



# INFO

CVD PLSUB - 317 - 042020

## Submitting Plans to CSI during the COVID-19 Shutdown

April 9, 2020

The purpose of this communication is to explain how to submit plans for plan review during the COVID-19 shutdown of City buildings.

While City Hall is closed to the public, Construction Services & Inspections will continue accepting permit applications and construction plans for review. Because we are not able to accept paper documents in the office, we have developed a modified process for submitting plans for review. Please follow these steps:

### 1. Prepare the submittal package

- For a deck accessory to a 1- or 2- family dwelling, complete the [Residential Decks Application Packet](#).
- For a residential detached garage, complete the [Residential Detached Garage Info & Packet](#) and the [Building Permit Application](#).
- For other projects requiring plan review, review the [Residential Intake Checklist](#) or the [Commercial Building Intake Checklist](#) to understand what must be submitted for the type of project you are proposing and compile a complete plan submittal package and complete a Building Permit Application.

### 2. Choose one of the following methods for submitting plans and other documents in electronic format to CSI for review:

- If the file size is less than 20 MB, submit the completed forms, packets, plans, and other documents via email to [permittingservices@duluthmn.gov](mailto:permittingservices@duluthmn.gov).
- If the file size is 20 MB or more, follow the [Electronic Plan & Document Submittal Guide](#) to upload your plans to CSI's dropbox.

If you are submitting revisions to plans after a permit is issued, use the usual process with the [Plan Change Submittal Form](#) and submit directly to your plan reviewer via email.

If you have any difficulties or questions about submitting plans, call us at 218-730-5240 or email [permittingservices@duluthmn.gov](mailto:permittingservices@duluthmn.gov). We are here to help.