



## BUILDING PERMIT REVIEW PROCESS

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1. Applicant Submits Completed Application, including:
  - a. Application Form
  - b. Survey/Site Plan
  - c. Grading Plan
  - d. Building Plans

NOTE: Applicant should send all required plans to the State of Minnesota (as needed)

2. Review by City Planner, City Engineer, and City Building Inspector(s)
  - a. The City may ask for additional information/plans to complete their review
  - b. In some instances, review may be required by the Minnesota Dept. of Labor & Industry and/or the State Health Department
3. Applicant provides any additional information/plans as requested by the City
4. Upon approval by the City Planner, City Engineer, and City Building Inspector(s), City Staff will contact the applicant with the total amount due for the Building Permit
5. Once a building permit has been fully paid and picked up from City Hall, the building permit is then considered "issued"
6. The applicant should work with the Building Inspector(s) to schedule the necessary inspections throughout the construction process
7. A final Certificate of Occupancy will be issued by the Building Inspector(s), once the all the approved work is completed