

PLUMBING PLAN REVIEW APPLICATION

Type of Project (check all that apply)				Plan Submittal Format (see back)	
New Construction		Addition	Remodel		Paper
Food service/bar/lodging		Hospital/Nursing Home			Electronic
Building Service Information					
SEWER	New municipal	Existing municipal	WATER	New municipal	Existing municipal
	New on-site septic system	Existing on-site septic system		New private well	Existing private
Project Information and Location					
PROJECT NAME				DATE	
PHYSICAL ADDRESS (number and street name)					
PROJECT CITY or PROJECT TOWNSHIP (Enter only the city or the township, not both)				COUNTY	
Plan Review Applicant					
APPLICANT NAME				PHONE	
STREET OR PO BOX (MAILING ADDRESS)			E-MAIL ADDRESS		
CITY			STATE	ZIP CODE	
Plumbing System Designer					
COMPANY				CONTACT NAME	
STREET OR PO BOX (MAILING ADDRESS)			E-MAIL ADDRESS		
CITY	STATE	ZIP CODE	PHONE		
Project Owner					
PROJECT OWNER NAME				PHONE	
STREET OR PO BOX (MAILING ADDRESS)			E-MAIL ADDRESS		
CITY			STATE	ZIP CODE	
Required Information					
<p align="center">Provide one full-size set of plans that includes the following:</p> <div> <div> ✓ Utility Site Plan (if new services are to be installed) ✓ Floor Plan (show fixtures/horizontal waste piping/pipe sizes) ✓ Roof Plan (if internally piped roof drains are proposed) ✓ Water Riser Diagrams </div> <div> ✓ Soil, Waste and Vent Riser Diagrams ✓ Plumbing Specifications ✓ Designer's Signature and License Number (on each plan sheet) </div> </div>					

Fee Schedule/Payment Information

Plumbing System Installation Cost Valuation Valuation should include all proposed plumbing within the building and on the project site, including required excavation and storm water systems	Enter Valuation Amount
FEES: If the value range is between: <ul style="list-style-type: none"> ✓ \$0 - \$1,500. Enter \$135 ✓ \$1,501 to \$2,500, it is \$135 for the first \$1,500, plus \$28 for each additional \$500 or fraction thereof, to and including \$2,500 ✓ \$2,501 to \$5,000, it is \$191 for the first \$2,500, plus \$25 for each additional \$500 or fraction thereof, to and including \$5,000 ✓ \$5,001 to \$25,000, it is \$316 for the first \$5,000, plus \$33 for each additional \$1,000 or fraction thereof, to and including \$25,000 ✓ \$25,001 to \$50,000, it is \$976 for the first \$25,000, plus \$31 for each additional \$1,000 or fraction thereof, to and including \$50,000 ✓ \$50,001 to \$500,000, it is \$1,751 for the first \$50,000, plus \$23 for each additional \$10,000 or fraction thereof, to and including \$500,000 ✓ \$500,001 to \$3,000,000, it is \$2,786 for the first \$500,000, plus \$41 for each additional \$50,000 or fraction thereof, to and including \$3,000,000 ✓ \$3,000,001 and over, it is \$3,811 for the first \$3,000,000, plus \$33 for each additional \$100,000 or fraction thereof 	Enter fee based on value range

Check or money order must be made payable to the Minnesota Department of Labor and Industry (DLI).

- ✓ **Mail plans and fees to: MN DLI, Plumbing Plan Review and Inspection, 443 Lafayette Road N., St. Paul, MN 55155.**

System Information

Total number of drainage fixture units (DFU)	Interceptors/Separators (grease interceptors, flammable waste interceptors, etc.)
Total DFU:	Number of interceptors:
Storm drainage system: a) roof drains and overflow roof drains	Storm drainage system: b) storm water interceptor, separator, or catch basin designs
Number of roof drains:	Number of designs:

Instructions and Additional Information for the Submittal of Plumbing Plans

The purpose of a plan review is to ensure that the design complies with the Minnesota Plumbing Code (Minnesota Rules, Chapter 4714) and that no plumbing system is installed that may endanger the public health. The Minnesota Plumbing Code requires plans and specifications to be submitted to the Minnesota Department of Labor and Industry and approved prior to construction of any new plumbing system or prior to any change to an existing plumbing system serving a public building. Plans and specifications will not be approved without adequate information to verify compliance with the provisions of the Minnesota Plumbing Code.

Plumbing plan submittals must include the following:

- ✓ **Utility Site Plan:** If new services are being installed, show the building, service lines (water, sanitary, storm), pipe sizes, slopes, materials, and well and septic system locations on the property. Verify that the service line locations and sizes correspond with the interior plumbing plans to avoid delays.
- ✓ **Floor Plan:** Show all fixture locations, all horizontal drainage pipe locations, and all pipe sizes for new plumbing. This floor plan should include architectural details with grids and/or room numbers.
- ✓ **Roof Plan:** Projects with roof drains must show the locations of roof drains and the roof area served by each roof drain. Include tributary area and sidewall calculations near each roof drain.
- ✓ **Roof Isometric Diagrams:** Isometric drawings of the proposed roof drainage system showing roof drains, pipe sizes, and roof areas.
- ✓ **Water Riser Diagrams:** Isometric drawings of the water supply system showing all pipe sizes and all fixtures.
- ✓ **Soil, Waste and Vent Riser (DWV) Diagrams:** Isometric drawings of the waste and vent system showing pipe sizes and fixtures.
- ✓ **Plumbing Specifications:** Include a list of the manufacturer and model numbers of the plumbing fixtures, pipe materials, including the quality standard (ASTM B88, ASTM D2665, etc.), testing, and disinfection procedures.
- ✓ **Signature:** The plans must be designed by either a Minnesota licensed professional engineer, or by the licensed master plumber of a Minnesota plumbing contractor (PC) installing the plumbing. Each sheet must be signed by the designer.

- ✓ **Required Plan Review Fee:** Please calculate the required plan review fee carefully. Overpayment or underpayment will delay your plan review. Checks returned for nonpayment will be charged a \$30 fee (M.S. 604.113, subd. 2). An interactive fee worksheet can be found at: <http://www.dli.mn.gov/business/plumbing-contractors/plumbing-plan-review-fee-calculator>
- ✓ **Revisions to Previously Approved Plans:** Revisions to approved plumbing plans require an additional review and fee. The revisions must be clearly identified on the plans and must include a revision date. Contact the review engineer for additional information.

**INCLUDE ALL OF THE REQUESTED INFORMATION
INCOMPLETE OR ILLEGIBLE INFORMATION WILL DELAY YOUR PLAN REVIEW**

Plan Submittal Format:

Paper:

- ✓ To submit a printed copy of the plans, please send this completed application; a check or money order made out the MNDLI for the required plan review fee; and a complete set of plans and specifications to Department of Labor and Industry (DLI), Plumbing Plan Review and Inspection, 443 Lafayette Road N., St. Paul, Minnesota 55155.

Electronic:

- ✓ Construction plans may now be submitted electronically through ProjectDox, the department's ePlans software. ProjectDox is a web-based program that requires an initial setup of the user's computer workspace before ePlans will be fully functional. Please refer to the <https://www.dli.mn.gov/business/get-licenses-and-permits/eplans-user-guide> for complete information on submitting plans through ProjectDox, including the required initial set-up.
- ✓ To submit plans electronically, please log in to our online permitting system, iMS at <https://ims.dli.mn.gov/ims>, and complete the online plan review application. Alternatively, you may send this completed application and the required plan review fee to the department (see address listed above). The application will be recorded by the department, and an email invitation to participate in ePlans will be sent to the applicant's email address identified on the plan review application.
- ✓ Verify that the address 'noreply.DLI@avolvecloud.com' is added to the email client's Safe Sender List to prevent this email from ending up in the Spam or Junk E-mail folder.

Additional Information:

- ✓ If the plumbing contractor is different than the designer, please provide their address and phone.
- ✓ If you have any questions regarding the required information for plan review, please call (651) 284-5063 or visit the department's website at: <https://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review>
- ✓ **For the current plan review turnaround time, please call (651) 284-5043.**
- ✓ It shall be the duty of the submitter to furnish the contractor with a copy of plans and specifications identical to those approved by the Minnesota Department of Labor and Industry for use on the project. Construction shall be performed in accordance with the approved plans and specifications, unless permission for changes has been approved by the proper administrative authority. Approved plans must be retained at the site.