

**CITY OF VIRGINIA
ENGINEERING DEPARTMENT**

Ladies & Gentlemen:

The following are a list of items that are required to obtain a building permit for a new structure, that is commercial, industrial, or residential over 3 units.

- I.) Site plan, showing the property upon which it is to be constructed, with dimensions of the property, and the location of that structure with dimensions to the lot lines, other structures on that property and location of the public utilities. Curb cuts, driveways, parking lots etc., need to be shown. If the structure requires design by an architect, than this site a civil engineer shall do plan, with grades shown and other details as required.
- 2.) Plans for the structure that is to be built. Floor plan, basement plan, upper floors, elevations, and structural details with materials to be used, and where necessary the grade of that material and species of woods. All need to be drawn to scale, with dimensions shown. When the structure requires design by an architect, than the plans shall consist of the information noted by the Board of Registration. The list below will show the documents required for this review.
 - a.) Architectural drawings.
 - b.) Structural plans, with the calculations used in design.
 - c.) Plumbing plans, a copy of which shall be furnished to the Minnesota Health Department, plumbing division for their review and approval.
 - d.) Electrical plans, showing requirements of the IBC code and lighting per the MN Energy Code.
 - e.) HYAC plans.
 - f.) Thermal Calculations for the structure, showing conformance with the MN Energy Code.
 - g.) Heat loss/gain calculations showing the proper sizing of HYAC equipment based upon the thermal calculations for the structure.
 - h.) Lighting load calculations for the interior and exterior lighting, showing conformance with the Minnesota Energy Code.
 - i.) A site plan, showing the location of the structure (s) with dimensions to property lines. The parking lot, with location of the required number of parking spaces for the building per city zoning requirements, and number of parking spaces for the disabled per Chapter 1341 of the Minnesota State Building Code. This plan should also show us the access aisles, routes of access from those parking spaces to the main entrance with slopes of the curb cuts and walks shown. Signage as required for

those parking spaces need also be shown.

- j.) Sprinkler plans and calculations when such system is to be installed or required to be installed.
 - k.) Specifications for the construction of this structure. Necessary to determine compliance with the codes.
 - l.) Special inspection form completed for approval when required by the design.
 - m.) Deferred submittal form completed for approval if the project is to be a fast track project, or all plans are not completed prior to construction start date.
 - n.) Soils testing/exploration data when required for design.
 - o.) Forms for alternate materials and methods when required.
- When design is required by MN Statutes and Board of Registration Rules to be by a licensed architect and engineer, all plans presented and each sheet of those plans shall be signed as required by those rules.
 - Remodeling/renovation and or additions to existing structure require much the same information as noted above.
 - Some projects that are licensed by the state etc., are required by the statutes to be reviewed by the Minnesota State Building Code Division. Your architect will inform you when this is necessary.

Please contact me if you have any questions at all about what is required. I will be more than happy to be of assistance.

Sincerely,
CITY OF VIRGINIA

Bill Cole
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