



Certificate of Occupancy Handout: New Commercial Tenant/Business With Interior Alterations

Minnesota State Building Code 1300.0220 states that no building or structure shall be used or occupied, and no change in the existing occupancy classification of a building, structure, or a portion of a building or structure shall be made until the building official has issued a Certificate of Occupancy.

An occupancy inspection is required prior to the issuance of the certificate.

NOTE: Separate permits are required for Mechanical, Plumbing, Fire, Septic, and Electrical work, as applicable.

NEW TENANT/BUSINESS CERTIFICATE OF OCCUPANCY PROCEDURE

1. Contact the Planning department at 651-450-2545 to verify business use complies with zoning regulations.
2. Contact the Permits & Inspections department at 651-450-2550 prior to commencing any activity to verify if additional permits are required.
3. Submit the following to Met Council to obtain a SAC (Sewer Availability Charge) Determination:
 - a. Completed form [MCES Transmittal-A \(metro council.org\)](https://metro council.org)
 - b. Current & proposed floor plan for the business operations with the following details:
 - Exterior dimensions & total square footage of the entire space
 - All rooms/areas labeled
 - Dimensions for all rooms/areas
 - All equipment labeled
 - Egress routes identified
4. If there are plumbing changes, submit the plans to [MNDLI Plumbing Plan Review \(dli.mn.gov\)](https://dli.mn.gov).
5. Complete the following forms from this packet that need to be uploaded to the permit application:
 - a. Certificate of Occupancy Agreement for New Commercial Tenant/Business
 - b. Certificate of Occupancy Form for New Tenant/Business
6. Submit a permit application on the [IGH CityView Portal \(ighmn.gov\)](https://ighmn.gov).
 - a. Register for an account on the Sign In screen (if not already registered).



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- b. Click on **Apply for a Building Permit** and complete all required sections; notes:
 - Application Type page:
 - Choose categorization type "Alteration".
 - For the description of work, please put the business name and "New business with interior alterations. Certificate of Occupancy needed."
 - Work Items page: Choose "Interior Remodeling & Alterations Commercial".
 - Upload Files page: Upload the following documents:
 - CO Agreement for New Commercial Tenant/Business
 - CO Form for New Commercial Tenant/Business
 - Detailed construction plans with current & proposed layouts
 - MNDLI's plumbing plan review letter & stamped plans (if applicable)
7. Submit payment for the permit (which will include SAC fees, if applicable)-once the application is reviewed & approved, an email will be sent with a link to pay online.
8. Contact the Permits & Inspections department at 651-450-2550 to schedule the occupancy inspection. Please note:
 - At the time of inspection, a key for the business must be provided for the Knox box on the building for use by emergency personnel.
 - If the inspection passes, a Certificate of Occupancy will be issued, which must be posted in public view within the business.
 - If corrections are needed, the inspector will provide a detailed list of requirements; a reinspection must be scheduled once the corrections are completed. If all items are approved at the reinspection, a Certificate of Occupancy will be issued.



Certificate of Occupancy Agreement for New Commercial Tenant/Business

Prior to approval of a Certificate of Occupancy by the Chief Building Official, all outstanding items listed on the Temporary Certificate of Occupancy must be completed and pass inspection by the date(s) stated therein.

- If alterations to the approved plan are necessary, submit the changes to the Inspections department for review before beginning the work. Do not seek approval for change requests from city staff in the field.
- The permit holder is solely responsible for ensuring compliance with the plans that were approved by the city at the time of building permit issuance. Inspections performed by the city do not constitute any representation, guarantee, or warranty, either implied or expressed, to any person that the construction complies with the approved plans.

Penalty & Enforcement:

Failure to take corrective action on outstanding items may result in the Temporary Certificate of Occupancy being revoked and the facility being posted as Not Approved for Occupancy.

Acknowledgements:

I have read this agreement regarding the conditions under which a Certificate of Occupancy will be issued for the property located at _____, and I understand that the Chief Building Official can deny occupancy for any building until all conditions have been met.

I understand that answering 'Yes' will be treated in the same manner as a handwritten signature for the purpose of validity, enforceability, and admissibility. Check the box if you agree: Yes

Type/Print Name	Representing	Date
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Certificate of Occupancy Form for New Tenant/Business

Form must be submitted as part of the building permit application on the portal: <https://cv.ighmn.gov/CityViewPortal>

Business Information

Site Address _____ Business Name _____

Description of Business _____

Business Contact _____ Phone _____ Email _____

Application Type

Interior alterations & Certificate of Occupancy *(complete Alterations Information below)*

No interior alterations—Certificate of Occupancy only *(skip to Acknowledgment)*

Alterations Information

Proposed Alterations

Contractor _____ License No. _____ Job Valuation _____

Project Manager _____ Phone _____ Email _____

Architect/Engineer _____ Phone _____ Email _____

Acknowledgment

I acknowledge that this application is complete and accurate, that the work will be in conformance with Local and State Codes, and that work will not start until this permit has been reviewed and approved. I understand that answering 'Yes' will be treated in the same manner as a handwritten signature, for the purpose of validity, enforcement, and admissibility. Check the box if you agree: Yes

Applicant Name _____ Date _____

OFFICE USE ONLY

	Fee Type	Amount
Permit Number _____	Building Permit	_____
Zoning _____	Plan Review	_____
Occupancy _____	Surcharge	_____
Max Occupancy Load _____	MCWS SAC Charge	_____
Building Approval _____	Other	_____
Planning Approval _____	Total Fee	_____
Fire Marshal Approval _____		

SPECIAL CONDITIONS



Commercial Requirements: Conditional Occupancy Approval For Staff & Furniture Only

The City of Inver Grove Heights requires every new commercial building, building addition, and tenant build out to have Conditional Occupancy Approval **prior** to the newly constructed or remodeled facility being occupied by the building owner, business owner, or employees. Approval is also required before bringing in store fixtures, building furnishings, workstations, materials, and merchandise.

Prior to receiving Conditional Occupancy Approval, only general construction personnel may be inside the building(s) for regular construction activity.

To obtain Conditional Occupancy Approval allowing staff, furnishings and/or merchandise to be in the facility, the permit holder must schedule an inspection with the Chief Building Official to verify the following:

1. Work is completed to the point that only finishes and exterior site work remain
2. All fire protection and life safety devices have been inspected & approved by the Fire Marshal; this may include, but is not limited to:
 - a. Fire alarms, fire sprinklers & fire extinguishers
 - b. Smoke exhaust or control systems
 - c. Cooking hoods
 - d. On-site fire hydrants
 - e. Fire department access roads
 - f. Signage & building address numbers
3. All required building exits and exit systems are complete, cleaned, and usable, including:
 - a. Handrails, stairs, guards, doors, door hardware & exterior walkways
 - b. Exit signs
 - c. Emergency lighting leading out to exterior exit discharge
4. Electrical work has been inspected & approved by the electrical inspector

It is the responsibility of the permit holder to ensure the items listed above are completed prior to requesting the inspection. If violations of this policy are found, a "stop work" order may be issued for the project until necessary corrective action is taken.

Conditional Occupancy Approval notes:

- This approval does not allow the facility to be occupied by the staff's/employee's family members or the general public. A complete final inspection and full Certificate of Occupancy are required prior to the facility being accessible to all.
- If deficiencies are found during subsequent inspections, this approval can be revoked.