

CONTACT INFORMATION

Building Permits:

Building Inspections
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Business Licensing:

Business Licensing
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Public Health Division
City of Brooklyn Park
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Zoning/Planning:

Planning Division
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City of Brooklyn Park

Permitting, Licensing & Zoning Processes



www.brooklynpark.org

What are you trying to do?

OBTAIN A BUILDING PERMIT

What is a building permit?

A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications.

When do you need a building permit?

Permits are needed for contractors and homeowners – even if the homeowners are working on their own homes. The best way to find out if you need a permit is to call your local building inspector (**763-488-6379**). Building permits are typically required for the following types of projects.

- New buildings
- Additions (bedrooms, bathrooms, family rooms, etc...)
- Residential work (decks, garages/sheds over 120 square feet, fireplaces, pools)
- Renovations (residing, reroofing, window replacement, interior/exterior remodeling)
- HVAC (heating, ventilating, air-conditioning systems, water heaters)
- Plumbing systems (sewer, water, septic, water softeners)
- Electrical systems (permits & inspections by the [State Board of Electricity](#) (**651-284-5064**))
- Commercial construction projects (please contact Building Inspection Division)

Why get a building permit?

Your home or business is an investment. If your construction project does not comply with the codes adopted by your community and the [State of Minnesota](#), the value of your investment could be reduced. Property insurers may not cover work done without permits and inspections. If you decide to sell your home or building that has had modifications without a permit, you may be required to do costly repairs to achieve code compliance. Your permit also allows the code official to protect the public by reducing the potential hazards of unsafe construction and ensuring public health, safety and welfare. Applying for a building permit notifies the Building Official that you are constructing or remodeling a building so he or she can ensure code compliance.

Depending on the size of the project more than one permit may be needed. The Building Inspection Division staff will help determine building permits needed and can also provide community assistance, information, and inspection services associated with building, plumbing, mechanical (HVAC) and sewer and water permits.

Where do you get a permit?

Permits are available at City Hall and on the City's website at:

<http://www.brooklynpark.org/sitepages/pid661.php>

OBTAIN A BUSINESS LICENSE

What businesses need a license?

The City does not require a general business license. The City does however require licenses for the following categories of businesses.

- Food/Beverage
- Home Occupation
- Boarding & Lodging
- Massage (future license)
- Body Art
- Tobacco/Alcohol

When opening a food, boarding & lodging, body art, and tobacco or alcohol business, the City requires that you obtain a business license. Staff in business licensing will help you through the process. Food/Beverage and Boarding & Lodging establishments must contact the Code Enforcement and Public Health Division for information on fees and the application. Plan review packets are available at City Hall and include information on how to get started. Most other applications for business licenses can be completed on the City's website. All completed applications must be filed with Business Licensing.

COMPLETE A ZONING REVIEW

How do you get zoning approval?

Planning staff will review the construction permits and land-use permits to ensure your project is in compliance with the City's zoning code and Comprehensive Plan.

Certain procedures require that you file an application with the Planning Division. Applications and approval are typically required for the following items.

- Site Plan Review
- Zoning or Sign Ordinance Variance
- Plat/Subdivision Review
- Conditional Use/Interim Use Permit
- Rezoning/Zoning Text/Comprehensive Plan Amendment

These applications may require Planning Commission and/or City Council approval.

For further information please contact the Planning Division staff or refer to the City's website at: <http://www.brooklynpark.org/sitepages/pid418.php>