

Recreational Camping Area/ Manufactured Home Park Service Connection Plan Review Application

Type of Project (check all that apply)	
<input type="checkbox"/> New Facility	
<input type="checkbox"/> Addition of Sites to Existing Facility	
<input type="checkbox"/> Replacement of Existing Sites	
Service Information	
SEWER <input type="checkbox"/> New municipal <input type="checkbox"/> Existing municipal <input type="checkbox"/> New on-site septic system <input type="checkbox"/> Existing on-site septic system	WATER <input type="checkbox"/> New municipal <input type="checkbox"/> Existing municipal <input type="checkbox"/> New private well <input type="checkbox"/> Existing private well
Project Information and Location	
PROJECT NAME	
PROJECT STREET ADDRESS	
CITY	TOWNSHIP COUNTY
Plan Review Applicant	
NAME	PHONE NUMBER
MAILING ADDRESS	EMAIL
CITY	STATE ZIP CODE
Plumbing System Designer	
NAME	PHONE NUMBER
MAILING ADDRESS	EMAIL
CITY	STATE ZIP CODE
Project Owner	
NAME	PHONE NUMBER
MAILING ADDRESS	EMAIL
CITY	STATE ZIP CODE

Plan Submittal Format (see back)	
<input type="checkbox"/> Paper	<input type="checkbox"/> Electronic
Fee Schedule	
The plan review fee is based on the total number of sites to be provided with new water and/or sewer service connections.	
<input type="checkbox"/> 1 - 25 sites	\$300
<input type="checkbox"/> 26 - 50 sites	\$350
<input type="checkbox"/> 51 - 125 sites	\$400
<input type="checkbox"/> over 125 sites	\$500
Total number of new sites: _____	\$ _____
Payment	
Check or money order must be made payable to Minnesota Department of Labor and Industry. Mail plans and fees to: Department of Labor and Industry, Plumbing Plan Review and Inspection, 443 Lafayette Road N., St. Paul, Minnesota 55155-4343. Checks returned for nonpayment will be charged a \$30 fee (M.S. 604.113, subd. 2).	
Required Information	
To avoid delays, provide one set of plans that include:	
<input type="checkbox"/> Utility Site Plan: Show the manufactured home/campsite locations, water and sewer services, pipe sizes, and all buildings on the property.	
<input type="checkbox"/> Material Specifications: Include a list of pipe materials including the quality standard (ANSI, ASTM, etc.) Also provide the manufacturer's name and model number of hydrants, if installed.	
<input type="checkbox"/> Water System Sizing Information: If the facility is served by a well, provide the well capacity in gallons per minute, the operating pressure range of the well pump, the manufacturer, model number, and location of the pressure tank(s), and the number of existing sites and/or plumbing fixtures currently served by the well.	
<input type="checkbox"/> Signature: The plans must be designed and signed by either an engineer that is registered in the state of Minnesota or by the licensed master plumber that will be installing the system.	

When e-mail addresses are provided, correspondence will be sent electronically rather than by the USPS.

The purpose of a plan review is to ensure that the design complies with the Minnesota Plumbing Code (Minnesota Rules, Chapter 4714) and that no plumbing system is installed that may endanger the public health. The Minnesota Plumbing Code requires plans and specifications to be submitted to the Minnesota Department of Labor and Industry and approved prior to construction of any new plumbing system or prior to any change to an existing plumbing system serving the public. Plans and specifications will not be approved without adequate information to verify compliance with the provisions of the Minnesota Plumbing Code.

Service connection plan submittals must include the following:

- **Completed Plan Review Application**
- **Utility Site Plan:** Show the manufactured home/campsite locations, water and sewer service locations, pipe sizes and the location of any buildings on the property. If applicable, show well and septic system locations on the property. The plan must include a scale or state the distances between pipes.
- **Material Specifications:** Include a list of pipe materials including the quality standard (ANSI, ASTM, etc.). Also provide the manufacturer's name and model number of hydrants, if installed.
- **Water System Sizing Information:** If the facility is served by a well, provide the well capacity in gallons per minute; the operating pressure range of the well pump; the manufacturer, model number, and location of the pressure tank(s); and the number of existing sites and/or plumbing fixtures currently served by the well.
- **Signature:** The plans must be designed by either a Minnesota licensed professional engineer or by the licensed master plumber of a Minnesota plumbing contractor (PC) installing the plumbing. Each sheet must be signed by the designer.
- **Required Plan Review Fee:** Please calculate the required plan review fee carefully. Overpayment or underpayment will delay your plan review. An interactive fee worksheet can be found at: <https://www.dli.mn.gov/business/plumbing-contractors/plumbing-plan-review-fee-calculator>

**INCLUDE ALL OF THE REQUESTED INFORMATION
INCOMPLETE OR ILLEGIBLE INFORMATION WILL DELAY YOUR PLAN REVIEW**

Plan Submittal Format:

- **Paper:**
 - To submit a printed copy of the plans, please send this completed application; a check or money order made out the MNDLI for the required plan review fee; and a complete set of plans and specifications to Department of Labor and Industry, Plumbing Plan Review and Inspection, 443 Lafayette Road N., St. Paul, Minnesota 55155-4343.
- **Electronic:**
 - Construction plans may now be submitted electronically through ProjectDox, the department's ePlans software. ProjectDox is a web-based program which requires an initial set-up of the user's computer workspace before ePlans will be fully functional. Please refer to the <https://www.dli.mn.gov/business/get-licenses-and-permits/eplans-user-guide> for complete information on submitting plans through ProjectDox, including the required initial set-up.
 - To submit plans electronically, please log in to our online permitting system, iMS at <https://ims.dli.mn.gov/ims>, and complete the online plan review application. Alternatively, you may send this completed application and required plan review fee to the department (see address listed above). The application will be recorded by the department and an email invitation to participate in ePlans will be sent to the applicant email address identified on the plan review application.
 - Verify that the address 'noreply.DLI@avolvecloud.com' is added to the email client's Safe Sender List to prevent this email from ending up in the Spam or Junk E-mail folder.

Additional Information:

- If the scope of the project includes the installation of a plumbing system for a new building, additional plans, application and plan review fee must be submitted to and approved by our office prior to the start of installation of the system. For the application and information on the required plans and fee, please see our Web site at <https://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review> or call (651) 284-5063.
- If the plumbing contractor is different than the designer, please provide their address and phone.
- For an automated message on the current plan review turnaround time, please call (651) 284-5043.
- It shall be the duty of the submitter to furnish the contractor with a copy of plans and specifications identical to those approved by the Minnesota Department of Labor and Industry for use on the project. Construction shall be performed in accordance with the approved plans and specifications, unless permission for changes has been approved by the proper administrative authority. Approved plans must be retained at the site.