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May 13, 2021

To: Licensed Contractor/Company

From: West Fargo Engineering Department

Subject: Engineering Implementing Additional Permits

During the beginning of the 2021 construction season, the City of West Fargo Engineering Department implemented the following new permits:

**Sidewalk/Driveway Permit** *(requires licensed contractor to perform work)*

- Removal, replacement, repairs, or modifications of existing sidewalk and/or driveways at the cross plate to the Right-of-Way.
- If sidewalk or driveway work is associated to a new building or new residential construction the building permit issued by Building Inspection will cover that work and be inspected through Building Inspections.
- Requires inspection 24 hours prior to concrete pour
- \$30.00 Flat Fee to be billed to contractor applying for permit

**Residential Civil Site Permit** *(resident or contractor to perform work)*

- Residents and/or hired contractors performing work that will change natural drainage patterns within an existing residential lot or work within the City owned Right-of-Way.
  - Grading changes/modifications
  - Irrigation pump at city retention pond (pulling water from pond for irrigation) or any work adjacent to any City owned pond. (retention walls)
  - Installation of underground (trenching for sump pump discharge or irrigation purposes within Right-of-Way or easement)
  - Hard Scaping (Underground pools, fences, shed's and foundations for shed's less than 120 sq. foot, and any curb edging or brick work around boulevard trees in right-of-way)
  - Requires contacting Engineering when work has started and when work has been completed.
- \$20.00 Admin Fee to be billed to permit holder

### **Commercial Civil Site Permit *(requires licensed contractor to perform work)***

- Contractors performing work that will change natural drainage patterns within an existing commercial lot or work within the City owned Right-of-Way.
  - Paving Expansions and modifications (parking lots)
  - Drainage Modifications
  - Underground Modifications
  - Electrical Modifications (street lighting)
  - Hard Scaping
- Requires more in depth plans and communication with Engineering
- \$20.00 Admin Fee, and \$20.00 a day for active working days to be billed to contractor applying for permit

All Engineering permits along with the yearly required User Registration can be found at [Permits | West Fargo, ND \(westfargond.gov\)](#). Sidewalk/Driveway permits and Commercial Civil Site permits do require a contractor to perform that work there for a registration approval is required prior to applying for those permits. If a contractor is hired to do any work that would require a Residential Civil Site permit the City will require that contractor be registered with Engineering prior to applying for that permit. Below states the process of how to acquire a contractor number to grant access to apply for Permits through Engineering.

The first application process requires a contractor to fill out the User Registration form. This application process is to be completed yearly. This application will require the company's current Certificate of Liability Insurance (COLI) to be uploaded to the fillable form. The City requires all approved contractors to be insured for no less than two million, the City of West Fargo will also need to be listed at the bottom as additional insured or as the certificate holder. Once the submitted User Registration is approved you will be granted a contractor's number that will be received via the e-mail that is listed on the User Registration form filled out for approval. Contractor numbers are valid for the calendar year issued, and all numbers expire on December 31. Each permit applied for will require the contractor number to be used to submit the permit, without this number you will not be able to apply for a permit.

The second application process requires a permit to be filled out and submitted to Engineering for approval, permits must be applied for by a licensed contractor. Permits are not considered approved until the contractor receives the approved permit back via the e-mail listed on the permit application. All contractors are considered the permit holder and are responsible for the proper construction and cleanup of the project and all associated permit fees. Contractors will be responsible for arranging inspections with the Engineering department at least 24 hours prior any work requiring an inspection. All work performed is to follow City Standards and Specifications and/or approval from the Engineering Department.

Please contact the Engineering Department with any questions on registration or permit requirements at 701-515-5100.