



# Commercial Building Permit Application

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

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

**Engineering Department:**

Brandon Oye, Engineer – 701-282-4692 – 925 10<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.

**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 Casselton's 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.

A civil site plan is typically required for improvements on properties in Commercial, Industrial and Multi-Family zones. City staff may require a civil site plan for properties in other zones, depending on the complexity of the site. City staff may exclude the civil site plan requirement at their discretion, if the site complexity is low. A minimum of ten (10) days shall be allotted for review of the civil site plan by city staff. The following are the minimum requirements for civil site plans submitted for review/approval. Other requirements may be deemed necessary, as determined by city staff.

## **GENERAL**

- Project name and/or number.
- Name of contact person for owner.
- Name and address of primary plan preparer and date prepared.
- North arrow with scale.
- Table of Contents/Sheet Index and Legend.
- Work within the city right-of-way and easements shall have associated details in the plans that conform to the City of Casselton Standard Details. Sidewalks, driveways, and underground (sanitary sewer, water and storm sewer) utilities are some examples.
- Open space requirements and provided open space shall be shown.
- Plans stamped by Registered Professional Engineer in the State of North Dakota, name, and address of plan preparer if other than the primary plan developer.
- Plans may be done either by hand or generated by computer aided design but 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 staff.

## **DIMENSIONING & LABELING**

- Property legal description, boundary, and lot dimensions.
- Current (or proposed) Zoning District.
- Required building setbacks for current (or proposed) Zoning District.
- Dimensioned site plan including setbacks to building and parking lots.
- Building dimensions and locations of doors.
- Easements of record.
- ADA ramps in the right-of-way shall have cast iron detectable warning panels installed.
- Driveway locations and dimensions and any other access control.
- Parking spaces provided with locations and dimensions.

## **SITE GRADING**

- Existing Conditions Plan with existing ground spot elevations and contours, existing drainage patterns shown with drainage arrows that designate water drainage that comes onto the site, all drainage through the site and out of the site.
- Original drainage plans for development should be listed/addressed if applicable. Contact City Engineer to determine if a drainage plan exists for the property.
- Proposed detailed drainage plan with finished grade spot elevations with drainage arrows that designate water drainage that comes onto the site, all drainage through the site and out of the site.
- First floor elevation of structure(s)
- Benchmark elevations and locations. Use the North American Vertical Datum of 1988 (NAVD 88).

## **SANITARY SEWER SYSTEM**

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

## **WATER SYSTEM**

- Water service locations and sizes, valve locations, curb stop locations, fire line locations, and any abandonment and method of abandonment.
- Gate valves shall be placed every 500' minimum along water mains.
- Water service curb stops or water main gate valves shall be placed within city easements or right-of-way to allow the repair and replacement of private water system features without disruption of public water service.
- Hydrants shall be placed 5' from face of curb, and a minimum of 30' from the building it will protect.

## **DRAINAGE SYSTEM**

- Concentrated streams of storm water shall enter the city's right-of-way through underground storm sewers, unless storm sewers are not present.
- Storm sewer locations including: pipe lengths, type, sizes, location of catch basins, location of manholes, and methods of tie-ins into existing storm sewer system whether private or within public easements and right-of-ways.
- Verify with City Engineer requirements for on-site storm water detention.

## **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 after removal."
- 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 civil site plans stating the following:
  1. Work within the city right-of-way or easements shall require an Excavation Permit from the Casselton Auditor's Office.
  2. Any work on existing city-owned utilities shall require notification to the City by the Contractor 24 hours prior to commencing work. All connections to city-owned utilities shall be inspected by City staff.
  3. All projects disturbing land will require a Storm Water Permit to be secured from the City of Casselton prior to the start of construction. If the project will disturb more than 1 acre of land, a Notice of Intent to obtain a Storm Water Pollution Control Permit shall be submitted by the Contractor and Owner to the North Dakota Department of Environmental Quality a minimum of 7 days prior to construction.
  4. Contractor and Owner are responsible to acquire any additional permits required by other jurisdictions (county, state, etc.).

## **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.



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Project Title*:	<p><b>Is this a Re-submittal?</b></p> <p><input type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> <b>No</b></p> <p>If yes, an update submittal description is required.</p>
Address:	
Project Value:	
Project Description:	
Owner:	Contact Person:
Address:	Phone: <span style="float: right;">Fax:</span>
	E-mail:
Designer:	Contact Person:
Address:	Phone: <span style="float: right;">Fax:</span>
	E-mail:
General Contractor:	Contact Person:
Address:	Phone: <span style="float: right;">Fax:</span>
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