



**CITY OF DELANO**

Department of Building Inspections

234 2<sup>nd</sup> Street North, PO Box 108

Delano, MN 55328

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**TENANT IMPROVEMENT PERMIT REQUIREMENTS**

To facilitate your building project and the City's permit process as well as to provide consistent level of customer service, submittals for building permits **MUST** be complete at the time of application. The following documents are required at time of permit submittal so that all City departments can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals.

Two complete sets of plans, specifications and submittal documents are required at time of permit application.

- \_\_\_\_\_ Completed and signed permit application
- \_\_\_\_\_ Letter from owner/tenant/architect describing business operation
- \_\_\_\_\_ Site Plan