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  
kmontgomery@duluthmn.gov

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.
**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.

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**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.