St. Louis Park
MINNESOTA
Experience LIFE in the Park

Commercial building permit checklist

Your permit application will be completed online on our ePermits website. At the time of submission, 50 percent of the estimated plan review fee will be collected. This fee is non-refundable. It is applied to the plan review fee once the permit is issued.

After submitting the permit application, you will be directed to upload documents for plan review through ProjectDox. Below is a list of items that should be uploaded to ProjectDox.

Submission checklist

- ☐ Upload full set of construction plans (as separate sheets) signed by a Minnesota state licensed architect and/or engineer, including architectural, structural, civil, site, grading, utility, landscaping and lighting plans.
- ☐ One digital spec book, uploaded into the documents folder.
- ☐ SAC determination letter from the Metropolitan Council is required at the time of application.
- ☐ Energy code calculation worksheet
- ☐ St. Louis Park public right of way permit application
- ☐ St. Louis Park erosion and sediment control permit
- ☐ Soil testing report
- ☐ Project Contact form linked below (choose one)
    - Commercial new construction
    - Commercial additions and alterations

All plans and specifications must be signed by the Minnesota registered architect, engineer or surveyor who prepared them as required by the Minnesota Board of Architecture, Engineering, Land Surveying and Landscape Architecture rules.

Please allow a minimum of 15 business days for plan reviews. Additional documentation may be required due to variations and/or revisions of projects.

Additional permit applications are required for electrical, plumbing, mechanical, sewer and water, fire protection, parking lots, driveways, fences, right of way work and erosion control.

Preconstruction meetings can be arranged by calling the St. Louis Park Building and Energy Department at 952.924.2588

Helpful phone numbers

- St. Louis Park City Hall— 952.924.2500
- St. Louis Park Community Development Department — 952.924.2588
- St. Louis Park Engineering Department — 952.924.2656
- St. Louis Park Fire Department — 952.924.2595
- St. Louis Park City Clerk — 952.924.2840
- Gopher State One Call — 800.252.1166 or 651.454.0002
- Hennepin County Environmental Health — 612.543.5200
- Minnesota Department of Agriculture — 651.231.0958
- Metropolitan Council — 651.602.1000

Helpful websites

- City of St. Louis Park
- Metropolitan Council
- Minnesota Department of Labor and Industry
- Hennepin County Environmental Health
- Bassett Creek Watershed Management Commission
- Minnehaha Creek Watershed District
- Gopher State One Call

The City of St. Louis Park has adopted the following codes:

- 2020 Minnesota State Building Code
- 2020 Minnesota State Residential Building Code
- 2020 Minnesota State Accessibility Code
- 2020 Minnesota State Plumbing Code
- 2020 Minnesota State Radon and Energy Code
- 2020 Minnesota State Mechanical and Fuel Gas Codes
- 2020 National Electrical Code
- Minnesota State Building Code Chapter 1306 Sprinklers for new and existing buildings