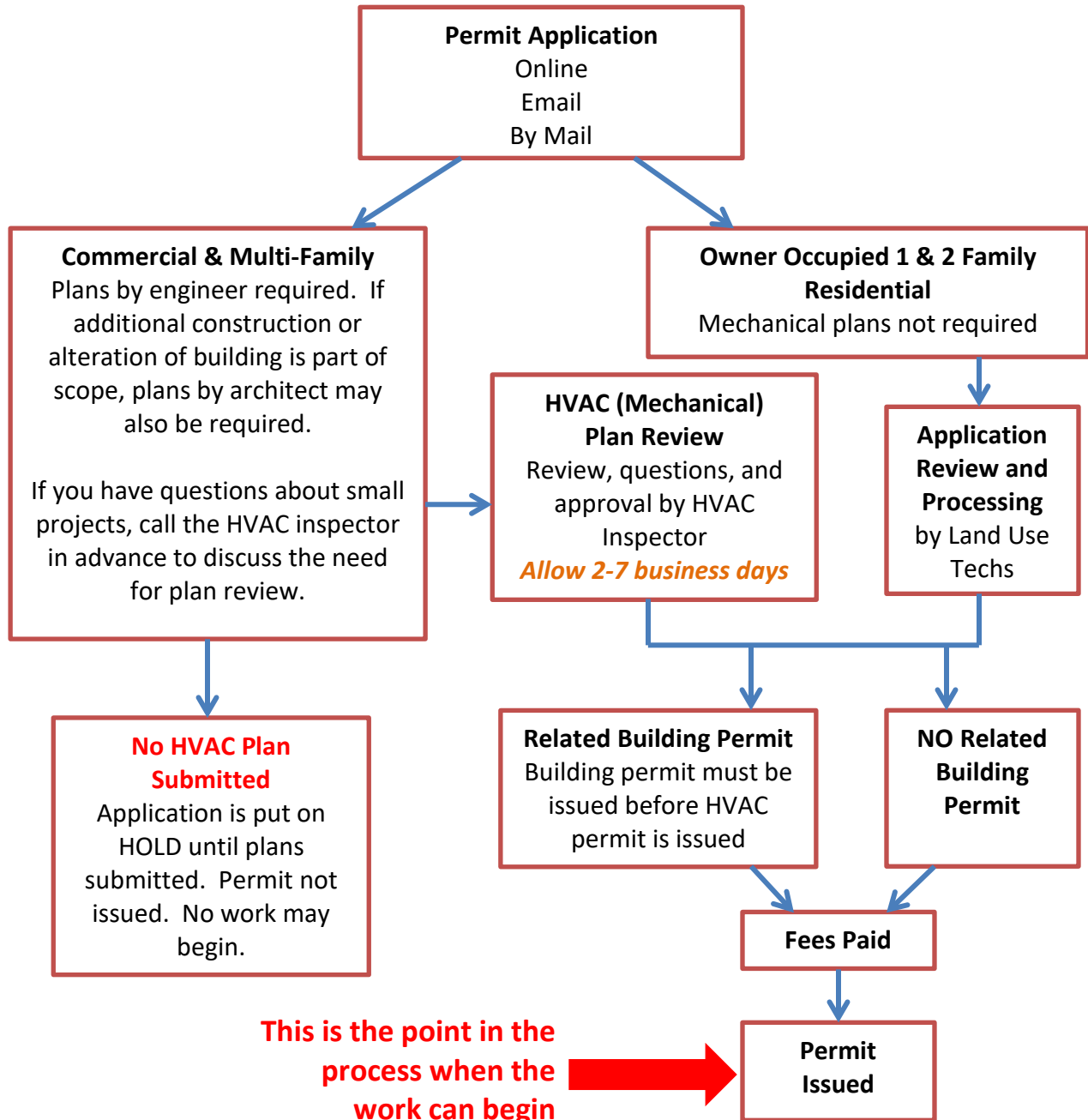


# HVAC Commercial Permitting Process Flow Chart



## Communication

Several CS&I staff are available to answer questions about permitting, when plan review is required, and the inspection process. Please do not hesitate to call to discuss any project.

**Land Use Technicians**  
218/730-5240

**Commercial HVAC Inspector**  
218/522-0899  
Mike Giese

**Residential HVAC Inspector**  
218/216-4874  
Joe Smith

## HVAC Contractor Contact

The process runs more smoothly when the contractor's point of contact is knowledgeable about the details of project. Please include this information with your permit application.

## Permits

The division offers several options for applying for permits. Note that regardless of the type of application and when it is paid for, work is not authorized to begin until the status of the permit is ISSUED. Whenever there is a related building permit, the building permit must be issued before the HVAC permit can be issued.

### Online

<https://etrakit.duluthmn.gov/eTRAKiT3/>

Generally processed by the next business day. Commercial projects require plan review, so permits are not issued until approved by the HVAC inspector.

### Mail-In

Generally processed the day the application and payment are received. Like for other methods of application, commercial projects require plan review and permits will not be issued until approved by the HVAC inspector.

### Email

Submit application and plans to [permittingservices@duluthmn.gov](mailto:permittingservices@duluthmn.gov). A Land Use Technician will reach out to once your application is received along with instructions on how to pay fees online. Like for other methods of application, commercial projects require plan review and permits will not be issued until approved by the HVAC inspector.

## Plan Review

Commercial and multi-family residential projects require plan review. Plans prepared by a Minnesota licensed engineer must be submitted for review before the permit can be issued. For small or simple projects, contact the HVAC inspector to discuss the need for plans.

When mechanical equipment is passing through walls, when general construction work to accommodate the mechanical equipment, when equipment will create new or increased structural loads, and in other similar situations, a code summary and plans prepared by an architect may be needed in addition to mechanical plans. Please contact us to discuss these projects early in the planning process. If mechanical plans are included in the total plan package submitted with the building permit application, additional plans need not be submitted as long as there are no revisions to the mechanical work.