Step 2 – After Development/Planning Process

Council Approval of Project (see Step 1 development)

→ Start Construction Approval Process

→ Pre-Design/Demo Meeting with Applicant

→ Applicant submits permit applications and all required plans to Building Inspection Department. 4 full size complete sets of plans shall be submitted along with 2 sets of spec books. 1 digital PDF if available.

- Architectural /Structural/Plumb./Mech./Elec.
- Civil/Landscape/Irrigation/Lighting/Parking/Erosion/ Utility
- Signs/location on site plan/structural/screening methods
  - These plans may be submitted for review any time during the submittal process
  - Plumbing Review
- Mechanical Review

→ Submit plans to MN Dept. of Health if applicable to restaurant, pool, lodging, tattoo, etc.

Submit plans to MN Dept. of Agriculture if applicable to wholesale food, grocery store, bakery/meat, or gas station with food

Plumbing Plans sent to MN Department of Labor &Industry

→ Plans reviewed by Building Department

City Review Upon Complete submittal of plans:

Small/Remodel projects

New Construction/Large remodel

→ Plan Review Letter sent to architect for plan revisions if needed

→ Applicant revises and resubmits to Building Department

→ Erosion Control Inspection

→ Pre-Construction Conference

→ Building Permit Issued

→ Applicant begins project Inspections:

- Building
- Plumb/Mech
- Electric
- State (MDH/MDA)
- Water/Sewer

→ Final Inspections Completed

All conditions of planning and permits met

→ Certificate of Occupancy issued.

Open for Business