



Policy for Plan Review of Similar Building Plans for State-owned buildings

In accordance with Minnesota Statute 16B.61 Subd.1 and Minnesota Rule part 1300.0160 Subparts 5 & 6, this policy is intended as a way to provide greater plan review consistency while reducing plan review fees and the time necessary to complete the process.

Master Plan Review

1. The applicant submits to our plan review section a complete application for plan review along with a letter requesting review as a “master” for the purpose of future submittals. This application includes applicable (a) plans, (b) specifications, (c) sample structural calculations, (d) energy code compliance forms and (e) the plan review application. The applicant will pay the full plan review fee.
2. Our plan review staff will conduct a complete plan review that will include identification of any discovered code deficiencies, and send this to the designer.
3. The designer will revise appropriate documents as necessary and resubmit a complete set of code complying plans and specifications.
4. These code complying plan documents will be approved by us as a “master.” We will maintain them for the purpose of comparing to future “similar” plan submittals.

Similar Plan Review

1. The applicant submits to our plan review section a complete application for plan review along with a letter requesting review as a “similar plan”. This includes applicable (a) plans (including site plan), (b) specifications, (c) soils report, (d) special inspection program, and (e) the plan review application. The applicant will be charged a plan review fee based on \$45 per hour rounded to the nearest ½ hour of plan review time.
2. This completed application will be tagged for plan review as a priority review.
3. One of our plan reviewers will (a) compare the plans and specifications to that approved as a “master” to ensure nothing has changed, (b) review the site plan for applicable setback and accessibility compliance and (c) review the soils report and special inspection program for code compliance.
4. The plan reviewer will inform the designer that the plans are complete for issuance of a building permit. If questions or code deficiencies are noted in one of the areas not covered by the “master” review, this will be noted in a plan review report and sent to the designer for correction and resubmittal.
5. If the project occurs in a municipality that administers the building code, our plan review staff will perform the plan review but offer the inspections and permit issuance to the municipality.