



BUILDING DEPARTMENT  
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## COMMERCIAL TENANT IMPROVEMENTS – GENERAL REQUIREMENTS

### General Requirements

- Submit two sets of plans, stamped and signed by a registered design official.
- Complete building permit application. Allow two weeks for review.
- Change of occupancy will require SAC determination. Contact Metropolitan Council 651-602-1378 for determination. [SACprogram@metc.state.mn.us](mailto:SACprogram@metc.state.mn.us)
- Installation of more than five (5) plumbing fixture units requires review from the MN Department of Labor and Industry 651-284-5063. <http://www.dli.mn.gov/CCLD/PlanPlumbing.asp>
- Restaurants. Submit plans to Washington County Health Department. Brice DeGrand, 651-430-6674.
- Bakery, convenience store & grocery store. Submit plans to MN Department of Agriculture. Adam Lewis 651-503-6408.
- New signage requires a separate permit.

### Building Requirements

- Plans must be drawn to scale (1/4" or 1/2" = 1'-0") and must show the following:
  - Plan must identify tenant name and type of business.
  - Perimeter walls of tenant space and exit doors.
  - Interior walls, partitions, counters, seating, merchandise racks...
  - Use of rooms or spaces.
  - Toilet rooms, service sinks, water fountains, electric panels.
  - Aisle and corridor widths.
  - Plans must be complete and fully dimensioned.
- All wood blocking, backing, and plywood wall sheathing within the building must be fire retardant. Ceiling tile must be non-combustible. *Section 603.*
- Exits must be readily accessible and visible. Retail sales areas greater than 1,500 square feet and business areas greater than 5,000 square feet require two (2) exits, which are as remote from each other as is practical. Exit doors shall swing in the direction of exit travel.
- Restrictions apply to exits that pass through kitchens and storerooms etc. *Section 1014.*
- Exit signs are required above doors and exits and must be lit when building is occupied. *Section 1011.*
- Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort. Manually operated flush or surface bolts are not permitted. Due to incorrect door locking hardware, we recommend the contractor contact the Building Official for approval before installation. *Section 1008.*
- In stores and offices the minimum clear aisle width shall be 36" where seats, tables, furnishings, displays, etc are placed on only one side of the aisle. Where placed on both sides the minimum is 44" in width, *section 1017.* Corridors must not be less than 44" in width, *section 1018.*
- Tenant spaces must be provided with an accessible toilet room. Separate facilities are required for each sex unless they meet the exceptions of section 2902.2 as amended by the MN SBC.
- All areas to be handicap accessible in accordance with *MN Rules, Chapter 1341.*

- Toilet room walls must have a smooth, hard, non-absorbent surface (ceramic tile, glass board, etc) at least four (4) feet high. Paint is not acceptable in these areas. Floors must also have a smooth, hard, non-absorbent surface that extends upward onto the walls at least six (6) inches. Toilet rooms require an exhaust system capable of providing a complete change of air every 15 minutes. *Section 1210.*
- Framing must be steel studs with 5/8" fire rated gypsum board on each side. Fire partition walls separating tenant spaces must extend from the floor to the underside of the roof decking. Wood blocking and backing must be fire-resistant unless specifically approved by the Building Official. *Chapter 6*
- Structural members are not to be cut or modified without an approved design official drawing and stamp.
- Flame spread, smoke development and foam plastics as an interior finish must comply with Chapter 8. Ceiling tiles must be non-combustible.
- Post the inspection sheet inside the building on a wall or window near the front door for the inspectors to sign. Call for inspections as indicated on the inspection sheet. *Chapter 1; Section 105.7.*
- Tenant spaces are not to be occupied until a Certificate of Occupancy has been issued.
- Provide contrasting address numbers at the front and rear doors.
- Safety glazing installed in hazardous locations shall be as specified in *chapter 2406.*
- Space must be provided for the collection, separation and temporary storage of recyclable materials within or adjacent to the structure. Recycle space and a recycling plan must be submitted with the building permit application. *MN SBC 1303.1500.*

While not all inclusive, the above comments should be used as a general guide to code compliance.

### **Codes in Effect as of 2020**

Building Code:	2020 Minnesota State Building Code (Rule 1305) 2018 International Building Code
Mechanical:	2020 Minnesota Mechanical and Fuel Gas Code (Rule 1346) 2018 International Mechanical Code (Chapters 2 thru 15) 2018 International Fuel Gas Code (Chapters 2 thru 8) 2016 ANSI / ASHRAE 154
Plumbing:	2015 Minnesota State Plumbing Code (Rule 4715)
Electrical:	2020 National Electric Code (NEC)
Accessibility:	2020 Minnesota Accessibility Code (Rule 1341) 2009 ICC / ANSI A117.1
Energy:	2020 Minnesota Commercial Energy Code (Rule 1323) 2016 ASHRAE Standard 90.1
Fire Code:	2020 Minnesota State Fire Code 2020 International Fire Code

Submit Documents to:  
Sheryl Mellgren  
City of Oakdale  
1584 Hadley Avenue N  
Oakdale, MN 55128

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