

New Commercial Buildings or Additions



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 nrhiv 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 will depend on the complexity of the work and completeness of the plan's submittals. Three 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, elevations, and spec books.
3. Structural plans (structural analysis, design calculations, elevations, cut sections) *Note: all pages must be signed by a MN licensed engineer.*
4. Civil plans (signed by Minnesota civil engineer).
5. Certificate of survey that shows the proposed building and all setbacks to property lines.
6. Provide the path you intend to use to meet the 2024 MN commercial energy code- along with all building systems verification, testing, and commissioning requirements. (2024 MN commercial energy code 4.2.5)

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://metro council.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge/SAC-Forms.aspx>
2. Soil analysis or Geotechnical report.
3. Energy code compliance forms.
4. Performance bond letter of credit for all on-site improvements.
5. Special inspections form with signatures of all parties (if applicable).

Is your project considered a Public Building or State-Licensed Facility? Follow this link to find out, <https://www.dli.mngov/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.