

- All applicants must follow the submittal process established by the Mall within their Tenant Information Handbook.
- Only plans stamped Final and signed by Mall personnel will be accepted by the City of Bloomington for code review.
- Set of electronic plans signed by a Minnesota registered Architect or Engineer are required (for exceptions call 952-563-8930).
- The plans must be submitted during the Building permit application process via our online permit portal: <https://permits.bloomingtonmn.gov/ProdPortal>
- Restaurant or food related businesses require a separate review with the Bloomington Environmental Health Division. A separate set of plans is not required as the Environmental Health Plan Reviewer will review the set submitted with the Building permit. However, a separate Environmental Health Plan permit must be submitted via the online permit portal.
- Further guidelines for Health reviews are at: https://www.bloomingtonmn.gov/sites/default/files/plan_review_fact_sheet_071119.pdf

Frequently Asked Questions

Q. Can the plans be mailed or hand-delivered?

A. No. All plans must be submitted electronically via the online permit portal at the time of permit application.

Q. Do I have to have a contractor to submit the plans?

A. No. They may be submitted by another entity and the contractor area noted as TBD. The applicant applying for the permit must provide the estimated project cost. The plan review fee must be paid up front prior to the permit being routed for review.

Q. Do I have to provide the fire related plans at the same time as the building application?

A. No. Fire Alarm or Fire Suppression plans must be submitted via the permit portal at the time of permit application. MOA approved contractor(s) must apply for the permit(s), prior to initiating work relating to those elements of the project.

Q. What is the review time once the plans are received?

A. Typical review time is 10 working days. (There are times in the heavy summer/fall construction season when that time frame may be extended. Restaurants may also take longer.)

Q. Is there an opportunity for expedited reviews?

A. Sometimes. To request an expedited review you must contact the Building Official. No expedited review will be granted for Environmental Health related projects. No expedited review will be granted unless the contractor has been hired by the time of request and their contract value has been provided on the application. The cost associated with an expedited review is double the plan review fee for the project. The expedited review time will be established between you and the Building Official.

Q. What happens if the Plan Reviewers have corrections or request further information?

A. The reviewer will contact the applicant who submitted the permit. This may be done by phone, email or a formal review letter. If corrections are needed, the reviewer will inform the contact how to submit revisions. Once the information has been received by the plan reviewer, your revisions will be reviewed within 24 to 48 hours.

Q. What if the plans were received with no contractor information?

A. The contractor, once awarded the project, must contact the City and provide their business information, the specific person who will be physically at the job site for the build-out, and their cell phone number. The contract amount for the job must also be provided at that time.

Q. Can I alter any structural elements?

A. Only with MOA and City approval. A MN licensed Engineer must design drawings that are to be submitted with the application.

Q. Are there some commonly missed or incorrect items on the plans?

A. Yes. Some of the more common ones are as follows:

- Wood elements are shown within Mall storefronts and bulkheads. See Mall Handbook for requirements. (Unique to the Mall of America.) Note that there are no combustibles (including fire retardant treated wood) allowed in the storefronts.
- Store bulkhead adjoining Mall bulkhead has been incorrectly drawn. (See example provided in Mall Handbook.)
- "Cash wrap" details (Sales and Service Counters under Section 904) are either missing or do not correctly reflect the requirements of the MN Accessibility Code which incorporates ICC ANSI A117.1 2009.
- Bathrooms, when installed in tenant spaces, do not comply with the MN Accessibility Code for dimensional area required in front of or around the water closet.
- The Type of Construction for the Mall is I-A, not II-B. The building is fully sprinklered, with an alarm system and smoke zones.
- The occupant load factor for mercantile occupancies is 30 s.f./person for the mall as opposed to the 60 s.f./person in Table 1004.5 of the IBC.
- Rear doors to exit passageways (not designed as corridor in MOA) must be 1-hr labeled and have hardware that is labeled as "Fire Hardware."
- Manual flush bolts are not allowed on double entry/exit doors even if only one of the doors is required for exiting.
- Exiting through stockroom area has been incorrectly designed. Must meet parameters dictated by IBC Section 1016 for exit access.
- Accessible dressing rooms must provide a bench. A clear floor space complying with Section 305 of the MN Accessibility Code, positioned for a parallel approach to the bench seat, shall be provided. Other technical requirements are found in chapter 9.