



COMMERCIAL PERMIT APPLICATIONS

Commercial building, mechanical and plumbing applications usually **require review and may take more than 6-8 weeks for approval** so it is important that you submit the proper information at the start. A yearly city contractor license is required for contractors doing commercial work (requirements are on the [contractor license application](#))

Commercial building permit application requirements for submittal:

1. Completed application.
2. A digital copy of plans.
3. If any one of these is missing, the submittal will be deemed incomplete and held until we receive everything.
4. Will only be issued to city licensed contractors.
5. Complete list of subs, city licensed if nec.

Commercial mechanical and plumbing application requirements for submittal:

1. Completed application.
2. A digital copy of plans (if plans are needed).
3. Contractors must be city licensed.
4. If any one of these is missing, the submittal will be deemed incomplete and held until we receive everything.

1. Mail your complete submittal to:

City of Maplewood
Building Department
1902 County Road B East
Maplewood, MN 55109

2. Drop it off at our office address above.

3. For contactless delivery, put your complete submittal in a clearly marked envelope in the drop box located outside City Hall 1830 County Road B East.

4. Email the complete submittal to building@maplewoodmn.gov. Emailing will NOT expedite the permit. Permits are processed in the order they are received and must be in PDF form. If your file is too large to attach to an email, please contact us.

City of Maplewood
Community Development
1902 County Road B East
Maplewood, MN 55109

Office 651-249-2300
Fax 651-249-2309
www.maplewoodmn.gov