
Other items:		
Yes	☐	30. Reflected ceiling plan with exit signs and emergency lighting
May be required - Check with Bldg Dept	☐	31. Material specifications
Yes	☐	32. Room finish schedule (see City of Edina Code Article XII for Public Bathrooms and Restrooms)
Yes	☐	33. Door and hardware schedules, including all locking arrangements
Yes	☐	34. Details of all required accessible components including data on required 20% accessible upgrades
Yes	☐	35. Furniture/fixture/equipment layout plan

Plans may be reviewed and approved by the Planning and Health Departments, in addition to the Fire and Building Inspections Departments. Plan review time will vary, but in all cases permit applicants should allow a minimum of three weeks of plan review time after application and completed submittals have been forwarded to the Building Inspections Department.

I acknowledge that the items checked on the list above are included on or with the submitted plans:

Licensed Design Professional Signature _____ Print Name _____

Work Phone_____ Cell Phone_____Email_____

Company Name_____ Address _____Zip_____

Date_____