

**Service Availability Charge (SAC)  
 Commercial/Institutional & Industrial Determination Transmittal**

<b>NEW</b>	PROJECT TYPE: <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Tenant Finish			
	Business Name		Type of Business	
	Site Address (if address not assigned – street intersections in lieu of street address)			City Name
	Site Location (ex. Mall of America, Oaktown Office Park, etc.)			Suite Number
	Project Description			

<b>PREVIOUS</b>	Business Name (at this location)		Type of Business	
	Site Address, Suite Number			
	Original building construction date?		Building use if constructed prior to 1/1/1973?	

<b>CONTACT</b>	Contact Name		Phone Number	
	Company Name			
	Complete Mailing Address			
	Email Address			

**SUBMITTAL CHECKLIST:**

- Complete SAC Determination Transmittal
- Architectural Plans – 1 set (**No Spec Books**)
  - Scalable or with individual room dimensions for each room/space
  - Room Schedule, showing room use (if not specified on plan)
  - Seating layout (if restaurant, bar or theater) – Indoor and outdoor seating
  - Plumbing fixture layout (if clinic, hospital or parking garage)
- Demolition Plans (if existing or remodel) – 1 set
- SAC Affidavit, Reclaim or Transmittal-B forms (if applicable)

*See “Additional Submittal Requirements” page for further submittal requirements*

**Submit all of the above to SAC Technician at the address on the bottom of page**

[www.metrocouncil.org](http://www.metrocouncil.org)

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