



## Department of Community Development **Building Safety Division**

Brainerd City Hall  
501 Laurel Street  
Brainerd, MN 56401

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### **Submittal Checklist for Commercial Plumbing Permits**

To facilitate a building project and the city's permit process, submittals for plumbing permits must be complete at time of application. The following required submittals constitute a complete application for a Plumbing 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. 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. Projects that qualify as "Minor Remodels" do not require a plan review. 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.

If the plan review process is completed and the permit is ready to be issued prior to a City Licensed Contractor being named as the plumbing contractor, the permit and the approved plans will be placed on hold and not released until the plumbing contractor's information is submitted to the City and the contractor is registered with the City. The applicant is responsible for notifying the contractor when the permit is ready and the cost of the permit.

#### **SUBMITTAL REQUIREMENTS**

- Plumbing Permit Application** – A completed plumbing permit application.
- Complete Set of Construction Plans** – One print set or 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:
  - **Utility Site Plan** – (if new services are to be installed): The utility plan must show the locations, sizes and slopes of all sanitary sewer, all storm sewer, and water service piping within the property lines. If wells or sewage treatment systems will be located on the property, they must be shown on the plan so that proper isolation distances can be verified. The plan must include a directional reference.
  - **Floor Plan** - The floor plan must show the locations of all plumbing fixtures. The sizes and locations of all horizontal sanitary and storm piping must be shown on the plan.
  - **Roof Plan** - A roof plan must be provided if roof drains will be installed that are piped inside the building. If no internally piped roof drains will be installed, a roof plan is not necessary for plan review. A statement should be included stating that the roof is pitched, and the building is served by scuppers.
  - **Water Riser Diagram** - The drawing must show an isometric view of the water distribution piping from the water service entrance to the connection to all plumbing fixtures and equipment. The plumbing fixtures, equipment connected to the water distribution system, and all pipe sizes must be clearly labeled on the drawing.
  - **Soil, Waste, and Vent Riser Diagram** - The drawing must show an isometric view of the waste and vent piping within the building. All pipe sizes and fixtures must be clearly labeled on the drawing.
  - **Material Specifications**
    - A list of the fixtures and appurtenances that are connected to the potable water distribution system or that discharge to the sanitary waste system. The list must include manufacturer and model number of each plumbing fixture or appurtenance.
    - The type and quality standard (e.g., ASTM, ANSI, etc.) of the pipe materials to be used in the plumbing system, including the type of joints.
    - The pressure testing and disinfection procedures.
- Signature:** All plumbing plans that are submitted must be signed by a master plumber or a professional engineer who is registered in the State of Minnesota. Signature and license number must be on each plan sheet.

#### **LINKS TO FORMS, APPLICATIONS, AND INFORMATIONAL HANDOUTS**

["Minor Remodel" Plumbing Plan Review Checklist](#)  
[Plumbing Diagram Examples](#)  
[City of Brainerd Contractor License Application](#)



# Plumbing Permit Application – Commercial

City of Brainerd  
 501 Laurel Street • Brainerd, MN 56401  
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<b>Property</b>	Name of Project		Parcel ID #		
	Project Address			Bldg/Unit #	
	Owner Name		Owner's Phone Number		
<b>Applicant Information</b>	<b>Applicant Type:</b>	<input type="checkbox"/> Property Owner - A licensed contractor will be required to be designated prior to issuance of the permit <input type="checkbox"/> Architect/Engineer - A licensed contractor will be required to be designated prior to issuance of the permit <input type="checkbox"/> Contractor – MN License # _____			
	Applicant/Business Name		Contact Name		
	Address				
	Contact Email			Contact Phone	
<b>Project Details</b>	<b>Property Use</b>		<b>Construction Type</b>		<b>Type of Repair/Replace Work</b>
	<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		<input type="checkbox"/> Water Heater - Electric <input type="checkbox"/> Water Heater - Gas <input type="checkbox"/> Water Softener <input type="checkbox"/> Water/Sewer Connection <input type="checkbox"/> Other – Describe Below
	<b>Description of Work:</b>				
Project Business Type / Building Use:			Project Valuation (Material and labor cost):		
<b>THIS IS AN APPLICATION FOR A PERMIT – DO NOT START WORK UNTIL PERMIT HAS BEEN ISSUED.</b>					
<p>CERTIFICATION STATEMENT: I hereby apply for a Commercial Plumbing 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.</p>					
Applicant's Signature _____				Date: _____	
Print Name: _____					