

# COMMERCIAL PLAN REVIEW SUBMITTAL GUIDE



---

**CITY OF HUTCHINSON BUILDING DEPARTMENT**  
111 Hassan Street SE, Hutchinson, MN 55350  
Phone: (320) 234-4216 Web Site [www.ci.hutchinson.mn.us/building.htm](http://www.ci.hutchinson.mn.us/building.htm)

To facilitate a building project and the City's permit process, submittals for building permits must be complete at the time of application. Permitting time will depend on project complexity, completeness of plan submittals and number of already received project submittals. Plans, documents and specifications must be prepared in accordance with Minnesota statute 326 (<https://www.revisor.mn.gov/statutes/cite/326>) and Minnesota rules 1800 and 1803 (<https://www.revisor.mn.gov/rules/1800/>; <https://www.revisor.mn.gov/rules/1805/>).

Commercial plan submittals must include, but not be limited to, the following as applicable based on the scope of the proposed project. If you have any questions regarding necessary submittals for your specific project, please contact the Hutchinson Building Department at (320) 234-4216.

- Completed and signed City of Hutchinson permit applications applicable to project
- Two full-sized, scaled, and complete plan sets and other submittal documents.
- One electronic complete plan set and other submittal documents.
- Two copies of project specifications book.
- Completed contact list with names, phone numbers, e-mail addresses and physical addresses of Property owner, contractor, tenants, and all design professionals
- Geotechnical report prepared by MN licensed soils engineer.
- Code Analysis (including but not limited to)
  - Project name and correct street address of project.
  - Description of proposed use of property/structure.
  - Occupancy classification.
  - Separated / non-separated uses with supporting details.
  - Construction type classification.
  - Building area (allowable and calculated proposed sq. ft. and associated occupancies).
  - Building height (allowable and proposed stories and feet).
  - Calculated occupant load.
  - Number and width of required and provided exits.
  - Indicate if automatic fire sprinkler system or fire extinguishing system is proposed.
  - Common path of egress travel, measured at right (90 degree) angles.
  - Plumbing fixture count calculation (required and proposed).
- Certificate of survey of the property and proposed construction.
- Civil plans (e.g. site, grading, utilities, etc.).
- Stormwater Submittals
  - Completed City of Hutchinson Erosion Sediment Control permit application

- SWPPP (review checklist compliant with MPCA CSW permit SWPPP).
- MPCA Construction Stormwater Permit approval (>1 acre disturbed).
- Stormwater Post-Construction treatment requirements
  - Pre- vs. Post- stormwater design calculations (SW Design Guide).
  - Stormwater Maintenance Agreement (to be recorded at McLeod County)
  - Stormwater Maintenance Plan for on-site stormwater BMPs.
  - Infeasibility documentation when volume reduction is not possible.
  
- Landscape plan.
- Exterior lighting plan (new construction).
- Building elevations of at least all four sides of proposed project.
- Wall and building section detail drawings.
- Floor plans of all levels of proposed project (e.g. room dimensions, window/door sizes, etc.).
  - Scale on each plan and/or detail drawing.
  - Rooms marked with room name, number, use, etc.
  - Location, type, and rating of fire- and smoke-resistant assemblies.
  
- Reflected ceiling plan with exit signage and emergency lighting provisions.
- Door and hardware schedules, including all locking arrangements.
- Details of all required accessible components.
- Furniture/fixture/equipment layout plan.
- Structural plans with structural analysis and design calculations.
- Electrical plans.
- Mechanical/HVAC plans including heat loss/gain and ventilation calculations.
- Plumbing plans.
- Automatic fire sprinkler/suppression plans.
- Energy code compliance design path and associated calculations (Building envelope, HVAC, Electrical).
- Completed special structural testing and inspection program summary schedule (<https://www.ci.hutchinson.mn.us/wp-content/uploads/2017/08/Special-Structural-Testing-and-Inspection-Program.pdf>).
  - Additional information explaining the MN State Building Code’s special testing & inspection requirements is available through the MN Structural Engineer’s Association “Guideline Specifications for Special Structural Inspections and Testing” found at: <https://www.mn-sea.org/files/Guideline-Specifications-for-Special-Structural-Inspections-and-Testing.pdf>

City of Hutchinson permit applications may be accessed at <https://www.ci.hutchinson.mn.us/departmentsfacilities/planningzoningbuilding/building/> and may be submitted electronically to: [inspections@ci.hutchinson.mn.us](mailto:inspections@ci.hutchinson.mn.us)