



**Internal Project Notification
Construction Permit**

MPRB Internal Permit Number: _____ *(MPRB will assign)* **Date Issued:** _____

MPRB DIVISION/CITY DEPARTMENT/ORGANIZATION

24-HOUR CONTACT PERSON: Permit will be emailed

Project For:	Name:
Division/Dept.:	Division/Dept./Company:
Address:	24-Hour Emergency Phone
Project Manager:	Desk/Cell Phone
Phone:	Email:

Project Name:	Under contract with the MPRB?		
Project Location:	Start Date:	Finish Date:	
Project Description (please add drawing, aerial photo with sketch, and equipment to be used):			
Park facilities affected by this project (parkway, pathway, boulevard, trees, access to Recreation Center, etc.). Please be as specific as possible about the location within the park.			
Description of Street/Road Closure and Traffic Control:			
Does this project include dewatering, erosion control, demolition, or installation of permanent amenities on parkland?			
Explain:			

NOTE:
The internal notification permit is to for projects that impact MPRB parkland with a limited scope and duration (generally less than five days). The purpose of this form is to notify MPRB staff across all Divisions of this project. Projects that significantly impact parkland or impact parkland for a longer period of time may need to follow the standard construction permit process. In some cases, projects impacting MPRB parkland may require Board approval for the work on parkland.

Signed Permit Applicant (Print Name) _____ **Signature** _____ **Date** _____

Assistant Superintendent of Planning Services _____ **Date** _____

Michael Schroeder

RETURN THIS FORM TO: cpermits@minneapolisparks.org