



Residential Building Permit Application

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.

Project Title*:		Office use only:
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:
	E-mail:	
ND Contractor License No.		
Foundation Contractor:	Mechanical Contractor:	
Phone:	Phone:	
E-Mail:	E-Mail:	
ND Contractor License No.	ND Contractor License No.	
Excavator:	Yard Grading Contractor:	
Phone:	Phone:	
Plumbing Contractor:	Electrical Contractor:	
Phone:	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

# of Units	HVAC EQUIPMENT	TON'S/BTU's

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. If you do not wish to electronically sign please print and sign application before submittal

Signature of Applicant _____

Date _____

AFFIDAVIT

STATE OF MINNESOTA)
) SS.
 COUNTY OF _____)

ADDRESS OF SITE _____

Date _____

We, the undersigned, being first duly sworn, on oath depose and state based on personal knowledge as follows, to-wit:

1. That we are all the fee owners of the said real estate, or if all of the owners have not personally signed this affidavit below, then a valid power of attorney, conservator or person acting with proper authority as demonstrated by an attached court order for each said person has signed below on their behalf.
2. That we are in approval of the permit application submitted on (date) _____ to the City of _____ for changes, alterations, new building and/or additions to the buildings/land at:
 Address: _____
 City, State, Zip _____
3. That we are knowledgeable of the permit application design and /or changes to the said property and approve of such work being done on/to the property.
4. That all information contained in the attached permit application submitted herewith is true and correct.

OWNERS

(All owners or those with proper authority as described above)

PRINTED NAME _____

SIGNATURE _____

PRINTED NAME _____

SIGNATURE _____

PRINTED NAME _____

SIGNATURE _____

Subscribed and sworn before me this _____ day of _____, 200__.

Owner to complete and return to:

NOTARY PUBLIC SIGNATURE _____

City of Ada
 P.O. Box 32
 Ada, MN 56510
 Phone: (218)784-5520
 Fax: (218)784-2711

NOTARY PUBLIC PRINTED NAME _____

Permit Number: _____

Parcel Number: _____

Property Owner Waiver

Minnesota State Contractor Licensing Requirements

The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers, obtain a State License unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or jurisdictional Ordinance in connection with the work performed on this property.

Signature or Property Owner

Printed Name of Property Owner

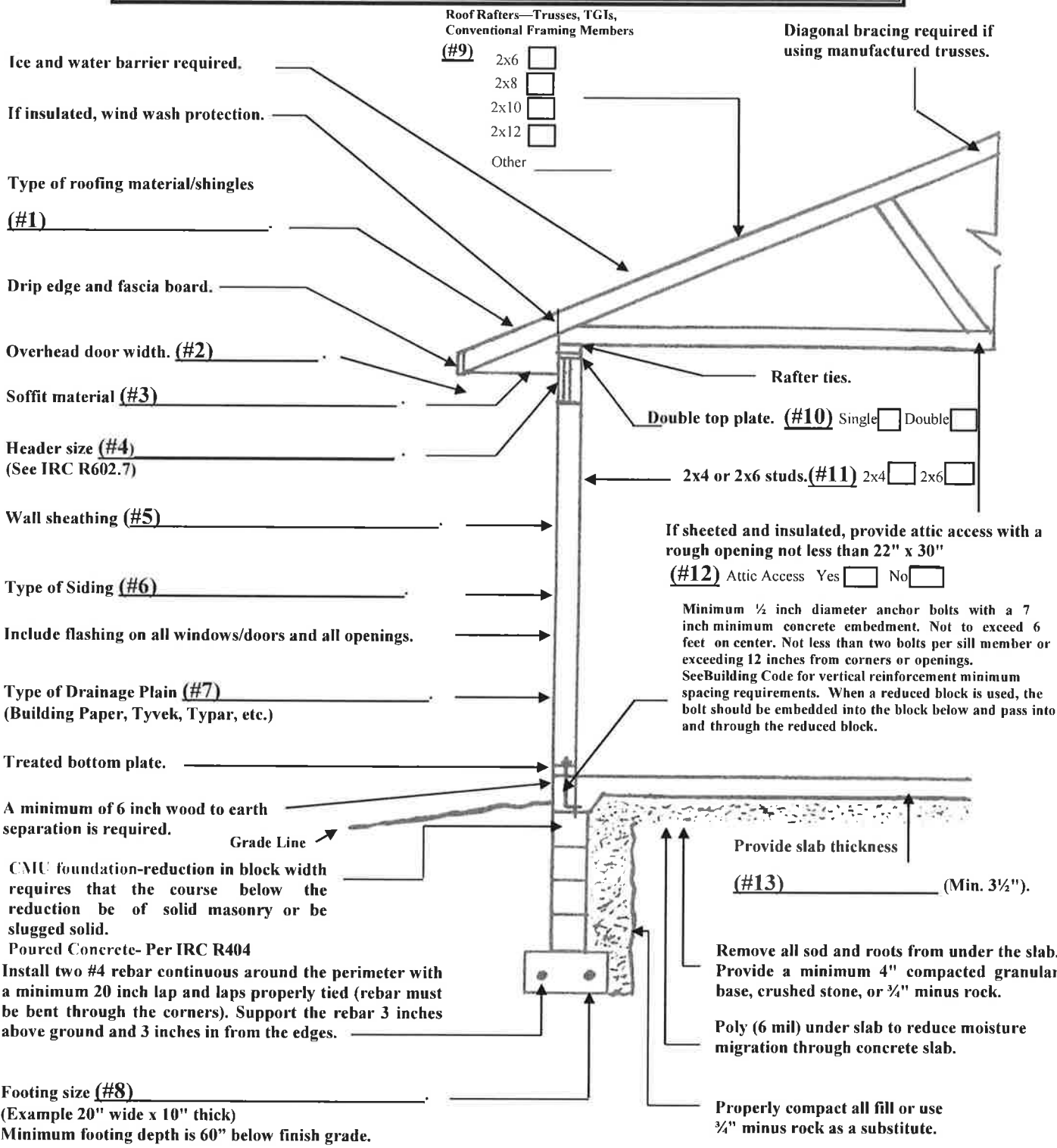
Project Address

Date

PLEASE RETURN THIS SIGNED WAIVER WITH THE BUILDING PERMIT APPLICATION.

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Commerce, Enforcement Division at 651/296-2594, or toll-free at 1-800/657-3602.

Single Family Residential Accessory Structure with Frost Footings



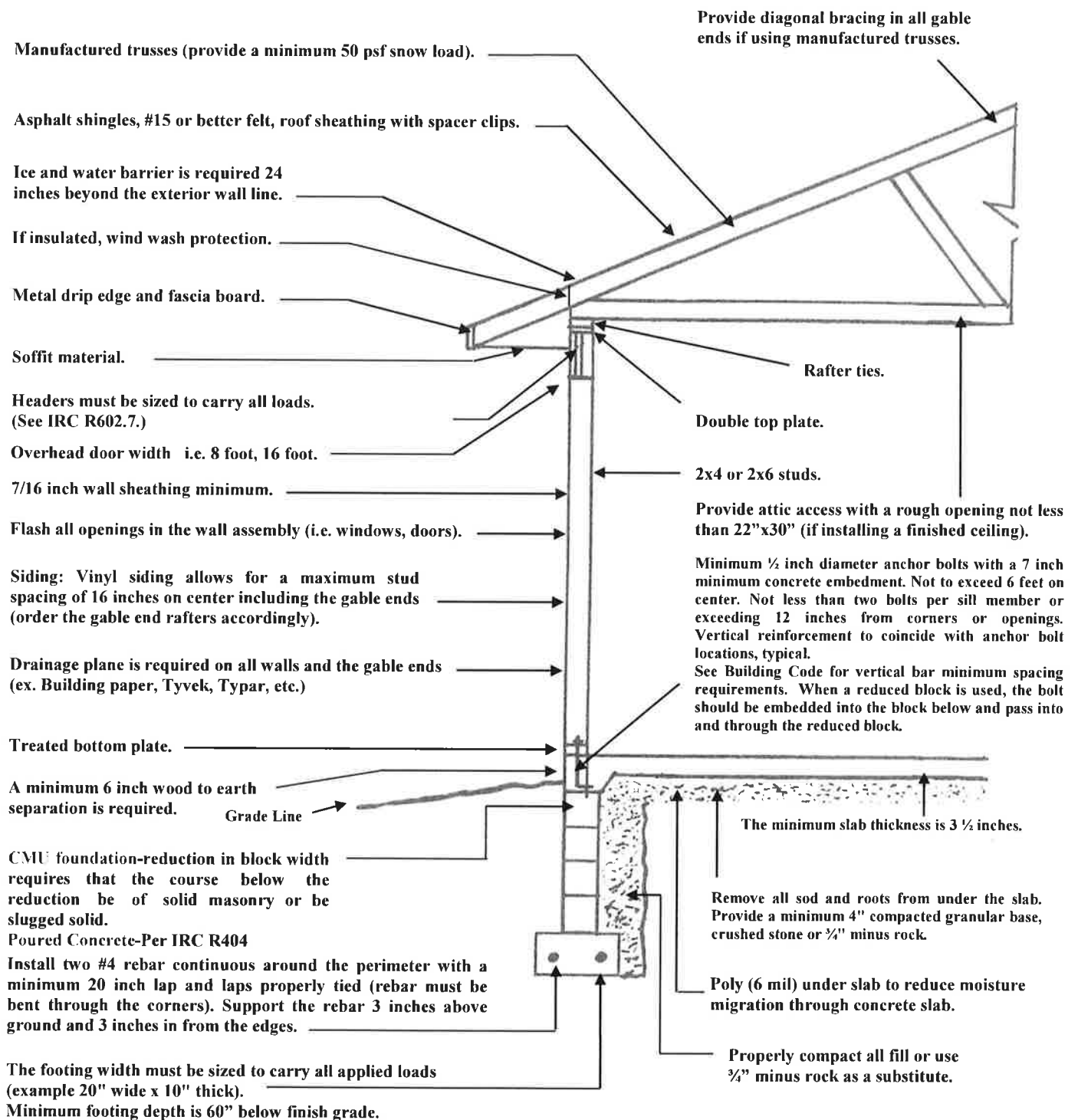
I agree to follow the building systems provided in this document.

 Signature

 Date

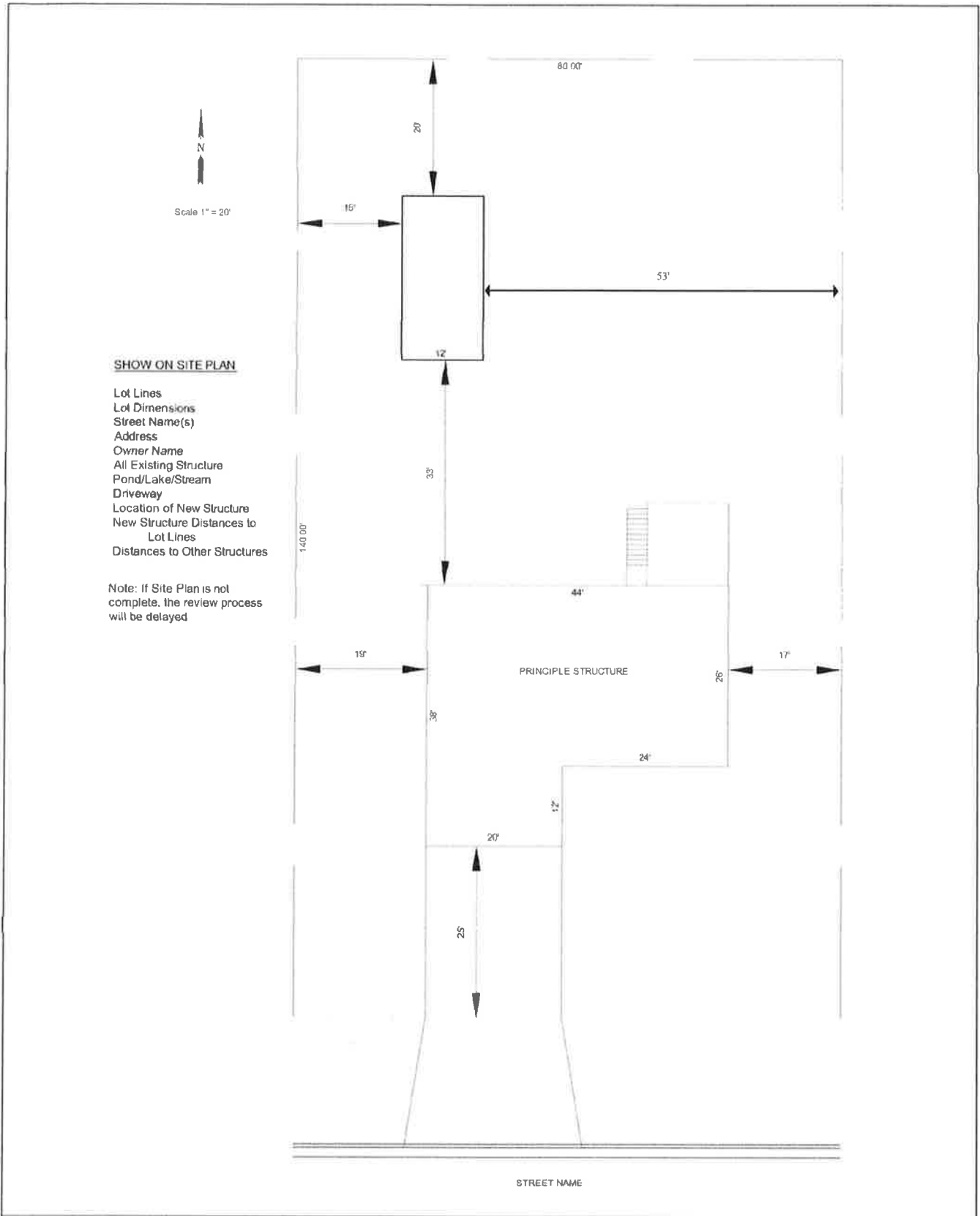
Before submitting permit application, provide information as requested on numbered lines (1-13).

Single Family Residential Accessory Structure with Frost Footings - Example



Please provide information on the reverse side of this sheet as it applies to your project.

The following sheet is only provided as reference to assist you in drafting your site plan for your project.





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).