



Permit Application Requirements

Community Development Department Building Inspections Division

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2/16 www.brooklynpark.org

Welcome To the City of Brooklyn Park.

To facilitate your building project and the City's permit process as well as to provide a consistent level of customer service, submittals for building permit **must** be complete at the time of application. The following documents are required at time of permit submittal so that all City departments can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. Three weeks will typically be required for new buildings and major additions / remodels. If you have questions or concerns at this stage of your project, we will be happy to meet with your design team to answer questions and assist you in completing the application process.

Two complete sets of plans, specifications and submittal documents are **required at time of permit application**:

- Completed and signed permit application
- Soils Analysis / Geotechnical report
- Certificate of survey showing proposed building structure
- Civil plans (Grading, drainage, utilities)
- Landscape Plans
- Site Plans
- Architectural Building Plans (Code analysis, any requests for alternate materials, methods to the code)
- Structural Plans (Structural analysis, design calculations)

The following documents may be "**deferred submittals**" and are required prior to issuance of a permit:

- Special Inspections Form
- SAC Letter from Metropolitan Council (sacprogram@metc.state.mn.us)
- Commercial Energy Code Information/Comcheck
- Performance Bond / Letter of Credit for all on-site improvements
- State Delegation Agreements for Building and Plumbing Code Administration on **Public** Projects.

Separate Permit Applications, Plans and Approvals are Required for the Following Work:

- Mechanical / HVAC
- Plumbing / Process Systems
- Electrical Systems (Permits required from the State Board of Electricity).
- Fire Suppression
- Fire Alarms

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_____ Food Establishments, Commercial Kitchens, Food Service (Please contact Public Health Division)

- Where required, plans, documents, and specifications must be prepared in accordance with the MN State Board of Architecture Rules.
- State or Local license may be required for specific trades (eg. Plumbing, HVAC, Electrical, Utility).