



Hillsboro *North Dakota*

Commercial Building Permit Application

BUILDING INSPECTIONS
Midwest Inspection Services
310 1st Ave 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.

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

Health Department:

Grant Larson, Restaurant-Food/Environmental Health Practitioner. 701-241-1364 – 401 3rd 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.