

Midwest Inspection Services  
 310 1<sup>ST</sup> Ave SE  
 Mapleton, ND 58059  
 Phone: 701-532-1078  
 Fax: 701-532-1608

## Plan Routing Information

Please email completed applications to: [midwestinspectionsservicesnd@gmail.com](mailto:midwestinspectionsservicesnd@gmail.com)  
 Incomplete applications will cause delays in the routing/review and permitting process.

The Inspections Department receives, and routes plans to the various departments. The plan holder must provide the following information as listed below. Failure on your part to provide completed, sufficient and correct documentation may result in delays to your project. The Inspections department must receive departmental approvals before a building permit can be issued.

### **Plan Routing Application:**

Provide a completed Plan Routing Application. A plan review and routing fee will be charged.

### **Plans Required:**

Provide a total of 6 sets of bound and clearly marked plans with the following contents:

Inspections Dept.:	2 sets of complete wet stamped plans; including Construction Plans and Construction Specifications.
Planning Dept:	1 set containing Civil site plans, Landscape plans, Architectural floor Plans and Elevations.
Fire Dept.:	1 set containing Civil site plans, Landscape plans, Architectural floor plans, Fire Sprinkler and Alarm plans and Elevations.
Engineering Dept./ Public Works Dept.:	2 sets; each set containing Civil site plans and Landscape plans.
Health Dept.: (if applicable)	1 set containing Architectural floor plans and Equipment layout plans and schedules.

**NOTE:** approvals will require a detailed drawing showing the following items:

1	Address of Project	7	Drainage plans, storm sewer lines, sizes, inlets, manholes, etc.
2	Name and Phone Numbers of Contact Persons	8	Sewer service locations, sizes, cleanouts, manholes, etc.
3	Legal description (Lot, Block and Subdivision)	9	Water service locations, valves, hydrants, sprinkler lines, sizes, etc.
4	Detailed and dimensioned site plans.	10	Landscaping (parking lot, open space)
5	Easements (if any present)	11	Residential Protection Standards
6	Driveway locations, access controls, etc.	12	Construction plans

### **Inspections Department:**

Michael Blevins – Building Official - 701-532-1078 – 310 1<sup>st</sup> Ave SE Mapleton, ND 58059 - This department will review for compliance with the most current code standards.

### **Health Department:**

Grant Larson, Restaurant-Food/Environmental Health Practitioner. 701-241-1364 – 401 3<sup>rd</sup> Avenue North, Fargo, ND This department will review for compliance with the most current Restaurant Codes.

## Documents Required for Filing

Failure on your part to provide the minimum documents may cause delays in the routing / review and permitting process. These need to include but are not limited to the following:

Require professional design **for new building projects** if:

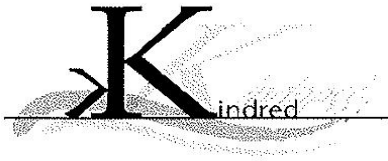
1	Complexity warrants by the estimation of the reviewer
2	Project is more than two stories inclusive of basement and, with consideration given for the presence of a mezzanine.
3	Project includes group A, E, I, or H occupancy
4	Project is 10,000 square feet or more and is not classified as a group S or U.

Require professional design for projects involving **remodeling or additions** if:

1	The International Existing Building Code is utilized
2	Existing building or addition is over 2 stories
3	Value of project is \$250,000 or more or exceeds 50% of the West Fargo Assessor's market value of the existing structure
4	Complexity warrants design based on the estimation of the reviewer

When plans are submitted which have been prepared by a design professional, those submittals must have an original wet stamp signature of the designer, e.g. architectural and structural.

	One completed Application
	Title sheet and index including a Code Summary.
	Civil Site plan as per the requirements listed on the attached civil site review checklist.
	Fire and life safety plan along with an egress and exiting plan showing graphically or by legend the occupant load, exit path, location and rating of building elements such as fire walls, fire barriers, fire partitions, fire-resistive corridors, smoke barriers, stair enclosures, shaft enclosures and horizontal exits.
	Foundation and basement plan and details
	Dimensioned floor plans for all floors
	Wall elevations of all exterior walls including adjacent ground elevation.
	Sections and details of walls, floors and roof, showing dimensions, materials.
	Structural plans and elevations showing size and location of all members, truss designs showing all connection details, and stress calculations.
	Room finish schedule showing finishes for walls, ceilings and floors in all rooms, stairways, hallways and corridors.
	Kitchen Plans, these include equipment layout, schedules, specifications and cut sheets.
	Door schedule showing material, size, thickness and fire-resistive rating for all doors.
	Electrical plans, diagrams, details and grounding of service entrance and power or lighting information required for energy conservation.
	Plumbing plans showing location of fixtures, risers, drains, and piping isometrics.
	Mechanical plans showing location and size of ductwork, equipment, fire dampers, smoke dampers and equipment schedules showing capacity.
	Fire protection plans showing type of system, location of sprinkler heads, standpipes, hose connections, fire pump, riser and hanger details. See attached sheet from the Fire Department.



## **CIVIL SITE REVIEW CHECKLIST**

*Revised: 3/5/11 (dts)*

Note: Seven to ten days shall be allotted for review by City staff at a minimum other requirements may be necessary to lengthen review time as determined by City Staff. The following are the minimum requirements that will be required on the plans submitted for the Civil Portion:

### **GENERAL**

- Name and address of plan preparer.
- Name of contact person.
- Date prepared.
- North arrow and legend.
- Project name and/or number.
- Work within the City right-of-way and easements shall have associated details in the plans that conform to the City of West Fargo Standard Details. Sidewalks, driveways, and underground utilities are some examples.
- Landscaping plans showing types, sizes, and spacing of trees/shrubs, required buffering, and any corridor overlay district requirements. Also, open space requirements and provided open space shall be shown.
- Plans Stamped by Registered Engineer in the State of North Dakota, name and address of plan preparer if other than the primary plan developer.
- Note these plans may be done either by hand or generated by computer aided design, must be legible and to scale. Non-conforming plans will be returned to plan preparer for resubmission. Time for review will be initiated when legible plans are accepted by the City Building Inspections Department.
  
- All mains shall be buried to a depth of 7.5' to top of main. Hydrants shall be placed approximately 10' from curb or edge of roadway. Hydrant nozzles shall be placed 2' above finish grade.
- Multiple hydrants shall not be allowed on dead end lines.
- All water mains and hydrants shall be inspected during installation by the City of West Fargo.
- All existing hydrants within 150' of the site shall be shown.
- Separate irrigation meters are not allowed.

## **Planning and Zoning Office Requirements**

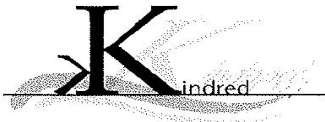
The following information **MUST** be supplied by the applicant before any permit will be approved:

### **Required for all permits:**

- Name, address and telephone number of people making application.
- Name, address and telephone number of people owning property.
- Name, address and telephone number of contractor and/or architect.
- A site plan to scale showing the location and dimensions of lot lines, building structures and dimensions, parking lot stalls and dimensions, all property easements, existing and proposed signs and any other physical features.
- Building elevation plans showing the types of exterior building materials and the extent of the building (area and/or percentage breakout of materials for each building face).
- Floor plans showing the areas designated for each type of use.
- Location and type of fencing to be installed on property.

### **Required for sign permit only:**

- Plans, location and specifications and method of construction and attachment to the buildings or placement method in ground.
- Location of existing and proposed signs, type of sign, sign dimensions, sign height and distance from property lines/public right-of-ways.
- Copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and City Code provisions.
- Sketch or photo of the proposed signs.
- Such other information as the City shall require showing full compliance with this and all other laws and City Code provisions.



# Commercial Building Permit Application

Midwest Inspection Services  
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Project Title*:		<b>Is this a Re-submittal?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, an update submittal description is required.
Address:		
Project Value:		
Project Description:		
Owner:	Contact Person:	
Address:	Phone:	Fax:
	E-mail:	
Designer:	Contact Person:	
Address:	Phone:	Fax:
	E-mail:	
General Contractor:	Contact Person:	
Address:	Phone:	Fax:
ND Contractor License No.	E-mail:	
Foundation Contractor:	Mechanical Contractor:	
Phone:	Phone:	
E-Mail:	E-Mail:	
ND Contractor License No.	ND Contractor License No.	
Electrical Contractor:	Excavator:	
Phone:	Phone:	
Plumbing Contractor:	Fire Protection Contractor:	
Phone:	Phone:	

**TYPE OF IMPROVEMENT:**

New Construction  Addition  Remodel  Demolition  Move  Repair  Miscellaneous  Temporary

**PERMIT FOR:**

Foundation  Shell  Interior (Check all that apply)

**TYPE OF USE:**

Restaurant/Nightclub  Recreation/Amusement  Indoor/Outdoor Arenas/Grandstands  Church  Theaters  
 Professional Offices/Service  School  Daycare  Industrial/Factory  High-Hazard Area  Hospital/Assisted Care  
 Retail/Wholesale Store  Motor Fuel Dispensing Facility  Hotel/Motel  Multi-Family Dwelling  Single Family Home  
 Group Home  Storage/Warehouse Facility  Motor Vehicle Repair  Accessory Building  Other

**DESCRIBE IN DETAIL THE INTENDED USE:**

**BUILDING/STRUCTURE SIZE:**

Width Ft. Depth Ft. Height Ft. No. of Stories Gross Floor Area SF

**BUILDING LOCATION ON SITE:**

Property Zoning Designation

North Property Setback Distance Ft.  Front  Side  Rear  Adjacent to Public Way  
East Property Setback Distance Ft.  Front  Side  Rear  Adjacent to Public Way  
South Property Setback Distance Ft.  Front  Side  Rear  Adjacent to Public Way  
West Property Setback Distance Ft.  Front  Side  Rear  Adjacent to Public Way

**BUILDING FIRE SPRINKLERED:**

Yes  No  Partial

**REQUIREMENTS FOR CONSTRUCTION IN FLOODPLAIN:**

Is the Building Located in the Special Floodplain Hazard area?  Yes  No (If yes complete the following)  
Base Flood Elevation Ft. Flood Protection Elevation Ft. Letter of Map Revision Issued  Yes  No  
Acknowledgement Form Submitted  Yes  No

**For Office Use Only**

**Occupancy Classification:**

A-1  A-2  A-3  A-4  A-5  B  E  F-1  F-2  H-1  H-2  H-3  H-4  H-5  
 I-1  I-2  I-3  I-4  M  R-1  R-2  R-3  R-4  S-1  S-2  U

**Construction Type:**

I-A  I-B  II-A  II-B  III-A  III-B  IV-HT  V-A  V-B

**Septic Permit Required:**

Yes  No

**Planning and Zoning Approval:**

P.U.D.  Yes  No Conditional Use  Yes  No Overlay District  Yes  No  
Date Approved

*I hereby acknowledge that this application is not a Building Permit, nor does it authorize the start of construction.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date