



# Building Permit Application - Demolition

City of Brainerd  
 501 Laurel Street • Brainerd, MN 56401  
 218.828.2307 • building@ci.brainerd.mn.us

<b>Property</b>	Project Address		Project Name		Parcel ID #
	Owner Name			Owner's Phone Number	
<b>Applicant Information</b>	<b>Applicant Type:</b>	<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor - MN License # _____			
	Applicant/Business Name			Business Phone	
	Address				
	Contact Name		Contact Email		Contact Phone
<b>Project Details</b>	<b>Property Type</b>	<b>Demolition Type</b>	<b>Structure Size</b>		<b>Does the structure have a basement?</b>
	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/> Pre-Construction <input type="checkbox"/> Razing Structure	Width _____ Length _____ Height _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Description of Structure(s):				
	Commercial Building Usage:			Project Valuation (All material and labor cost):	
<b>THIS IS AN APPLICATION FOR A PERMIT – DO NOT START WORK UNTIL PERMIT HAS BEEN ISSUED.</b>					
CERTIFICATION STATEMENT: I hereby certify that: I am authorized to make this application; all information provided on this application or in other submittals is true and accurate to the best of my knowledge; authorization from the owner to perform the proposed work has been granted; I understand that I am fully responsible for all work performed and all work performed as part of any permit will comply with all applicable state and municipal laws.					
Applicant's Signature _____			Date: _____		
Print Name: _____					
<b>Approval Sign Offs – Office Use Only</b>					
Building Safety Department			Sewer Availability Credit		
Engineering Department			NPDES Permit <input type="checkbox"/> Yes <input type="checkbox"/> No (Required if disturbing one acre or more)		
Community Development Department			Comments		
Brainerd Public Utilities			Comments		



Department of Community Development  
**Building Safety Division**

Brainerd City Hall  
501 Laurel Street  
Brainerd, MN 56401

Web: [ci.brainerd.mn.us](http://ci.brainerd.mn.us)  
Phone: 218-828-2307  
Email: [building@ci.brainerd.mn.us](mailto:building@ci.brainerd.mn.us)

## Requirements for Demolishing Buildings and Backfilling Excavations

1. Permit will only be issued to a licensed contractor. Verify licensing with building department.
2. Check with all utility companies and contact Gopher One for utility locates (Dial 811).
3. Brainerd Public Utilities must be notified when electric & water meters are ready to be pulled. (A two working day notice is required.)
4. Septic systems must be pumped and removed. Pumping must be done by a licensed pumping service, and a copy of the receipt must be provided at the time of inspection.
5. All state and local erosion control requirements must be met at all times.
6. The foundation and the entire basement floor must be completely removed below finish grade and hauled out. Nothing can be left in the excavation.
7. All underground tanks must be removed.
8. All debris must be hauled to a landfill, and none left on site.
9. All water services need to be shut off at the water main, capped, and inspected by Brainerd Public Utilities or City of Brainerd personal unless approval is granted to shut off at the curb stop (new streets only). Property owner is responsible for any future leaks.
10. Sanitary sewer must be mechanically capped at the property line and inspected by the building department or engineering department personnel.
11. Excavations must be filled to above normal grade (to allow for settling) with good clean fill and covered with at least three (3) inches of topsoil. Site must be seeded and mulched or sodded.

### City of Brainerd Contacts:

**Community Development Department**  
218-828-2307 – [planning@ci.brainerd.mn.us](mailto:planning@ci.brainerd.mn.us)

**Engineering Department**  
218-828-2307- [engineer@ci.brainerd.mn.us](mailto:engineer@ci.brainerd.mn.us)

**Building Department**  
218-828-2307 – [building@ci.brainerd.mn.us](mailto:building@ci.brainerd.mn.us)

**Brainerd Fire Marshal**  
218-828-2312 – [fire@ci.brainerd.mn.us](mailto:fire@ci.brainerd.mn.us)

**City Contractor Licensing**  
218-828-2307 – [building@ci.brainerd.mn.us](mailto:building@ci.brainerd.mn.us)

**Brainerd Public Utilities**  
218-829-8726 – [email@bpu.org](mailto:email@bpu.org)

### Links to Forms, Applications, and Informational Handouts:

[Minnesota Contractor License Lookup](#)  
[Contractor Licensing Requirements Handout](#)  
[Gopher State 811 Handout](#)