



Application for Partial Plan Review

Submit with completed Application for Plan Review form

PROJECT INFORMATION			
PROJECT TITLE			INITIAL APPLICATION PROJECT NO. BLD-
PROJECT ADDRESS			
PROJECT CITY or PROJECT TOWNSHIP (Enter only the city or township, not both)			PROJECT COUNTY
PROJECT DESCRIPTION			
APPLICANT (Project architect)			PHONE
DESIGN FIRM			
ADDRESS			
CITY	STATE	ZIP CODE	E-MAIL

Request and specific scope of work requested for partial review **(Explain in attached narrative).**

NOTE: *The division does not normally review separate "bid-packs" such as foundations. This practice produces more work for the plan reviewers and, therefore, slows down the process for other projects awaiting review. However, we realize that there are cases where this additional time and effort can be justified. Therefore, this application may be completed by the project architect who believes their project warrants a partial review based on the merits of their narrative. Our consideration will include the time of year, our workload, the size of the project, and our appraisal of the timing issue outlined in the narrative. This application should be sent directly to the Building Plan Review Supervisor after or with the Initial Application but prior to sending in any other application materials. In a few days you will be notified either by phone or e-mail as to whether or not your request is approved.*

Partial Building Plan Review requirements:

- Attend a Preliminary Review Meeting with our Building Plan Review Staff. Provide a Code Record of entire complex for review at this meeting. Code Record information link http://www.dli.mn.gov/CCLD/PDF/code_record.pdf Incorporate any identified code compliance features into the final plans.
- Submit two completed application forms, this form and the Application for Building Plan Review form.
- Submit payment of entire building plan review fee (based on total construction valuation).
- Submit appropriate construction documents for review including complete structural drawings, specifications and necessary architectural drawings (plans, sections, elevations, etc.) for structural load information.
- Submit sample structural calculations and soils investigation report.
- Submit a completed Special Inspections Agreement, signed by all parties including 3rd party testing agencies, http://www.dli.mn.gov/CCLD/PDF/bc_pr_res_guide07_bcs_10_special_structural_testing_and_inspection_program.pdf
Note: If the building plan reviewer discovers during the course of the review that the required information was not provided, the review will stop and you will be notified.
- Submit a separate plan submittal and fees to DLI/CCLD Plumbing Division for site utilities and underground plumbing, see website <http://www.dli.mn.gov/CCLD/PlanPlumbing.asp>

FOR OFFICE USE ONLY			
Signature:	Date:	Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No

This material can be made available in different forms. To request, call 1-800-342-5354 (DIAL-DLI).