



CITY OF DELANO

Department of Building Inspections
234 2nd Street North, PO Box 108
Delano, MN 55328
Phone: 763 972-0550 -- Fax: 763 972-6174

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