



Residential Plan Routing Information

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

The building Inspection's department receives and issues all applications for building permits for the City of Ada. The plan holder must provide the following information as listed below. Failure to provide complete, sufficient and correct documentation may result delays to your project.

General 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, Designer and all subcontractors.
- ❖ Job description must indicate the entire scope of work to be completed (levels to be finished or unfinished, etc.)

Required Documents:

Provide a total of 2 sets of clearly marked plans with the following contents or digital PDF copy:

1. Residential Building Permit Application
2. One complete set of engineered truss spec sheets.
3. (2) Copies of site plan to include: address, lot, block & addition, any and all easements & driveways. **Area wells must be shown on the site plan.**
4. (2) Copies of construction drawings that include: elevations, dimensioned floor plans for all levels, foundation plan, cross section detail showing materials being used and insulation R-values.
5. Tall walls and braced wall lines are to be labeled and also a garage portal wall framing detail should be shown.
6. Professional engineered designs may be required if the plan review indicates the structure or parts thereof exceed the requirements of the Building Code (IRC & IBC)
7. If engineered designs are required they must have the original wet stamp signature of the design professional on them.
8. All construction drawings must be to a minimum 1/8" scale.

You will receive an email copy of the building permit invoice or phone confirmation that the permit is complete and ready to be picked up. All permits are to be paid for, signed and picked up prior to any concrete being placed on site.

Email completed applications to midwestinspectionsservicesnd@gmail.com



Residential Building Permit Application

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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:	
MN Contractor License No.			
Foundation Contractor:		Mechanical Contractor:	
Phone:		Phone:	
E-Mail:		E-Mail:	
MN Contractor License No.		MN 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