

What to Expect While Your Permit Is Being Processed

This explains some things you should know while your permit is being processed.

The Land Use Technician working on your project is:

Kaleb Montgomery
218/730-5173

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Reina Owecke
218/730-5152

rowecke@duluthmn.gov

Your Land Use Technician (LUT) will help to make sure that you have provided all of the information and plans needed to make your application complete. If your permit and plans need to be reviewed by others, your LUT will route the project to the appropriate reviewers. Your LUT will monitor your project through the review process, staying in frequent communication with reviewers and with you about the status of the review. **Your Land Use Tech is here to help you navigate the permitting process.** Call your Land Use Technician with any questions you have about reviews, the permitting process, or anything specific to your project.

Your project will be routed for the following reviews:

- Building Plan Review**
- Zoning Plan Review**
- Engineering**
- Planning**
- Life Safety (for rental property)**
- Fire Marshal's Office**

Your project requires plan review and will be placed on the plan review schedule. We will send an email, usually within 2 working days after your plan was submitted, with an estimated date for starting your review. We will start the review as soon as we can. The time it will take to complete our review will depend on the plans submitted, the complexity of your project, and our workload. We know you are anxious to obtain your permit so you can get the work started, and we will do our best to keep things moving forward.

Plan Review

- Plan review comments will be addressed to the plan preparer with copies sent to the permit applicant and owner.
- **Email** is the preferred method of delivery for plan review comments, so be sure we have correct email information, and watch your inbox.
- If you receive plan review comments, correct the plan or provide the additional information required. For residential projects, submit two copies to the Construction Services office for re-review. For commercial projects, the Plans Examiner's comments will explain the best way to submit responses and revisions.

If an Erosion Control/Land Disturbance Permit is required for your project, the Engineering Division will not sign off on the project until the **Erosion Control/Land Disturbance Permit** has been approved. **Erosion Control Permit Fees are paid** to Construction Services & Inspections and can be paid at the time the building permit is issued. **The building permit cannot be issued without Engineering approval.**

Reconfirm with the Engineering department that **utility** services, connections and fees are in order.

If you have questions about the **Erosion Control/Land Disturbance Permit**, or **utilities** call the Engineering Division at: (218) 730-5200

WLSSD's Capacity Availability Fee (CAF)

is payable at the time the first building permit for the project is issued.

For residential projects, the fee is \$940.00 per dwelling unit.

For other projects: The number of CAF units, if any, is determined by WLSSD. CSI must have the CAF unit determination from WLSSD prior to issuing the building permit.

Contact **Dan Belden at WLSSD**
218/ 722-3336 or dan.belden@wlssd.com

Duluth's Fats Oils and Grease Ordinance

Any facility which prepares or serves food for commercial sale or distribution to any members of the public is a **FOOD SERVICE FACILITY**

Written approval for compliance with the FOG ordinance is required before we can issue a **Plumbing Permit**. The grease interceptor location should be considered by the architect in the overall building design.

Contact **Permitting Services**
218/730-5240

Don't Start Work Before Your Permit is Issued.

It's violation of the law and the wrong way to get your project started. The code requires that, if work starts before a permit is issued, a fee equal to the permit fee is due, so your permit fee doubles. Other enforcement actions could also be triggered.

Can I do interior demolition before I have my building permit?

For Residential Projects

If you have submitted a complete building permit application and plans to Construction Services, you can do interior demolition of non-load bearing structure(s).

For Commercial and Multi-Family Residential Projects

You will need a permit for demolition and will need to submit plans for review indicating the scope of the demolition and what structural components are being removed.

What about tearing down a building?

A wrecking permit, contractor bonding and insurance, and Engineering approval for utility cut-offs are required prior to tearing down a building. Contact your Land Use Technician for details.