



**OPEN RECORDS/ COPYING  
BUILDING PLANS**  
**City of Grand Rapids**  
**Building Safety Division**  
**218-326-7601**  
**[www.cityofgrandrapidsmn.com](http://www.cityofgrandrapidsmn.com)**



This handout is intended only as a guide and is based in part on the 2015 Minnesota State Building Code, Grand Rapids City ordinances, and good building practice. While every attempt has been made to insure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor. For specific questions regarding code requirements, refer to the applicable codes or contact your local Building Safety Division.

Nearly everything that is submitted, permitted, recorded, or otherwise reduced to writing, electronic documents, correspondence, emails, etc. in the Building Safety Division are a public record and may be viewed by the public. You do not need to give your name when requesting to view any information nor the reason why you wish to view the information.

Your request for viewing plans and other public data must be handled promptly but it may not occur instantly depending on what information you request. If you are requested to return at a later date to view the information, you may volunteer contact information or you may periodically check with the Building Safety Division to see if the information has been located.

Staff members cannot provide opinions or comment on the records except to interpret abbreviations or other simple information that may have been created by the city

**Under no circumstances may any original records be removed from the building.**

All requests for copies of Building Safety Division records must be handled in compliance with state and city data practices regulations. Records may be copied at the normal copy rate.

All building plans submitted for permits are considered to be copyright protected in accordance with state and federal law.

If you want copies of a building plan, including your own home, you will need to provide a written release by the preparer of the plan. The release must specifically describe the plan by address or other easily recognizable means. The release must indicate how many copies can be made.

State law requires that all residential plans be kept for one year from completion of a project. The City of Grand Rapids Building Safety Division does retain plans beyond the statutory requirement.