



COMMERCIAL PERMIT APPLICATIONS

Commercial building, mechanical and plumbing applications require review and may take more than 4-6 weeks for approval so it is important that you submit the proper information at the start. A yearly city contractor license is required for all contractors doing commercial work (requirements are on the [contractor license application](#)). Please call 651-249-2300 if you have any questions about submittals or licensing.

Commercial building permit application requirements for submittal:

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

Commercial mechanical and plumbing application requirements for submittal:

1. Completed application.
2. A digital copy of plans (ex: plans, specs, product manuals, etc.).
3. Contractors must be city licensed.
4. If any one of these is missing or incomplete, the submittal will be deemed incomplete and held until we receive everything.

1. Mail your complete submittal or drop it off (paper plans must be 11x17 or smaller):

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

2. For contactless delivery, put your complete submittal in a clearly marked envelope in the drop box located outside our building (paper plans must be 11x17 or smaller).
3. 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.