



Plan Routing Information:

BUILDING INSPECTIONS

Midwest Inspection Services
 310 1st Ave SE
 MAPLETON, ND 58059
 PHONE: 701-532-1078
 FAX: 701-532-1608

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 10th 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 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 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 plan 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.

CITY OF ADA

CIVIL SITE PLAN REQUIREMENTS

Revised: 4/20/2021_(blo)

Note: A minimum of ten (10) days shall be allotted for review by city staff. The following are the minimum requirements that will be required on the civil site plans submitted for review/approval. Other requirements may be 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 Ada 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, 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 Building Inspections Department.

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 yellow 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).

CITY OF ADA

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 approximately 5' from face of curb.
- See Ordinance in regards to private fire hydrants.
- All water mains and hydrants shall be inspected during installation by the City of Ada

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.

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 City 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.
 3. 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 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.



Commercial Building Permit Application

BUILDING INSPECTIONS
 Midwest Inspection Services
 310 1st Ave SE
 MAPLETON, ND 58059
 PHONE: 701-532-1078
 FAX: 701-532-1608

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

Project Title*:		Is this a Re-submittal? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, an update submittal description is required.
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:
MN Contractor License No.	E-mail:	
Foundation Contractor:	Mechanical Contractor:	
Phone:	Phone:	
E-Mail:	E-Mail:	
MN Contractor License No.	MN 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