

Tenant Improvements or Remodel for Commercial spaces



Brooklyn Park City Hall
5200 85th Avenue North
Brooklyn Park, MN 55443

Visit our Website

Building Inspections Division
<http://www.brooklynpark.org/building-permits-and-inspections>
www.brooklynpark.org

Department contacts:

Building
763-488-6379
Fire Marshal
763-493-8020
Planning and zoning
763-493-8057
Public health
763-493-8070
Economic Development Authority
763-493-8058

If you need this information in another language or format or disability accommodations, email access@brooklynpark.org or call 763-424-8000.

Si usted necesita esta información en español: 763-424-8000

Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj

Projects considered Commercial construction require a Minnesota licensed Architect or Engineer to prepare plans and documents. Review and approval of the submittal documents will depend on the complexity of the project and completeness of the plan submittals. Two weeks will typically be required for the review process.

Applications are submitted through our portal:
<https://brooklynpark.geocivix.com/secure/>

Documents required at time of permit application submittal:

1. Cover letter from the owner, tenant or architect that describes the business operation.
2. Architectural plans which include code analysis, floor plan, and elevations
Note: All pages must be signed by a MN licensed Architect.
3. Site plans or multi-tenant buildings key/master plan.
4. Structural plans, (structural analysis, design calculations).
Note: all pages must be signed by a MN licensed engineer.

Documents required but may be submitted after initial application:

Note: the permit application will not be approved until the appropriate forms have been submitted.

1. SAC determination letter from the Metropolitan Council.
<https://metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge/SAC-Forms.aspx>

Is your project considered a Public Building or State-Licensed Facility? Follow this link to find out, <https://www.dli.mn.gov/workers/building-officials/public-buildings-and-state-licensed-facilities>

Separate permit applications, plans and approvals are required for the following work:

1. Mechanical / HVAC
2. Plumbing / Process Systems
3. Electrical Systems (Permits are issued by the State Board of Electricity)
4. Fire Suppression
5. Fire Alarms
6. Food Establishments, Commercial Kitchens, Food Service