



# Plan Routing Information:

## BUILDING INSPECTIONS

800 4<sup>TH</sup> AVENUE EAST  
 WEST FARGO, ND 58078  
 PHONE: 701-433-5480

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

### **Planning Department:**

Tim Solberg, Director of Planning and Zoning Department – 701-433-5320 – 800 4<sup>th</sup> Avenue East - This department reviews for compliance with the most current Land Development Code. Including but not limited to the use and dimensional requirements, landscaping and all zoning requirements.

### **Engineering Department:**

Dustin Scott, Engineer – 701-433-5430 – 800 4<sup>th</sup> Avenue East - This department will review for compliance with the most current engineering standards. Including but not limited to site access to right-of-ways, site drainage, presence and location of services, and presence of any city easements.

### **Fire Department:**

Dan Fuller, Fire Chief – 701-433-5380 – 106 1<sup>st</sup> Street - This department will review for compliance with the most current Fire Codes. Including but not limited to the necessary proximity and numbers of fire hydrants both on public and private property, the location and sufficiency of access drives on your property, and turning radii available on your site for department vehicles.

### **Health Department:**

Fargo Cass Public Health – 701-476-6729 – 1240 25th Street S, 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 plans 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: 2/3/10*

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.

### **DIMENSIONING & LABELING**

- Legal Description and boundary.
- Easements of record.
- ADA ramps in the right-of-way shall have truncated dome assemblies installed.
- Driveway locations and dimensions and any other access control.
- Detailed and dimensioned site plans including setbacks to building and parking lots, and lot dimensions.

### **GRADING**

- Existing ground elevations in discernible intervals to interpret existing drainage patterns on the site and surrounding areas and utilized benchmark(s). Original drainage plans for development should be listed/addressed.
- Proposed detailed drainage plans including spot elevations within the lot, first floor of structure, any spot elevations on perimeter of land boundary to accommodate drainage on adjacent properties if needed.

### **SANITARY SEWER**

- Sanitary sewer service locations and sizes, cleanout locations and construction, any manhole locations and construction, and any abandonment and method of abandonment.
- Sanitary service lines will require cleanouts every 100' or manholes every 400'.

### **WATER MAIN & SERVICE**

- Water service locations and sizes, valve locations, curb stop locations, fire line locations, and any abandonment and method of abandonment.
- All water mains (lines 8" and larger), hydrants, and hydrant leads shall be placed within easements that allow the City of West Fargo access to maintain those water mains/appurtenances. All lines shall be PVC C900 DR18. City of West Fargo shall have ownership of those lines and appurtenances. Plans with mains, etc. shall be submitted to the ND Department of Health for letter of approval and said letter shall be sent to the Building Inspections Department.
- Gate valves shall be placed every 500' minimum along water mains. Water service line shut off valves shall be placed within City easements or right-of-way.
- 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.



## **CIVIL SITE REVIEW CHECKLIST**

*Revised: 2/3/10*

### **STORM SEWER**

- No concentrated streams of storm water shall be allowed into the City's right-of-way except through underground storm sewers only.
- Storm sewer locations including: pipe lengths and sizes, location of inlets, location of manholes, and methods of tie-ins into existing storm sewer system whether private or within public easements and right-of-ways.

### **NOTES**

- If performing sidewalk or curb and gutter removal in the City's right-of-way, add the following note: "Replacement of curb and gutter and/or sidewalk shall be done within five working days."
- Any traffic control shall be shown or commented on within the City right-of-way. Traffic control will be required when work operations disrupt the normal traffic flow of pedestrians and/or vehicles such as lane closures or sidewalk closures.
- If not noted elsewhere, the number of parking stalls required and the number of parking stalls provided shall be listed. Also the building gross square area and open space requirement and provided open space.
- Notes on the site plans stating the following:
  1. Work within the City right-of-way or easements shall require an Excavation Permit from the City of West Fargo.
  2. Any work on existing City-owned utilities shall require notification to the City by the Contractor 24 hours prior to commencing work.

If the land boundary denoted on the plans encompasses more than 1 acre, a Notice of Intent to obtain a Storm Water Pollution Control Permit shall be acquired by the Contractor and Owner from the North Dakota State Health Department 7 days prior to construction. This notice of intent shall

### **PLAN REVIEW PERSONNEL:**

- Matthew Andvik, Public Works Director
- Tim Solberg, Director of Planning and Zoning
- Dan Fuller, Fire Chief
- Mark Housh, Building Administrator
- Dustin Scott, City Engineer

## STORM WATER RETENTION REQUIREMENTS - TABLE OF VALUES

Total Acres	General Class Percent Impervious	REQUIRED RETENTION VOLUMES											
		REGIONAL/LOCAL RETENTION (basic)					LOCAL RETENTION (with regional)						
		residential	multi-family	commercial	residential	commercial	residential	multi-family	commercial	residential	multi-family	commercial	
1		5,256	7,269	9,177	50	70	90	50	70	90	50	70	90
2		10,512	14,537	18,353				--			--	2,013	3,921
3		15,768	21,806	27,530				--			--	4,025	7,841
4		21,024	29,073	36,705				--			--	6,038	11,762
5		26,280	36,342	45,882				--			--	8,049	15,681
6		31,536	43,611	55,058				--			--	10,062	19,602
8		42,048	58,148	73,412				--			--	12,075	23,522
10		52,560	72,684	91,764				--			--	16,100	31,364
15		78,839	109,026	137,645				--			--	20,124	39,204
20		105,119	145,368	183,527				--			--	30,187	58,806
25		137,969	190,796	240,879				--			--	40,249	78,408
50		289,077	399,764	504,699				--			--	52,827	102,910
75		453,326	626,901	791,460				--			--	110,687	215,622
100		630,714	872,211	1,101,162				--			--	173,575	338,134
160		1,110,057	1,535,091	1,938,045				--			--	241,497	470,448
												425,034	827,988

NOTES: Local Retention with regional is based on Regional Retention requirements minus basic residential retention volumes. All values of retention are in cubic feet. One foot freeboard minimum shall be required. Use the values for percent impervious for class shown above unless the percent impervious is calculated and substantiated. Use the values for percent impervious for class shown above unless the percent impervious is calculated and substantiated.



## West Fargo Fire Department

Office Phone: 282-3034

106 - 1st STREET • WEST FARGO, ND 58078



The Fire Department requests that the following items be included in the plan submittals:

1. A description of the actual use of the building or space so that an Occupancy Group can be determined.
2. General building plans.
3. Location of water hydrants.
4. Sprinkler riser locations and sprinkler plans
5. Fire alarm system plans.
6. Kitchen extinguishment plans.
7. Access and exiting from parking lot for emergency vehicles.
8. Gas shut off valve location.
9. Water shut off valve location.
10. Main electrical shut off switch location.

This list is a general list of requirements for plan review submittals. The plan reviewer may request more information as deemed necessary to determine compliance with the code. Should there be any questions regarding plan submittals please contact the fire department at 701-282-3034.

Respectfully submitted,

Del Sprecher

## **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 person making application.
- Name, address and telephone number of person 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

**BUILDING INSPECTIONS**  
 800 4<sup>TH</sup> AVENUE EAST  
 WEST FARGO, ND 58078  
 PHONE: 701-433-5480

Incomplete applications will cause delays in the routing/review and permitting process.

Project Title*:		<p align="center"><b>Is this a Re-submittal?</b></p> <p align="center"><input type="checkbox"/> <b>Yes</b></p> <p align="center"><input type="checkbox"/> <b>No</b></p> <p align="center">If yes, an update submittal description is required.</p>
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:	

Complete back side.



**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

**BUILDING WATER METER SIZE:**

1 IN.  1 ½ IN.  2 IN.  3 IN.  4 IN.

**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