



## BUILDING DEPARTMENT

800 4th AVENUE EAST  
WEST FARGO, ND 58078  
PHONE: 701-433-5480

### GUIDELINE FOR REMODELING A DWELLING

This handout is a guide only and does not contain all the requirements of the City of West Fargo Building Code

**Building Permits** are required for most remodeling projects to any dwelling that consist of, but not limited to:

- Creating or eliminating rooms by adding or removing walls.
- Finishing rooms in lower level or basement level.
- Installing, replacing or removing doors or windows requiring structural work.
- Replacing structural sheathing on roof, floors and walls.
- Re-siding.
- Any work that requires alteration of structural components.

Remodeling that consists of interior wall & floor finishes, cabinets, trim work, replacing door and window without altering rough openings do not require building permits. Contact the building department if you are sure you need a building permit for your project. Separate permits are required for HVAC, Electrical and Plumbing work.

Some remodeling projects may not need to have a plan submitted and an explanation of the work being done will be sufficient, such as re-siding or replacing structural sheathing.

**Building Permit Fees** are based on the valuation of the construction project; this includes the materials and labor. If you will be doing the work yourself an estimate of labor cost shall be determined and included with the cost of materials.

#### **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, architect/designer and all Job costs
- Job description must indicate the entire scope of work to be completed (levels to be finished or unfinished, etc.)

#### **Plans Required:**

- Provide a total of 2 sets of clearly marked plans with the following contents:
- Residential Building Permit Application.
- One complete set of engineered truss specs and layout details if applicable.
- (2) Copies construction drawings to include: elevations, dimensioned floor plans for all levels, section detail of wall, roof, foundation & materials being used. (If copies of your houses original building plans are available, you may use those plans, but need to note any changes made).
- **All construction drawings must be to a minimum 1/8" scale and be on minimum 11x17 papers.**

Please Allow 1-2 business days for review of your plans; you will be contacted when your plans have been approved. Any omissions in the application and/or plans will result in a delay of the approval.

## BUILDING CONSTRUCTION GUIDELINES

1. **Light, ventilation and heating** – All habitable rooms shall have an aggregate glazing area of not less than 8% of the floor area of the room and have natural ventilation through windows, doors, louvers or other approved openings with a minimum open able area of 4% of the floor area being ventilated. All dwellings shall have heating facilities capable of maintaining room temperature of 68 degrees at a point 3 feet above the floor and 2 feet from the exterior wall in all habitable rooms.
2. **Room area and height** – All dwelling shall have one habitable room at least 120 square feet and other habitable rooms shall be not less than 70 square feet. All rooms shall have a ceiling height of not less than 7 feet.
3. **Garage and dwelling separation** – Garages shall be separated from the residence and its attic area by a minimum of ½” fire rated gypsum board applied to the garage side
4. **Emergency escape and rescue openings** - Basements with habitable space and all sleeping rooms are required to have emergency escape and rescue openings. Where the basement contains one or more sleeping rooms, emergency escape and rescue openings shall be required in each sleeping room, but required in the adjoining areas of the basement. See attached sheet for minimum requirements for egress windows.
5. **Means of egress** - Means of egress from all dwellings shall be directly to the exterior and shall not require traveling through a garage. Egress doors shall a side hinged door not less than 3 feet in width and not less then 6 feet 8 inches in height. Landings shall be provided on both sides of the door.
6. **Smoke alarms** - Smoke alarms are required in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story including the basement. All smoke alarms shall be interconnected. When interior alteration or remodeling that requires a permit or when bedrooms are added or created the entire dwelling shall have smoke alarms installed and shall be interconnected and hard wired.
7. **Moisture vapor retarder** - Moisture vapor retarder is required for all framed walls, floors and roof/ceilings comprising elements of the building thermal envelope and shall be installed on the warm-in-winter side of the insulation.
8. **Floors** – Manufactured floor trusses or engineered wood I-joint shall be installed as per manufacturer’s instructions. If solid lumber is used, the size of the joist is determined by the span and spacing of the joist. Floor sheathing must be of approved span rated sheathing.
9. **Space under stairs** – if access to the area the basement stairway is provided for storage or other uses, the walls and ceiling of this space must be sheet rocked.
10. **Walls** – Bottom plate shall be of at least the same width as the wall stud bearing upon it. The bottom plate shall be treated lumber if in contacted with concrete.
  - Wall studs shall be a minimum 2 X 4 and space maximum 24 inches on center, with three wall studs at each exterior corner.
  - Wall studs shall be capped with double top plates overlapped at corners and end joints offset at least 24 inches.
  - Wall furring strips in contact with concrete shall be treat lumber or shall have a moisture barrier between the furring strips and the concrete.
  - The exterior wall covering must be of an approved material that is resistive to weather such as siding, stucco, brick, etc. A weather barrier shall be applied to the studs or sheathing as required.
  - Headers must have at least one trimmer stud under each end. Headers over 5 feet shall have a minimum of two trimmer studs under each end. Headers over doors and windows must be of the follow minimum sizes for walls bearing roofs:

<b>For opening:</b>	<b>Minimum header size:</b>	<b>Grade of wood:</b>
6 foot opening	2 – 2 X 10	#2 SPF or #2 HF
8 foot opening	3 – 3 X 10	#2 HF

Headers for openings greater than 8 feet shall be approved by the Building Department.  
(Consider pre-engineered laminated veneer lumbers for openings greater than 6 feet.)

**11. Roofs** – Roof sheathing must be of approved span rated sheathing.

All residential construction shall meet the minimum requirements of the as per Chapter V of the West Fargo City Ordinance.

## **REQUIRED INSPECTIONS**

1. **Framing** – after completion of structural frame, sheathing and roof to the building frame, and prior to covering the structural frame. All Electrical, HVAC, and Plumbing shall be installed and inspected before calling for framing inspection.
2. **Insulation** – Once insulation and vapor barrier are in place & prior to installing sheetrock.
3. **Final** – when addition is completed and prior to occupying.

It shall be the responsibility of the permit holder to notify the Building Department when work is ready to be inspected. No work shall commence until the inspection is complete and approved.





# Residential Building Permit Application

**BUILDING INSPECTIONS**  
 800 4th AVENUE EAST  
 WEST FARGO, ND 58078  
 PHONE: 701-433-5480

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:
ND Contractor License No.		E-mail:	
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:	

Complete back side.

**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	SIZE (TONS/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.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The following diagrams are only provided as reference to assist you in drafting your plans for your project.

