



City of White Bear Lake  
Building Department  
4701 Highway 61 N.  
White Bear Lake, Minnesota 55110  
651-429-8518 | [www.whitebearlake.org](http://www.whitebearlake.org)  
[buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org)

## **COMMERCIAL PROJECTS**

This handout is a summary of the permit & inspection process as well as standard requirements based on State Building Code regarding Commercial Additions, Remodeling and New Structures. Information contained herein does not contain all of the specific codes for construction, and shall only be used as a guide.

### **Permit Submission Requirements:**

- Completed permit application, including valuation (materials & labor).
- Large commercial projects require five (5) sets of construction plans.
- Two energy calculations (for new construction and additions).
- Three legal surveys (new construction only).
- Submit plan to Watershed District *as required*.
- Obtain approval for street cuts from county, city or MNDOT *as required*.
- Submit plans to Metropolitan Council for SAC determination (<https://metro council.org> / 651-602-1421).
- Submit plumbing plans to MN Department of Labor ([www.dli.mn.gov](http://www.dli.mn.gov) / 651-284-5005).
- Submit plans to the Health Department for licensed facilities: Ramsey County: [www.co.ramsey.mn.us](http://www.co.ramsey.mn.us) /651-266-1166 – Washington County: [www.co.washington.mn.us](http://www.co.washington.mn.us) /651-430-6655).
- Impervious area calculations worksheet required if located in the shoreland overlay district.

**Commercial Building Permit Fees:** See the White Bear Lake Fee Schedule at [www.whitebearlake.org](http://www.whitebearlake.org)

### **Licensing Requirements:**

- All commercial projects require White Bear Lake Class I Commercial General Contractor license. City licenses expire every year on December 31. Along with the application, you will need to provide your company's certificate of insurance with White Bear Lake listed as certificate holder. The license fee from January 1 – June 30 is \$120.00 and is prorated to \$75.00 from July 1 – December 31.

**Inspection Requirements:** The inspection card and approved plans must be on site upon the start of work until the final inspection has been performed and passed. All construction work shall remain accessible and exposed for inspection until approved by the Building Inspection Department.

All required inspections will be listed on the permit card. A final inspection is required upon completion of project and approvals for all other inspections have been complete; please call 651-429-8518 to schedule an inspection. A 24-hour notice is required for all inspections (period is subject change during busy times).

### **Information and Guidelines:**

Below are some frequently asked questions:

**Can the plans be submitted in phases?** Yes, per the *International Building Code* (IBC), each portion (i.e. grading, foundation, piling, etc.) is charged a separate building and plan review fee. This increases overall cost for the building permit.

**How are plans to be submitted?** All plans, specifications, documents, etc. must be presented to Building and Inspection. They will be broken out and routed to applicable departments.

**Are signed plans and specifications required?** Yes, each page of all plans must be wet signed, embossed or stamp signature. Specifications must have a page that designates all the trades involved and a line for each to sign.

**Are other fees required prior to the permit's issuance?** Yes, other fees could include sewer availability charge (SAC), city utility connection and park dedication. To determine if your project requires a SAC, please contact the Metropolitan Council at 651-602-1421 or visit [www.metrocouncil.org](http://www.metrocouncil.org), keywords: SAC Program.

**Do you accept equivalencies?** Yes, any proposal must be submitted to the building official per the *Minnesota State Building Code, Section 1300.0110, and Subpart. 13.*

**Can the building plans be issued prior to the sprinkler plans?** Yes.

**Are permits required for signage?** Yes, Planning reviews all signage; Building and Inspection issues permit(s).

**How are building fees calculated?** For new buildings, fees are calculated based on valuation (valuation shall include the total value of work, including materials and labor inclusive of building, plumbing, heating, electrical, fire suppression and sewer/water costs).

**Is the ADA used for accessibility requirements?** No, the design document is the *2020 Minnesota Accessibility Code.*

**What partial permits are allowed?** Grading, piling, foundation and structural

**Are site inspections or certifications by the design professional required?** Yes, if they are the designated special inspector.

**Does the City have specific design criteria?** Wind load per State Code (90mph); structure per IBC; roof load and foundation per IBC and State.

**Are there other special requirements that may affect our building?** Requirements may include Planning and/or Council conditions, Engineering requirements, and Watershed District approval.

*This document is for informational purposes only and not intended to address every situation for the permitting and plan review process.*

2022