
Start

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

MN Statute 326B.103 Definitions or

Is the project a Place of Public Accommodation?

MN Statute 326B.108 Places of Public Accommodation

No

Refer to the local building official or if there is no local building official, the MN Dept of Public Safety for plan review and permitting requirements.

Yes

Is the project a Place of Public Accommodation?

YES

No

Apply to DLI/CCLD for Building Sprinkler Plan Review

After entering the address, did you receive notice of a delegation agreement for plan review?

Yes

No

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.

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.

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

YES

No

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.

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.

Will you be submitting documents electronically?

YES

No

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 Fee Calculator
- Drawings, specifications, & addenda
- Hydraulic Calculations
- Structural Calculations (when work involves new piping on existing structure)

The Plan Review Fee is waived if the sprinkler work is associated with a larger permitted project. You must list the BL-R Number associated with the BUILDING PLAN REVIEW in the Project Description to waive the fee. You can obtain this number from the architect.

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.

Separate Plan Review for Fire Alarm Permits is required when the permitted work is not associated with a larger Building Plan Review Application Package. When 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.