
Start

Does the project involve a Public Building or State Licensed Facility? Yes

Is the project a Place of Public Accommodation? Yes

Refer to the Place of Public Accommodation – Review Flow Chart

No

Refer to the local building department for plan review and permitting.

Is the project a Place of Public Accommodation? Yes

Apply to DLI/CCLD for Building Plan Review After entering the address, did you receive notice of a delegation agreement for plan review?

No

No

Will you be submitting documents electronically?

Yes

Select Online application for plan review. Ensure the project is located within the city limits of the jurisdiction listed on the address. If not, contact the plan review desk at 651-284-5579.

Complete the application. Pay the fee from the shopping cart. You will be emailed a password and a link to access the DLI/CCLD ProjectDox system for uploading documents.

No

Select Paper application for plan review Call the plan review desk at 651-284-5579 to confirm the plan review fee based upon permit jurisdiction.

Complete the application and check the box for Paper. Mail in the application with a check for the fee, and the required plan review documents.

You will receive an email when your application is entered into the system. Your project will be assigned a BL-R number. This is the tracking number.

Yes

Select Online application for plan review. Ensure the project is located within the city limits of the jurisdiction listed on the address. If not, contact the plan review desk at 651-284-5579.

Complete the application. Pay the fee from the shopping cart.

Mail in the plan review documents. Indicate the Plan Review Number starting with BL-R on the transmittal.

You will receive electronic notice from your plan reviewer when they have completed their initial plan review. Either corrections will be required, or the plan review will be complete. Resubmit revised documents for required corrections. Permits will be authorized when the plan review is complete.

Footing & Foundation Permits are available by special arrangement only.

Helpful Information

Plan Review Application packages enter the plan review queue in the order in which the complete package is received. Complete Plan Review Application Packages include:

- A completed application
- A plan review fee paid in the correct amount
- Drawings, specifications, & addenda (civil, architectural, structural, mechanical, and electrical)
- Code Record (all projects, information may be included on large format sheets)
- Completed and signed Special Inspections and Testing Program (when required by IBC Ch. 17)
- Structural Calculations (when work involves adding or modifying structure)
- Geotechnical/ Soils Investigation Report (for any and all foundations work)
- Energy Compliance Forms (new construction, additions, change of occupancy)

You or the project owner want to pay for plan review fees with a credit card or e-check?

Yes

Complete the application. Pay the fee from the shopping cart. You will be emailed a password and a link to access the DLI/CCLD ProjectDox system for uploading documents.

No

Complete the application. Pay the fee from the shopping cart. Mail in the plan review documents. Indicate the Plan Review Number starting with BL-R on the transmittal.

Separate Plan Review for Mechanical, Fire Suppression, and Fire Alarm Permits is required when the permitted work is not associated with a larger Building Plan Review Application Package. When Mechanical, Fire Suppression, and Fire Alarm permits are associated with a larger project having a Building Plan Review, obtain the BL-R number from the architect and make note of it on the Permit Application, and include the plan review documents with the permit application.