



Department of Community Development **Building Safety Division**

Brainerd City Hall
501 Laurel Street
Brainerd, MN 56401

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Submittal Checklist for Commercial New / Addition Construction

To facilitate a building project and the city's permit process, submittals for building permits must be complete at time of application. The following required submittals constitute a complete application for a Building Permit. Plan reviews for permit approval will not begin until a complete application is received. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur.

All construction documents shall be prepared and certified by an architect and/or an engineer as required by MN Rules 1800.5200. Construction documents shall be dimensioned and of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the code and relevant laws, ordinances, rules, and regulations, as determined by the building official. Any plans that are not legible, dimensioned, or submitted on unsuitable material will not be accepted.

Permitting time will depend on project complexity, completeness of plan submittals and number of already received project submittals. If needed, a pre-design process is provided, and a preliminary meeting will be scheduled to answer questions and assist in the application process. Please allow up to 21 days for plan review. Plan reviews will not start until all submittals have been made.

Anyone can apply for a Commercial Building Permit, but the permit can only be issued to a City Licensed Contractor. Permits for multi-family dwellings with 3 – 4 units can only be issued to a Minnesota Licensed Residential Contractor.

If the plan review process is completed and the permit is ready to be issued prior to a City Licensed Contractor or a Minnesota Licensed Residential Contractor being named as the general contractor, the permit and the approved plans will be placed on hold and not released until the general contractor's information is submitted to the City and the contractor is licensed by the City. Subcontractors listed on the application will be required to be licensed by the city prior to the issuance of the permit. Subcontractors performing work on multi-family dwellings with 3 – 4 units under a Minnesota Licensed Residential Contractor do not require city licensing. The applicant is responsible for notifying the contractor when the permit is ready and the cost of the permit.

SUBMITTAL REQUIREMENTS

- Building Permit Application** – A completed building permit application. Include contractors list. (2 Pages)
- Complete Set of Construction Plans** – One 11x17 print set and an electronic PDF file is required. Plans must be signed by the appropriate design professional and include the following, as they apply to the project:
 - **Architectural Drawings**
 - Include Code Summary
 - Specify Energy Code path that is being followed as listed in Section C401.2 of the 2020 MN Energy Code.
 - **Structural Drawings**
 - **Site/Civil Drawings**
 - **SWPPP plans, drainage maps, etc.**
 - **Landscaping Drawings**
 - **Plumbing Drawings**
 - Can be submitted with Plumbing Permit Application
 - **Mechanical Drawings**
 - Can be submitted with Mechanical Permit Application
 - **Electrical Drawings**
- Project Manual / Specification Book** – An electronic PDF file is required
- Soil Test (Geotechnical) Report** – An electronic PDF file is required.
- Structural Testing Special Inspection Agreement Schedule** – Must include ALL required signatures.

Additional Information

- Reversed plans are not accepted. The plans must match the submitted Certificate of Survey.
- Optional features shown on the plans must be marked as "Selected" or "Not selected" or removed to provide clarity.
- It is not acceptable to indicate "per code" or similar statements in lieu of dimensions or specifications.
- Additional information may be required for some projects. This will be determined during plan review

SEPARATE PLAN REVIEWS AND PERMIT APPROVALS

Mechanical Permit – A completed mechanical permit application must be submitted before mechanical plan review will begin. The building permit will not be issued until the mechanical plan review has been completed. Mechanical permits will only be issued to a mechanical contractor that has been licensed by the City of Brainerd.

Plumbing Permit – A completed plumbing permit application must be submitted before the plumbing plan review will begin. The building permit will not be issued until the plumbing plan review has been completed. Plumbing permits will only be issued to a plumbing contractor that has been licensed by the City of Brainerd.

Fire Protection/Fire Alarm Permit – Reviewed, issued, and inspected by the Brainerd Fire Department.

Fire Sprinkler Permit – Reviewed, issued, and inspected by the Minnesota State Fire Marshall.

Electrical Permit – Reviewed, issued, and inspected by the State of Minnesota, Electrical Division

The above submittals define a **complete application** for a Building Permit for new commercial and multi-family dwellings that contain 3 or more units. (MSBC 1300.0130). The plans and submitted documents will be reviewed within 21 working days from receipt of the **complete application**. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur. You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.

CITY OF BRAINERD CONTACTS

Community Development Department
218-828-2307 – planning@ci.brainerd.mn.us

Engineering Department
218-828-2307- engineer@ci.brainerd.mn.us

Building Department
218-828-2307 – building@ci.brainerd.mn.us

Brainerd Fire Marshall
218-828-2312 – fire@ci.brainerd.mn.us

City Contractor Licensing
218-828-2307 – building@ci.brainerd.mn.us

Brainerd Public Utilities
218-829-8726 – bpu.org

LINKS TO FORMS, APPLICATIONS, AND INFORMATIONAL HANDOUTS

[When and Why Do I Need a Design Professional](#)

[Contractor Licensing Requirements Handout](#)
[Financial Guarantee Policy Handout](#)
[Building Permit Fee Estimator](#)
[New Address Request Form](#)
[MDH Food Establishment Construction Guide](#)
[MDA Retail Food Facilities Construction Guide](#)
[River to Rails Economic Incentive Zone Handout](#)

[Mechanical Permit Application](#)
[Plumbing Permit Application](#)
[Fire Alarm/Suppression Application.](#)
[Contractor License Application](#)



Building Permit Application – Commercial

City of Brainerd
 501 Laurel Street • Brainerd, MN 56401
 218.828.2307 • building@ci.brainerd.mn.us

| | | | | | |
|------------------------------|---|--|---|--|--|
| Property | Name of Project | | Parcel ID # | | |
| | Project Address | | | Bldg/Unit # | |
| | Owner Name | | Owner's Phone Number | | |
| Applicant Information | Applicant Type: | <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor - See licensing requirements. <input type="checkbox"/> Other - _____ | | | |
| | Applicant/Business Name | | | Business Phone | |
| | Address | | | | |
| | Contact Name | | Contact Email | | Contact Phone |
| Project Details | Property Use | | Construction Type | | Multi-Family Dwelling Contractors - Please answer the following: |
| | <input type="checkbox"/> Multi-Family Dwellings (3 – 4 units) <input type="checkbox"/> Multi-Family Dwellings (5 or more units) <input type="checkbox"/> Commercial | | <input type="checkbox"/> Addition <input type="checkbox"/> New Construction <input type="checkbox"/> Remodel <input type="checkbox"/> Repair/Replace | | Was the project structure built before 1978? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide your EPA Lead Certification #: _____ |
| | Description of Work: | | | | |
| | Type of Business / Building Use: | | | Project Valuation (Material and labor cost): | |

THIS IS AN APPLICATION FOR A PERMIT – DO NOT START WORK UNTIL PERMIT HAS BEEN ISSUED.

CERTIFICATION STATEMENT: I hereby apply for a Commercial Building Permit and acknowledge that the information above is complete and accurate; and that this is not a permit. As the applicant I acknowledge that I am responsible for any fee's incurred during the plan review process including all permit fees and that I am requesting approval for the submitted documents for construction. If this permit request is cancelled for any reason after the plan review has been completed, but before permit issuance, I understand that I will be responsible for all plan review charges.

Applicant's Signature _____ Date: _____

Print Name: _____



Commercial Project Contractor List

Please list contractors that will be working on project:

General Contractor

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Plumbing Contractor

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Mechanical Contractor

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Architect of Record

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Excavation/SSTS Contractor

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Concrete/Masonry Contractor

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Roofing Contractor

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Engineer of Record

Business Name _____
City & State _____
Contact Person _____
Phone Number _____
