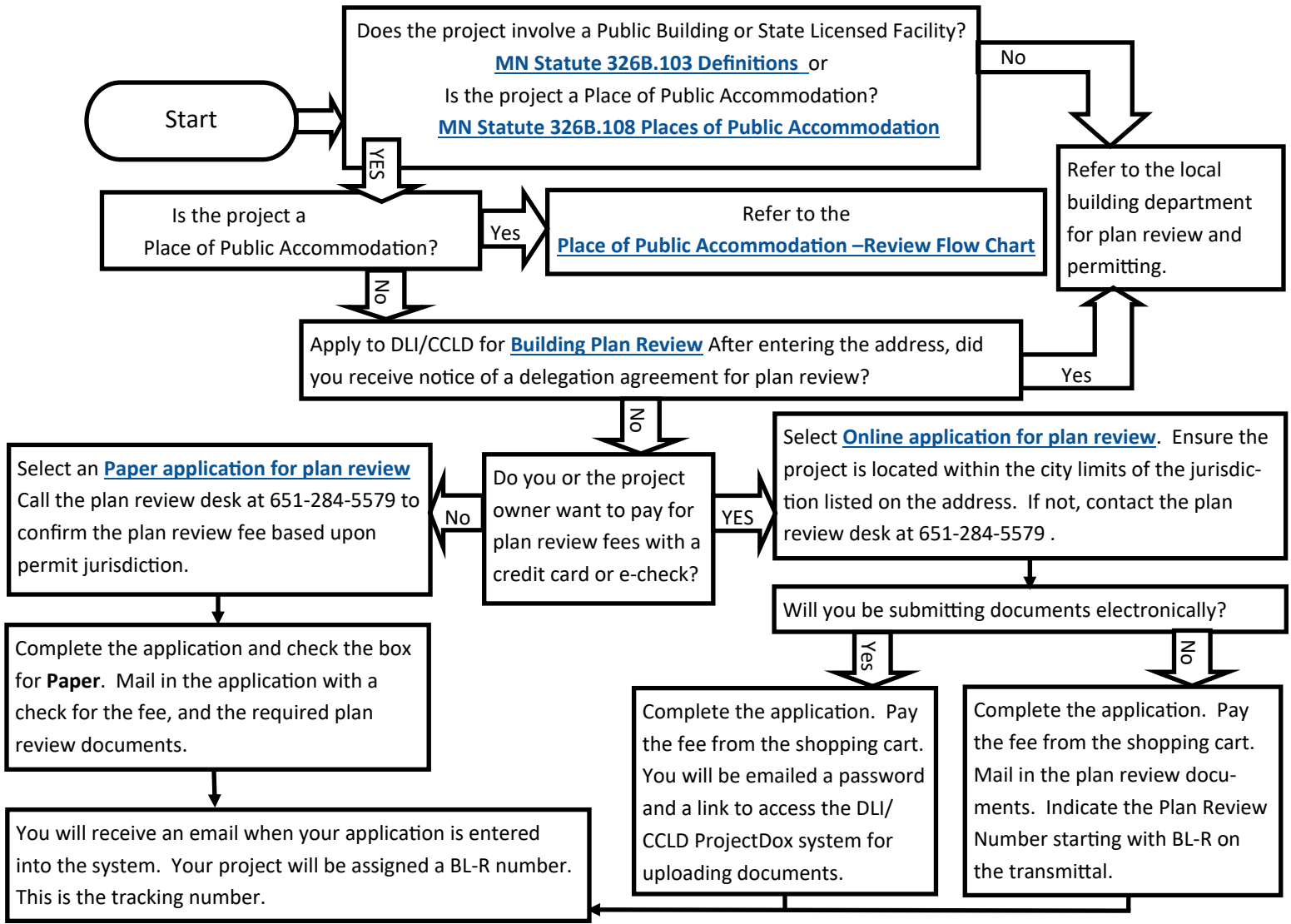


Flow Chart– MN DLI/CCLD Building Plan Review Process (revised January 2020)



Helpful Information

Plan Review Application packages enter the plan review queue in the order in which the complete package is received. Complete Plan Review Application Packages include:

- A completed application
- A plan review fee paid in the correct amount
- Drawings, specifications, & addenda (civil, architectural, structural, mechanical, and electrical)
- [Code Record](#) (all projects, information may be included on large format sheets)
- Completed and signed [Special Inspections and Testing Program](#) (when required by IBC Ch. 17)
- Structural Calculations (when work involves adding or modifying structure)
- Geotechnical/ Soils Investigation Report (for any and all foundations work)
- Energy Compliance Forms (new construction, additions, change of occupancy)

Footing & Foundation Permits are available by special arrangement only.

You will receive electronic notice from your plan reviewer when they have completed their initial plan review. Either corrections will be required, or the plan review will be complete. Resubmit revised documents for required corrections. Permits will be authorized when the plan review is complete.

Separate Plan Review for Mechanical, Fire Suppression, and Fire Alarm Permits is required when the permitted work is not associated with a larger Building Plan Review Application Package. When Mechanical, Fire Suppression, and Fire Alarm permits are associated with a larger project having a Building Plan Review, obtain the BL-R number from the architect and make note of it on the Permit Application, and include the plan review documents with the permit application.