



540 West Hills Circle
Owatonna, MN 55060-4794
Phone: (507) 444-4370
Fax: (507) 444-4351

Required Document Submittal for Non-Residential Projects

1. Provide a complete **code analysis** for the project. Including: relevant design codes used, occupancy classification(s), building construction type, non-separated/separated requirements, sprinkler requirements, exiting calculations (width and travel distances), plumbing fixture counts based on occupant loads, etc.
2. Site Plan which must include; building(s) locations(s) property lines and dimensions, site utilities, site drainage (including building roof drainage), parking (including disabled parking, access aisles, building access and slopes of all components), landscaping and erosion control, driveway entrances, roadways, etc. Also, provide a legal description of the property and property address if known. Additional information can be found at Owatonna's Storm water management website: <https://owatonna.gov/300/Stormwater-Management>
3. Owatonna Commercial Routing Form, OPU Non-Res. Utilities Contacts and Utility load form, Commercial / Industrial Const. grading / ESC permit application, NPDES permit, if applicable. These forms can be found within the Owatonna Commercial plan submittal packet found on the Owatonna Building Inspection website: <https://owatonna.gov/737/Commercial-Construction>
4. Soils report / testing analysis and recommendations.
5. Asbestos assessment if demolition work is proposed.
6. Building architectural and structural plans and specifications including truss package, if applicable. Provide structural calculations and if a steel building supplier is providing the building shell, provide signed plans from the steel building manufacturer including the manufacturer's certification documentation. Two complete sets of plans shall be provided.
7. Provide required third party inspection/testing requirements (special inspection schedule with required inspections identified and signatures. (Include all inspector(s) credentials).
Independent inspection and testing companies and personnel must be approved by the Building Official and must be employed by the building owner not the contractor.
8. Provide signed designs and specifications for HVAC, Plumbing and Electrical work.
Plumbing designs including site utility piping for water, storm sewer, sanitary sewer, and lawn sprinkler systems, etc. must be approved by the State of Minnesota Department of Labor and Industry, Health Department, Plumbing Division.
9. Provide energy heat and lighting loss calculations per MN Energy Code: Chapter 1323.
10. Provide fire alarm and suppression plans in duplicate to the Owatonna Fire Department and the Building Inspection Division. <https://owatonna.gov/296/Fire>

All documents must be submitted in duplicate (2 - complete sets of plans) and must be signed by the required design professional(s). Submittals must also include a complete permit application. Please note that the submittal information as listed above is the minimal required information and other submittals may be necessary based upon the scope of the project.

Questions, please contact:

Building Official; Ken Beck at 507-774-7326
Plans Examiner; Mark Schwanke at 507-774-7327



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January 1, 2010

Owatonna Building Inspection Department

Collection of Plan Review Fees

Exempt from this policy are one and two family dwellings and their accessory structures.

As per City Ordinance Code Section 520:15 Plan Review Fees, a plan review fee shall be paid at the time of submission of plans and specifications for review. As provided for by ordinance and state law the plan review fee shall be 65% of the building permit fee. If the building permit fee has not been determined at the time of submission, an estimated fee shall be computed based on City of Owatonna Ordinance Code Section 520.07 Construction Valuation Table. In those instances, adjustments to the plan review fee based on the contract value of the improvements may be made when the building permit is issued. Plan review fees are generally non-refundable except at the discretion of the Building Official based on the amount of review and processing time spent by city staff up to the time of plan withdrawal.

Note that changes in building plans during construction may result in additional plan review fees if such changes increase the valuation of the building improvements and subsequently the permit fee.



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Contacts: Plan Submittal

Building Official
Ken Beck
PH: 507-774-7326
Cell: 507-456-4966
Fax: 507-444-4351
Email: Ken.Beck@owatonna.gov

Plans Examiner / Building Inspector
Mark Schwanke
PH: 507-774-7327
Fax: 507-444-4351
Email: Mark.Schwanke@owatonna.gov

Building Inspection Department
Nikki Callahan Permit Tech
PH: 507-444-4370
Fax: 507-444-4351

Email: nikki.callahan@owatonna.gov

Community Development Director
Troy Klecker
PH: 507-774-7316
Fax: 507-444-4351
Email: Troy.Klecker@owatonna.gov

Community Development Specialist
Greg Kruschke
507-774-7317
Fax: 507-444-4351
Email: Greg.Kruschke@owatonna.gov

City Engineer and Director of Public Works
Sean Murphy
PH: 507-774-7307
Fax: 507-444-4351
Email: Sean.Murphy@owatonna.gov

Water Quality Specialist
Bradley Rademacher
PH: 507-774-7300
Fax: 507-444-4351
Email: Stormwater@ci.owatonna.mn.us

Website: <https://owatonna.gov/300/Stormwater-Management>

Owatonna Fire Department
107 West Main Street
Owatonna, MN 55060
PH: 507-444-2454
Fax: 507-444-2457
Email: Fire.Marshall@ci.owatonna.mn.us

Owatonna Public Utilities
208 S. Walnut; P.O Box 800
Owatonna, MN 55060
PH: 507-451-2480
Fax: 507-451-4940

Website: WWW.Owatonnautilities.com

State of Minnesota
Contract Electrical Inspector
443 Lafayette Road N
St Paul, MN 55155
PH: 612-528-2659
Email: Rick.Pedersen@state.mn.us

State of Minnesota Department of Health
P.O. Box 64975
St. Paul, MN 55164-0975
PH: 651-201-5000 / 1-800-345-0823
PH: 507-285-7289
Website: www.health.state.mn.us

State of Minnesota Fire Marshal Division
444 Cedar Street, Suite 145
St. Paul, MN 55101-5145
PH: 651-215-0525
Fax: 651-282-6555
Website: <https://dps.mn.gov/divisions/sfm>

State of Minnesota Department of Health
Plumbing Plan Review and Inspections
443 Lafayette Road N.
St. Paul, MN 55155-4343
PH: 651-284-5067
Fax: 651-284-5748



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Project Name: _____ Address: _____
 Building Owner: _____
 Email: _____ Phone: _____ Cell: _____
 Contractor: _____
 Email: _____ Phone: _____ Cell: _____

Architect Name: _____ Company Address: _____
 City: _____ State: _____ Zip Code: _____
 Project Contact: _____
 Email: _____ Phone: _____ Cell: _____

For City Use Only:

Department	Date Out:	Initials	Date In:	Initials	Approved	Rejected	Comments
Permit Tech.							
Planning							
Engineering							
Stormwater							
OPU							
OFD Fire Chief							
Building Official							

Department Contact:

Permit Technician Nikki Callahan 540 West Hills Circle Owatonna, MN 55060 507-444-4370	Planning Greg Kruschke 540 West Hills Circle Owatonna, MN 55060 507-774-7317	Planning Technician Kristen Kopp 540 West Hills Circle Owatonna, MN 55060 507-774-7315
City Engineer Sean Murphy 540 West Hills Circle Owatonna, MN 55060 507-774-7307	Water Quality Specialist Bradley Rademacher 540 West Hills Circle Owatonna, MN 55060 507-774-7300	Owatonna Public Utilities (OPU) Josh Prokopec 208 Walnut Ave. S Owatonna, MN 55060 507-446-5420
Owatonna Fire Chief Ed Hoffman 107 West Main St. Owatonna, MN 55060 507-444-2454	Building Official Ken Beck 540 West Hills Circle Owatonna, MN 55060 507-774-7326	Plans Examiner Mark Schwanke 540 West Hills Circle Owatonna, MN 55060 507-774-7327



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City of Owatonna Design and Construction Codes

Effective date: March 31st, 2020 & April 6th, 2020 (Mechanical & Fuel Gas code)

2020 MN State Building Code; Minnesota Rules, chapter 1300 & 1305 (2018 IBC)

2020 MN State Residential Building Code; Minnesota Rules, chapter 1300 & 1309
(2018 IRC with amendments).

2015 MN State Plumbing Code; (2012 Uniform Plumbing Code with MN amendments)

2020 MN State Energy Code (Chapter 1322 & 1323 of MN State Building Code) Incorporated 2020
Radon and Energy code effective date: March 31st, 2020 (2018 IECC with amendments)

2020 MN State Accessibility Code chapter 1341: (ANSI A117.1-2009 adopted with MN
amendments)

2020 MN State Conservation Code for existing Buildings: (2018 IEBC with amendments)

2020 MN State Mechanical code (2018 IMC with MN amendments)
(2018 International Fuel Gas Code with MN amendments)

2020 MN State Fire Code (2018 International Fire Code with MN amendments)

2015 MN State Elevator and Related Devices Code; MN Rules Chapter 1307.

2017 National Electrical Code with MN amendments; Effective date July 1st, 2017

90 MPH Wind Speed

50# Ground Snow Load

City of Owatonna Ordinances can be found at web site: <https://owatonna.gov> (City
Codes)

Copies of the above codes and amendments can be obtained from:

Minnesota Bookstore
660 Olive Street
St. Paul, MN 55155

Phone: 651-215-5733 1-800-657-3757 Fax: 651-215-5733

Or viewed online at: <http://www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes>

Minnesota Department of Labor and Industry Building Codes and Standards

Web Site: <https://dli.mn.gov/>



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To Whom it May Concern:

With regard to part 1300.0130, subpart 9 of the Minnesota State Building Code, when documents are required to be prepared by a licensed design professional, the City of Owatonna Building Inspection Division does require the project/property owner designate a licensed architect or engineer of record. Please note that the “licensed design professional in responsible charge” shall be responsible for reviewing and coordination submittal documents prepared by others. Portions of design documents will not be accepted from sources other than the designated design professional of record.

Incomplete plan documents will not be accepted or reviewed by the Owatonna Building Inspection Division until submitted in whole.

Subp. 9. Design professional in responsible charge.

- A. The building official may require the owner to engage and designate on the building permit application a licensed design professional who shall act as the licensed design professional in responsible charge. If the circumstances require, the owner shall designate a substitute licensed design professional in responsible charge who shall perform the duties required of the original licensed design professional in responsible charge. The building official shall be notified in writing by the owner if the licensed design professional in responsible charge is changed or is unable to continue to perform the duties.
The licensed design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.
When structural observation is required by the code, the inspection program shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur.
- B. For the purposes of this part, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.
Deferral of any submittal items shall have the prior approval of the building official. The licensed design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.
Submittal documents for deferred submittal items shall be submitted to the licensed design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and that they have been found to be in general conformance with the design of the building. The deferred submittal items shall not be installed until their design and submittal documents have been approved by the building official.
- C. Work regulated by the code shall be installed according to the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.



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Special Structural Testing and Inspection Program Summary Schedule

PRINT IN INK or TYPE your responses.

PROJECT NAME	PROJECT NO.
LOCATION	PERMIT NO.

Technical (2)		Description (3)	Type of Inspector (4)	Specific Report Frequency (5)	Assigned Firm (6)
Section	Article				

Note: This schedule shall be filled out and included in a Special Structural Testing and Inspection Program.
 (If not otherwise specified, assumed program will be "Guidelines for Special Inspection & Testing" as contained in the State Building Code and as modified by the state adopted IBC.)

- (1) Permit No. to be provided by the Building Official
- (2) Referenced to the specific technical scope section in the program.
- (3) Use descriptions per IBC Chapter 17, as adopted by Minnesota State Building Code.
- (4) Special Inspector – Technical (SIT); Special Inspector – Structural (SIS)
- (5) Weekly, monthly, per test/inspection, per floor, etc.
- (6) Name of Firm contracted to perform services.

ACKNOWLEDGEMENTS
 (Each appropriate representative shall sign below)

Owner: _____	Firm: _____	Date: _____
Contractor: _____	Firm: _____	Date: _____
Architect: _____	Firm: _____	Date: _____
SER: _____	Firm: _____	Date: _____
SI-T: _____	Firm: _____	Date: _____
SI-S: _____	Firm: _____	Date: _____
TA: _____	Firm: _____	Date: _____
F: _____	Firm: _____	Date: _____

If requested by engineer/architect of record or building official, the individual names of all prospective special inspectors and the work they intend to observe shall be identified as an attachment.

Legend: SER = Structural Engineer of Record SI-T = Special Inspector - Technical TA = Testing Agency
 SI-S = Special Inspector - Structural F = Fabricator

Accepted for the Building Department By _____ Date _____