



Guideline for Building Accessory Use Structures

BUILDING INSPECTIONS
Midwest Inspection Services
310 1st Avenue SE
Mapleton, ND 58059
Phone: 701-532-1078
Fax: 701-532-1608

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

This handout is a guide only and does not contain all the requirements of the City of Casselton Building Code or City Ordinance

Building Permits are required for all accessory use structures over 120 square feet in area. Examples of accessory use structures are, but not limited to, detached garages, tool and storage sheds, playhouses and gazebos.

Building Permit Fees are based on the valuation of the construction project; this includes the materials and labor. If you will be doing the work yourself an estimate of labor cost shall be determined and included with the cost of materials.

General Building Permit Application Requirements:

- ❖ Name, address and telephone number of person making application.
- ❖ Name, address and telephone number of person owning the property.
- ❖ Name, address and telephone number of Contractor, architect/designer and all subcontractors.
- ❖ Job cost
- ❖ Job description must indicate the entire scope of work to be completed (levels to be finished or unfinished, etc.)

Plans Required:

- ❖ Provide a total of 2 sets of bound and clearly marked plans with the following contents:
- ❖ Residential Building Permit Application.
- ❖ Approval letters if required by area developers.
- ❖ One complete set of engineered truss specs and layout details.
- ❖ (2) Copies of site plan to include lot & block description, all easements and must show all structures as they sit on the lot and the actual dimensions from property lines to the structures.
- ❖ (2) Copies construction drawings to include: elevations, dimensioned floor plans for all levels, section detail of wall, roof, foundation (size of footings, walls & rebar size & spacing) & materials being used. **(All construction drawings must be to a minimum 1/8" scale and 11x17 sized paper.)**
- ❖ Professional engineered designs may be required if the plan review indicates structure or parts thereof exceed the requirements of the Building Code (IRC & IBC).
- ❖ If engineered designs are required, they must have the original wet stamp signature of the design professional.

REQUIRED INSPECTIONS

1. **Site/Footing** – to approve accessory structure location and footing prior to pouring concrete.
2. **Foundation wall** – to approve rebar placement prior to pouring concrete.
3. **Framing** – after completion of structural frame, sheathing and roof to the building frame, and prior to covering the structural frame. All Electrical, HVAC, and Plumbing shall be installed and inspected before calling for framing inspection.
4. **Final** – when addition is completed and prior to occupying.

It shall be the responsibility of the permit holder to notify the Building Department when work is ready to be inspected. No work shall commence until the inspection is complete and approved.

Allow 1-2 business days for review of your plans; you will be contacted when your plans have been approved. Any omissions in the application and/or plans will result in a delay of the approval.

BUILDING CONSTRUCTION GUIDELINES

- 1. Setbacks** – accessory structures be within 3' of the front and rear property lines and 25' from the front property line. For accessory use structures only, the rear yard shall be considered that area between the back part of the dwelling and the rear property line. Consideration should be taken in placement of the accessory structure if future expansion of the dwelling into the rear yard is a possibility.
- 2. Building Size** – Please refer to the attached Zoning ordinance for maximum area/size for an accessory use structure. The maximum height for an accessory use structure is 15 feet from grade to the highest part of the roof. Larger accessory use structures may be conditionally permitted in some residential zoning districts.
- 3. Foundation** – The foundation may be a concrete slab with turned-down footings or decay resistant wood. Concrete having a 3500 pound strength and air entrainment should be specified. Concrete slabs must be a minimum thickness of 3 ½ inches. The perimeter of the slab shall be 12 inches thick for an 8 inch to 12 inch width. Within the thickened perimeter of the slab, two #4 rebar should be installed to be continuous around the perimeter. If the slab rests on fill, it should be reinforced with #4 rebar 2 feet on center or 6inch X 6 inch welded wire mesh. All Accessory structures must be anchored into the ground a minimum of 12”.
- 4. Walls** - Bottom plate shall be of at least the same width as the wall studs. Wall studs shall be a minimum 2 X 4 and space maximum 24 inches on center, with three wall studs at each exterior corner. Wall studs shall be capped with double top plates overlapped at corners and end joints offset at least 24 inches. Structural wall sheathing is recommended. Headers must have at least one trimmer stud under each end. Headers over 5 feet shall have a minimum of two trimmer studs under each end. Headers for openings greater than 8 feet shall be approved by the Building Department. (Consider pre-engineered laminated veneer lumbers for openings greater than 6 feet.)
- 5. Roofs** – Manufactured roof trusses are highly recommended. If hand framed rafters are used, the size of the rafter is determined by the span and spacing of the rafter. Lumber used in construction of rafters must be at least 2 X 4 in dimension. Roof sheathing must be of approved span rated sheathing.

All residential construction shall meet the minimum requirements of the City of Casselton Ordinances.



Residential Building Permit Application

BUILDING INSPECTIONS
 Midwest Inspection Services
 310 1st Avenue SE
 Mapleton, ND 58059
 Phone: 701-532-1078
 Fax: 701-532-1608

Project Title*:	Office use only:
Address:	
Project Value:	
Project Description:	
Owner: Address:	Contact Person: Phone: Fax: E-mail:
Designer: Address:	Contact Person: Phone: Fax: E-mail:
General Contractor: Address: ND Contractor License No.	Contact Person: Phone: Fax: E-mail:
Foundation Contractor: Phone: E-Mail: ND Contractor License No.	Mechanical Contractor: Phone: E-Mail: ND Contractor License No.
Excavator: Phone:	Yard Grading Contractor: Phone:
Plumbing Contractor: Phone:	Electrical Contractor: Phone:

TYPE OF IMPROVEMENT:

New Construction Addition Remodel Demolition Move Repair Miscellaneous Temporary

PERMIT FOR:

Single Family Dwelling Two Family Dwelling (Separate Permit for each Unit) Townhouse (Units)
 Accessory Building Deck Residing Lower Level Finish
 Other (Please Explain :)

BUILDING/STRUCTURE SIZE:

Width Ft. Depth Ft. Height Ft. No. of Stories Basement Finished Yes No
Basement Floor Area SF Number of Bedrooms
Main Floor Area SF Number of Bedrooms
Second Floor Area SF Number of Bedrooms
Third Floor Area SF Number of Bedrooms
Garage Floor Area SF

BUILDING LOCATION ON SITE:

Property Zoning Designation Property Area SF
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

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

Septic Permit Required:

Yes No

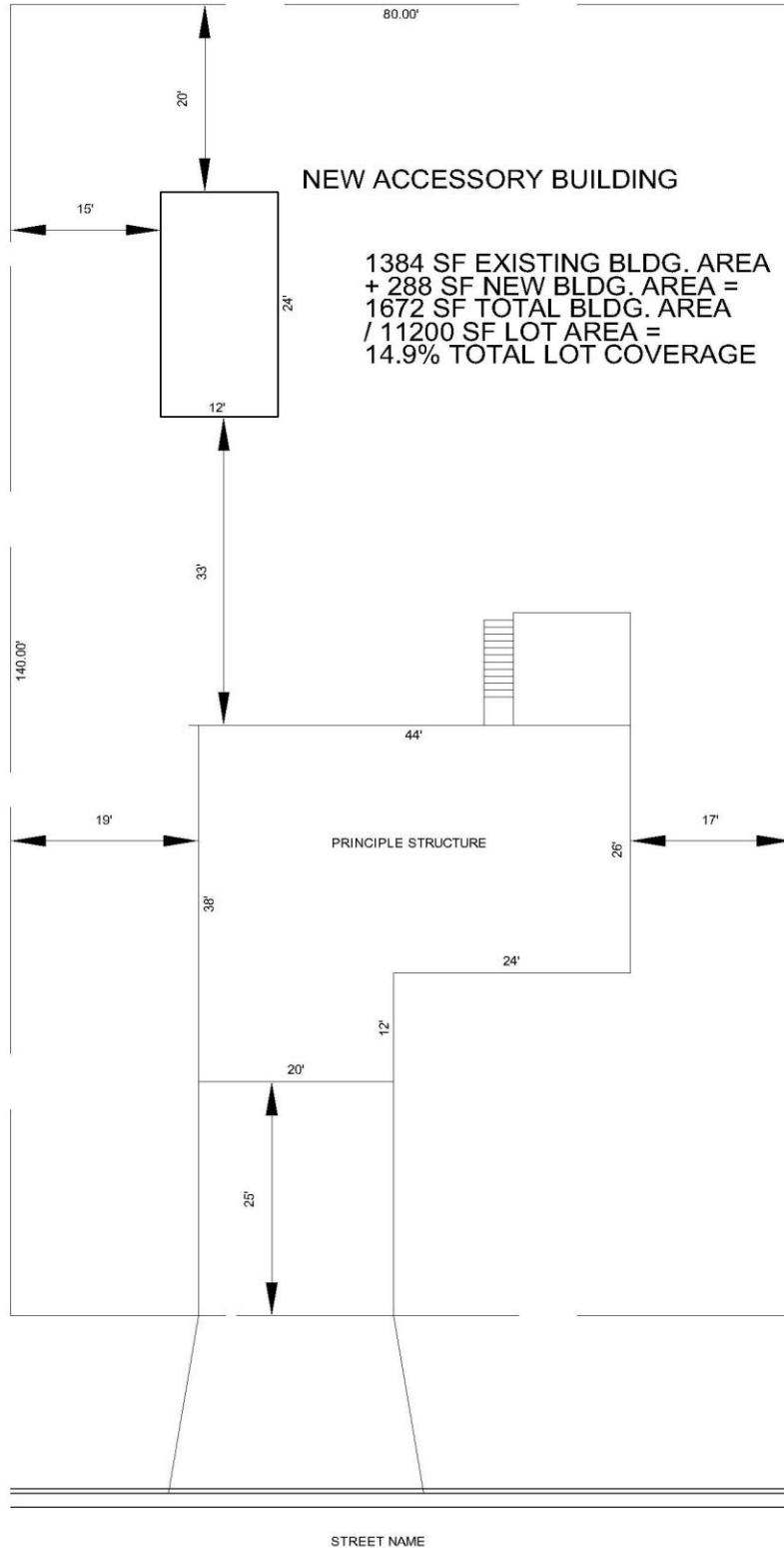
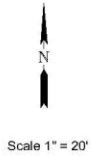
Planning and Zoning Approval:

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



NEW ACCESSORY BUILDING

1384 SF EXISTING BLDG. AREA
 + 288 SF NEW BLDG. AREA =
 1672 SF TOTAL BLDG. AREA
 / 11200 SF LOT AREA =
 14.9% TOTAL LOT COVERAGE

SHOW ON SITE PLAN

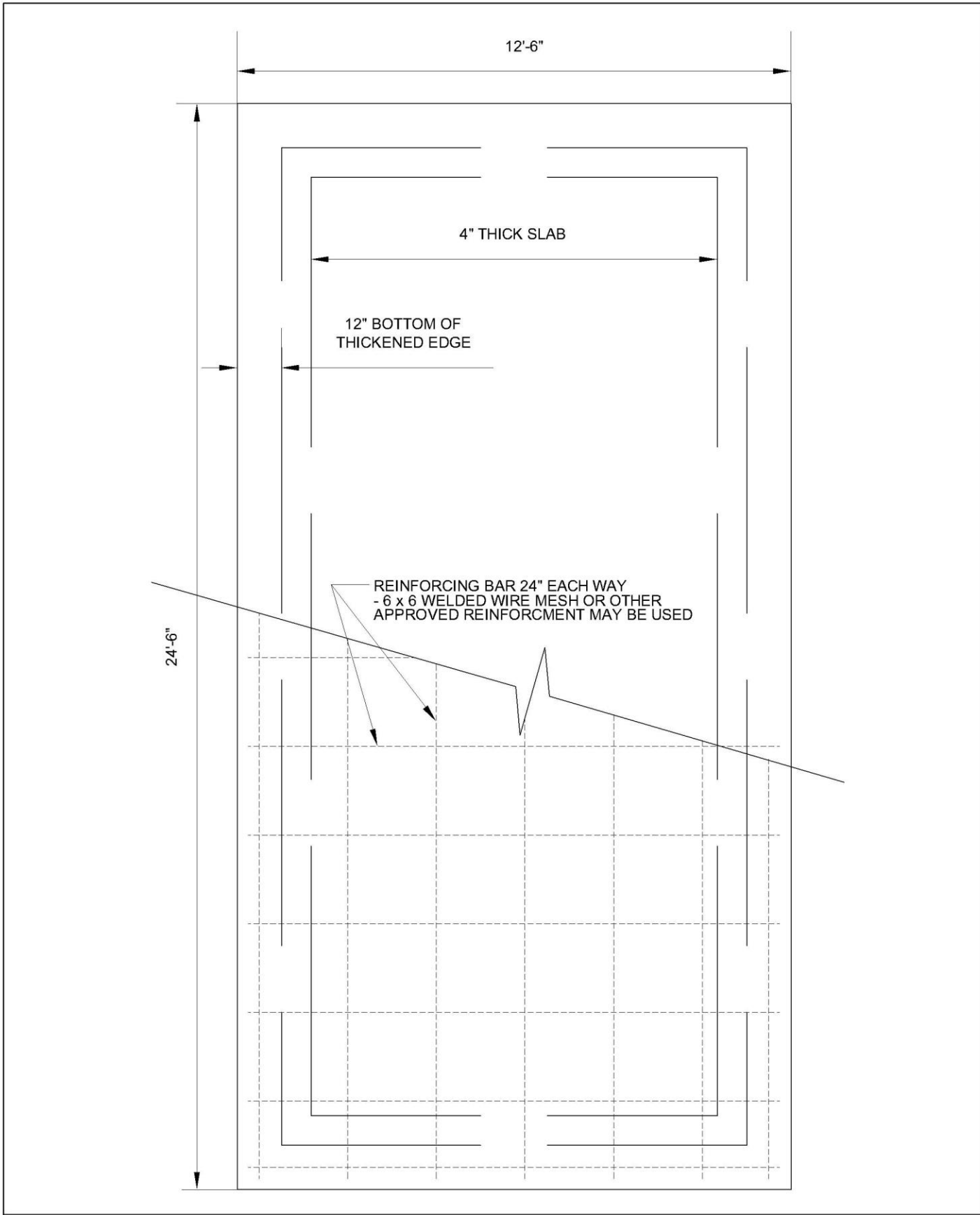
- Lot Lines
- Lot Dimensions
- Street Name(s)
- Address
- Owner Name
- All Existing Structure
- Pond/Lake/Stream
- Driveway
- Location of New Structure
- New Structure Distances to Lot Lines
- Distances to Other Structures

Note: If Site Plan is not complete, the review process will be delayed



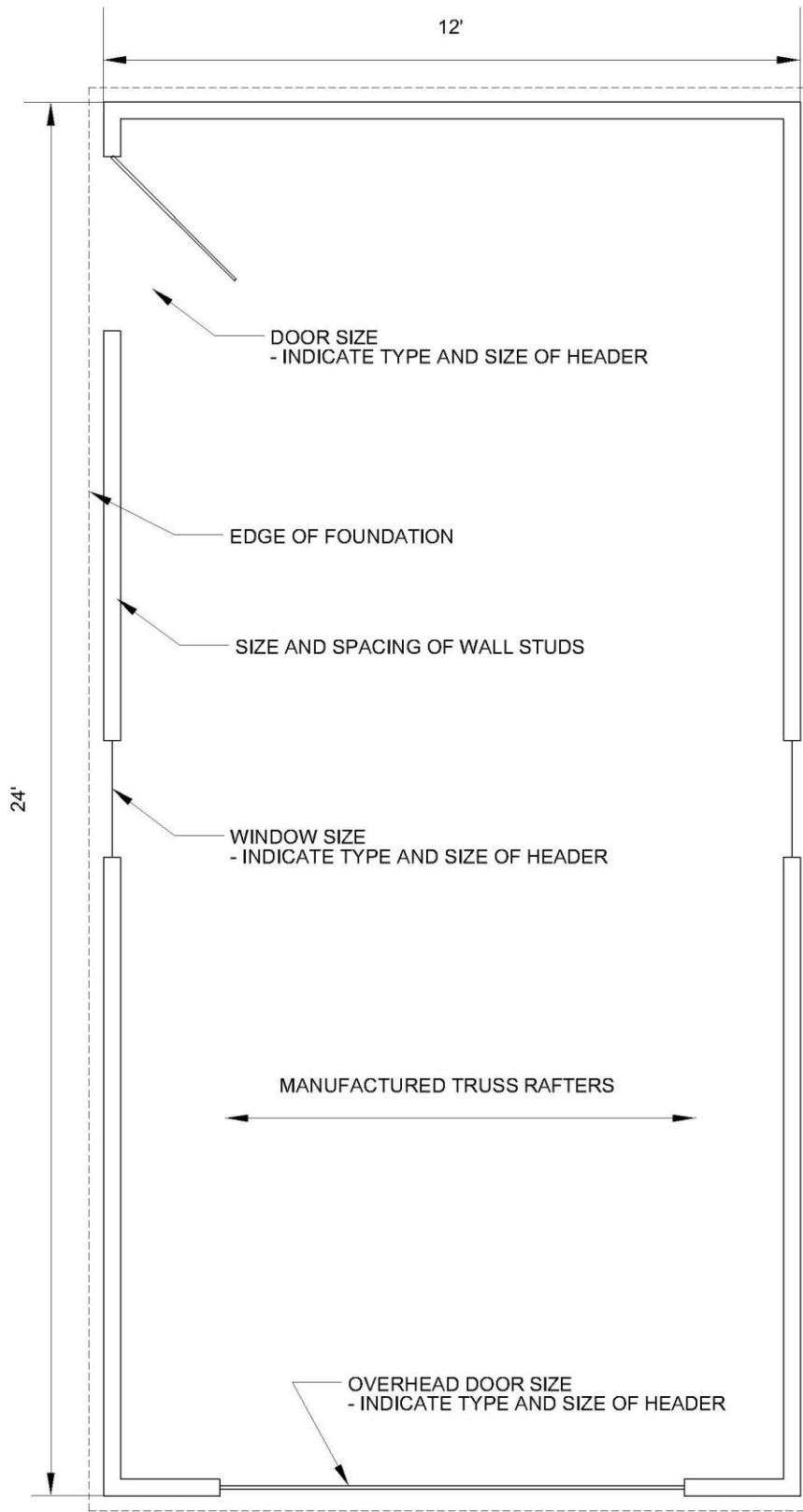
TYPICAL ACCESSORY USE STRUCTURE SITE PLAN

DATE	REVISED	CH'D BY	DRAWING
AUG. 2006			1
DRAWN BY	PROJ. NO.	SCALE	OF
MAH		N.T.S.	1



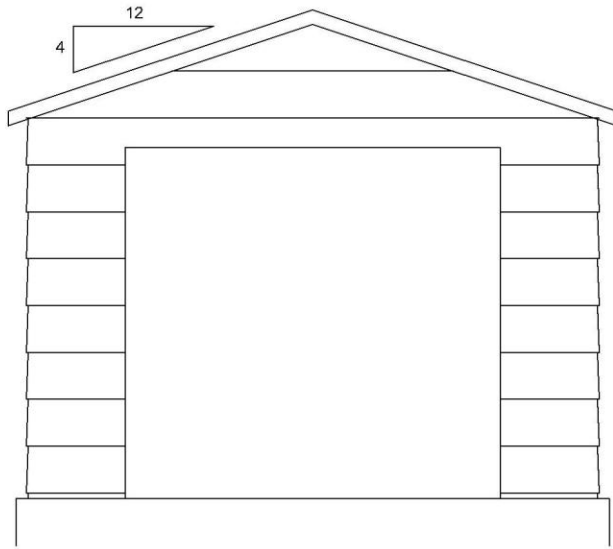
TYPICAL ACCESSORY USE STRUCTURE
FOUNDATION PLAN

DATE AUG. 2006	REVISED	CHD BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1

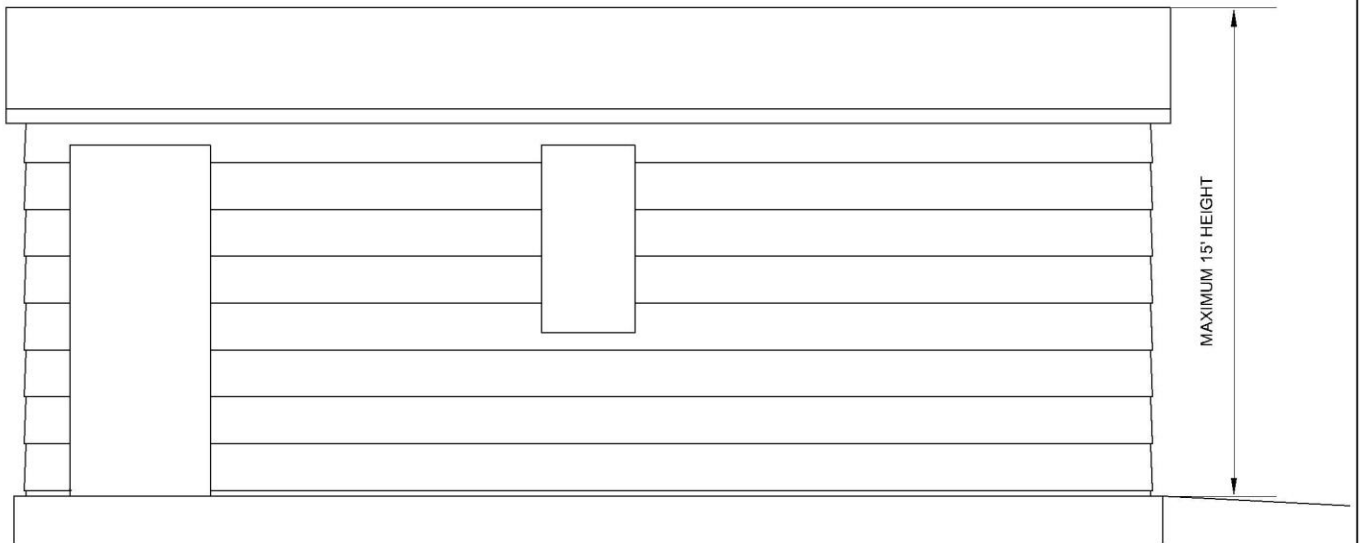


TYPICAL ACCESSORY USE STRUCTURE
FLOOR PLAN

DATE	REVISED	CHD BY	DRAWING
AUG. 2006			1
DRAWN BY	PROJ. NO.	SCALE	OF
MAH		N.T.S.	1



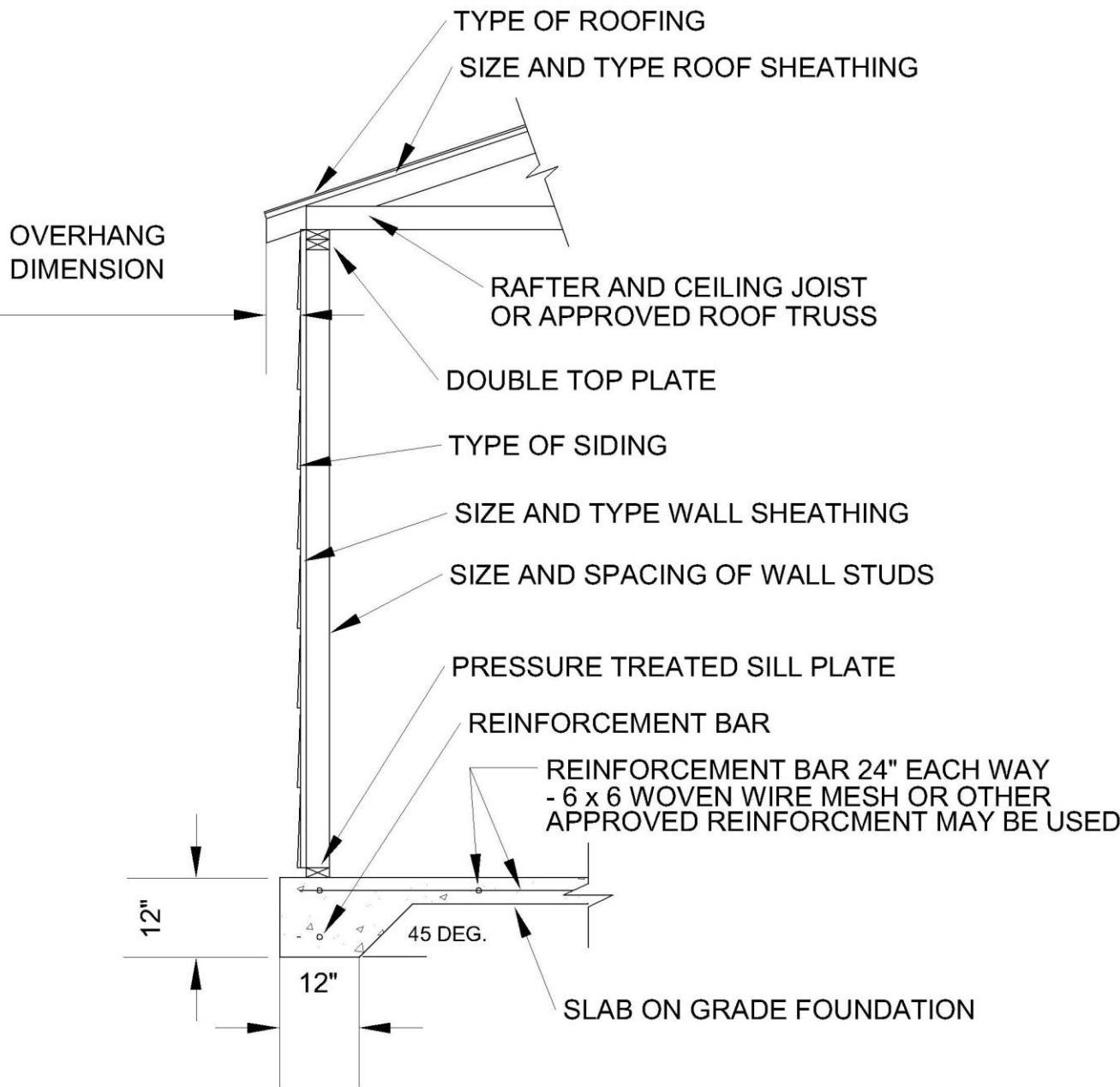
SOUTH ELEVATION



WEST ELEVATION

TYPICAL ACCESSORY USE STRUCTURE
ELEVATIONS

DATE AUG. 2006	REVISED	CHD BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1



	TYPICAL ACCESSORY USE STRUCTURE WALL SECTION DETAIL			
	DATE AUG. 2006	REVISED	CHD BY	DRAWING 1
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