City of Isanti
110 1ˢᵗ Avenue NW – PO Box 428
Isanti, MN 55040
Phone 763.444.5512
Fax: 763.444.5560

A Community For Generations.
Isanti

Change of Occupancy

All changes in the use and the occupany of existing buildings shall be reviewed by the Building Official to see if a permit is required.

IBC Section 3405 No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancy or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancy. Subject to the approval of the building official, the use or occupancy of existing buildings shall be permitted to be changed and the requirements of this code for those groups, provided the new or proposed use is less hazardous, baded on life and fire rise, than the existing use.

In order for us to access the above said risk, we need the following information…
1. A structural blue print of the exsisting building.
2. Site plan showing existing building, property, and setbacks.
3. Two copies of the new floor plans.
4. Details of any changes in the exsisting mechanical, plumbing, or electrical operation. It may also be necessary to have changes reviewed by the Department of Health or other appropriate governing bodies.
5. Any mechanical changes will have to be stamped by a mechanical engineer.
6. Any changes or additions to the existing building envelope, as well as any changes to the interior space as well.
7. A "Code Compliance" letter. (See new commercial building application for details.)
8. Details and computations showing compliance to Minnesota Energy Code.

Your cooperation and attention to details for the above information is greatly appreciated and will expedite the permit process.

Section 3405.2 IBC A **Certificate of Occupancy** shall be issued where it has been determined that the requirements for the new occupancy classification have been met. No building shall be occupied without this **Certificate of Occupancy.**