



**CITY OF HAM LAKE**  
**15544 Central Avenue NE**  
**Ham Lake, MN 55304**  
**763-235-1691**  
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## **COMMERCIAL CERTIFICATE OF OCCUPANCY**

In order to apply for a Certificate of Occupancy, the following would be required:

- Application forms completed
- \$200.00 Deposit
- Detailed (to scale) site plan of property showing the hard surfaced parking area, including parking stall detail (minimum 9' x 20' spaces, handicap parking stall minimum 8' x 20' plus 8' x 20' hashed), and minimum 24' wide driving isles. Also to include fencing, building and interior layout of the building (1 copy 11" x 17" or smaller).

Please Note the following: Minnesota State Fire Code [A] 102.3 Change of use or occupancy. No change shall be made in the use or occupancy of any structure that would place the structure in a different division of the same group or occupancy or in a different group of occupancies, unless such structure is made to comply with the requirements of this code and the International Building Code. Subject to approval of the fire code official, the use or occupancy of an existing structure shall be allowed to be changed and the structure is allowed to be occupied for purposes in other groups without conforming to all of the requirements of this code and the International Building Code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.

- Narrative of business (explaining the type of business, storage needs, number of employees, hours of operation, etc.).

4/08, 10/11, 3/15. 2/18

## **Suggested Commercial Off-Street Parking Requirements**

Hard surfaced parking area with minimum 9' x 20' spaces, handicap parking spaces to be a minimum of 8' x 20' plus 8' x 20' hashed spaces. And minimum 24' wide driving isles.

**Parking Lot** – Whenever a Certificate of Occupancy is required for any new construction or change of usage in any of the following categories, the following provisions shall be made for the parking of motor vehicles on locations other than on public streets:

- a. Automobile service stations: At least one (1) parking space for each employee, plus two (2) for each service stall.
- b. Banks: At least one (1) parking space for each four hundred (400) square feet of floor area, plus one (1) for each employee and four (4) for each inside teller window.
- c. Bowling alley, recreational buildings: At least five (5) parking spaces for each lane, one (1) space per each employee per maximum shift, plus additional spaces as may be required for affiliated uses.
- d. Professional office or public administration buildings: At least (1) parking space for each two hundred fifty (250) square feet of floor area.
- e. Churches and synagogues: At least one (1) parking space for each four (4) seats in accordance with design capacity of the main auditorium.
- f. Private clubs, lodges and other establishments handling the sale and consumption of food and refreshment on premises: At least one (1) parking space for each four (4) seats.
- g. Furniture and appliance stores, motor vehicle sales, stores for repair of household equipment or furniture: At least one (1) parking space for each two hundred fifty (250) square feet of land used for showroom or exterior sales lot.
- h. Libraries and museums: At least one (1) parking space for each two hundred fifty (250) square feet of floor area.
- i. Manufacturing, fabricating, general industrial building, and processing plants not engaged in retail trade: At least one (1) parking space for each two (2) employees on a maximum working shift or one (1) parking space for every two hundred fifty (250) square feet of floor area, whichever is greater.
- j. Medical and dental clinics: At least two spaces for each examining or treatment room, plus one (1) for each doctor and employee in the building.
- k. Motels: at least one (1) parking space for each dwelling unit, plus one (1) space per employee.
- l. Public utility and public service uses: At least one (1) parking space for each three (3) employees, plus spaces in adequate number as determined by the Zoning Administrator to serve the visiting public.
- m. Recreational buildings or community centers: Spaces in adequate number as determined by the Zoning Administrator.
- n. Schools, elementary, junior high, public or private: At least one (1) parking space for each faculty member and other full-time employees, plus adequate off-street parking for visitors.
- o. Supermarkets, discount houses, mail order outlets, retail stores and other stores with high customer volume: At least one (1) parking space for each two hundred (250) square feet of floor area.
- p. Warehouse and storage establishments and freight terminals: at least (1) off-street parking space for each two thousand (2000) square feet of floor area or one (1) parking space for each employee on maximum working shift.
- q. Other uses: Spaces in adequate number as determined by the Zoning Officer.