

Turn Around Times for Permit Applications

The Building Inspection Division strives to meet the following standards for checking plans, issuing permits and conducting inspections. Checklists and information sheets are available to help customers know what constitutes a complete permit application and complete work for an inspection.

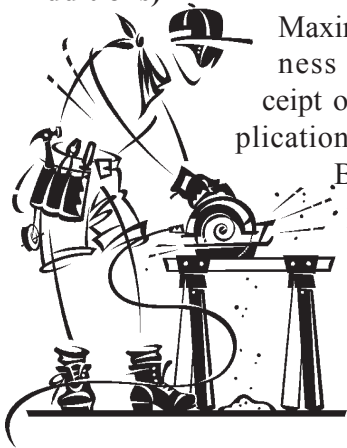
New Work and Remodeling for Single-Family and Two-Family Buildings

Five business days upon receipt of completed application and materials. Up to three additional working days may be needed to evaluate revised plans and information.

Single-Family and Two-Family Plumbing, Electrical, Sewer and Water, Mechanical

Maximum of one business day upon receipt of completed application forms.

Commercial/Industrial/Multiple Family Dwelling (New Construction and Additions)



Maximum of ten business days upon receipt of completed application and materials.

Building staff will provide a letter detailing any plan deficiencies noted to all applicants. Also, and very

importantly, all related special conditions of approval, detailed in the City Council action or administrative action authorizing the permits, must be satisfied before permits are issued. Up to ten extra business days may be needed when revised plans and information are submitted.

Finishing Tenant Areas in Commercial/Industrial Building

Maximum of five working days upon receipt of completed application and materials.

Plumbing, Electrical, Sewer/Water, Mechanical Work and Fire Suppression/Alarm Systems in Commercial/Industrial/Multi-Family Buildings

Maximum of three business days upon receipt of completed application, plans and materials. This applies when applications are made separately from the building permit for these classes of work.

Sign Permits

Maximum of three business days upon receipt of completed application, plans, and materials.

Inspection Requests

Inspection requests for specific times will be honored whenever possible. If the requested time is not available, the customer will be advised so that an alternate time or the next business day can be selected.

BILL OF RIGHTS

Customer Service Policy Applicants for Permits and Licenses

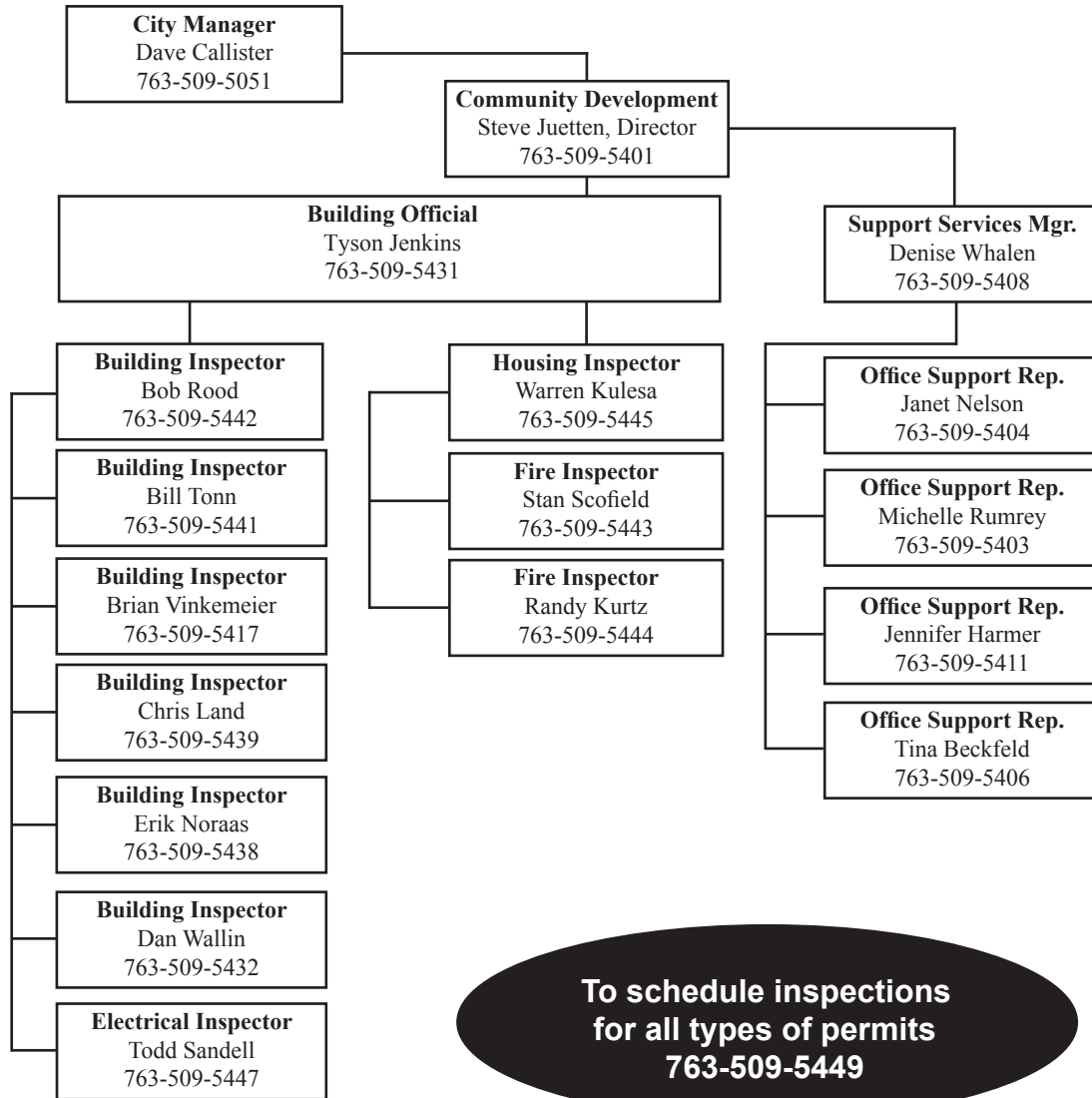
In order to assure fair and equal treatment under the law of applicants for all types of permits and licenses issued by the City of Plymouth, the following standards for our actions have been adopted by the City:

1. You have the right to be treated courteously and respectfully at all times during the course of your business transactions with the City.
2. You have the right to request an informal meeting with staff, prior to submission of your application, to discuss any questions or concerns you may have with the application, plan review, investigation or inspection process.
3. You have the right to request a copy of any specific citation of a law, ordinance, code, or city resolution that is the basis for our requirements.
4. You have the right to appeal any decision of any enforcing official without fear of reprisal to an employee's supervisor, department head, and, if necessary, to the city manager.
5. You have the right to timely decisions based upon written departmental standards established from time to time.
6. You have the right to have City personnel make a good faith effort to explain all relevant codes and requirements at the time your license or permit application is approved.
7. You have the right to have all rulings and interpretations following the original review of plans which have a significant impact on the cost or timely completion of a project reviewed by a supervisory person in advance of their issuance and to have a specific citation of the regulation that is the basis for the ruling.
8. You have the right to prompt action on your application or request for inspection of your work, even if the regularly assigned staff person is not available.

Adopted by the City Council on July 9, 1997

Who's Who

Community Development Department Protective Inspection Division



**To schedule inspections
for all types of permits
763-509-5449**



City of Plymouth
Building Inspection Division
3400 Plymouth Blvd.
Plymouth, MN 55447-1482
inspections@plymouthmn.gov
763-509-5430
To schedule inspections,
call 763-509-5449

Plymouth Building Permits And Inspections



**Helping You Get
The Job Done Right**

**Turn Around Times
For Permit Applications
and Inspections**