

## Plumbing Plan Review Application

*When e-mail addresses are provided, correspondence will be sent electronically rather than by the USPS.*

### Type of Project (check all that apply)

- New Construction       Addition       Remodel  
 Food service/bar/lodging       Hospital/Nursing Home

### Building Service Information

#### SEWER

- New municipal  
 Existing municipal  
 New on-site septic system  
 Existing on-site septic system

#### WATER

- New municipal  
 Existing municipal  
 New private well  
 Existing private

### Project Information and Location

PROJECT NAME \_\_\_\_\_

PROJECT STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_  
(if not in city limits)

### Plan Review Applicant

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

### Plumbing System Designer

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

### Project Owner

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

### Required Information

- Provide one full-size set of plans that include the following:**
- 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**  
 **Soil, Waste and Vent Riser Diagrams**  
 **Plumbing Specifications**  
 **Designer's Signature & License No.** (on each plan sheet)

### Plan Submittal Format (see back)

- Paper       Electronic

### Fee Schedule

1. Choose only one of the following:

- Building Sanitary Sewer and/or Water Service Only** \$ \_\_\_\_\_  
 (This fee applies when scope of work does NOT include interior plumbing)  
**\$150 flat rate**      - OR -
- Plumbing System**      - OR -  
 (This fee applies to interior water distribution and drain/waste/vent systems, and water and/or sewer service connections)  
 Based on total number of drainage fixture units (DFU)
- |  |       |          |
|--|-------|----------|
| a. 25 or fewer DFU   | _____ | \$150    |
| b. 26 to 50 DFU  | _____ | \$250    |
| c. 51 to 150 DFU   | _____ | \$350    |
| d. 151 to 249 DFU  | _____ | \$500    |
| e. 250 or more DFU: multiply \$3 times number of DFU to a maximum of \$4,000 |       |          |
| Total DFU  | _____ | \$ _____ |

- 2. Interceptors/Separators**  
 (grease interceptors, flammable waste interceptors, etc...)  
**\$70 per design**      \$ \_\_\_\_\_

- 3. Storm Drainage System (\$150 min)**
- a) Roof drains and overflow roof drains**
- Number of roof drains: \_\_\_\_\_ X \$50      \$ \_\_\_\_\_  
(\$500 max)
- and/or**      **plus**
- b) Storm water interceptor, separator, or catch basin designs**
- Number of designs: \_\_\_\_\_ X \$70      \$ \_\_\_\_\_
- Storm Total: \$ \_\_\_\_\_  
(\$150 min)

**TOTAL** (add fees from Items 1, 2, and 3)      \$ \_\_\_\_\_

Check or money order must be made payable to 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, Minnesota 55155-4343.

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, Plumbing Plan Review and Inspection, 443 Lafayette Road N., St. Paul, Minnesota 55155-4343.
- **Electronic:**
  - Construction plans may now be submitted electronically through ProjectDox, the department's ePlans software. ProjectDox is a web-based program which requires an initial set-up 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 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 email address identified on the plan review application.
  - Verify that the address '[noreply.DLI@avolvecloud.com](mailto: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 see our Web site at <https://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review> or call (651) 284-5063.
- For 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.

*This material can be made available in different forms, such as large print, Braille, or on a tape. To request, call 1-800-342-5354.*