
The building Inspection's Department receives and issues all applications for building permits for the City of West Fargo. 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:

1. Residential Building Permit Application
2. Storm water Management Application
3. Approval letters if applicable.
4. Completed Energy compliance worksheets must be included with the application.
5. One complete set of engineered truss spec sheets.
6. (2) Copies of site plan to include: address, lot, block & addition, any and all easements, driveways and all **area wells must be shown on the site plan.**
7. (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, window & door schedules, garage portal wall framing detail.
8. Tall walls and braced wall lines are to be labeled.
9. 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)
10. If engineered designs are required they must have the original wet stamp signature of the design professional on them.
11. All construction drawings must be to a minimum 1/8" scale.
12. A PDF copy of all plans is required for all residential permits.

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, signed and picked prior to any concrete being placed on site.

FINAL INSPECTION CHECKLIST
Single Family Residence

Address: _____ Date: _____

Lot: _____ Block: _____ Division: _____

Building Permit: _____ Inspector: _____

Energy Certificate

- Signed & In Place (Electrical Panel)
- Correction Notice Issued

Stairs

- Handrails (*34" to 38" above nose of stairs*)
- Guardrails (*36" min. height 4" spacing of spindles*)
- Stairs (*8" max. riser height & 9" min. tread depth*)

Garage

- Fire Wall (*1/2" min. type X sheet rock*)
- Continuous fire wall and all penetration sealed

Escape Windows

Max. height 44" above floor for windows above grade
Max. height 48" above floor for windows below grade
Window well depth of greater than 44" requires ladder or stairs

- Bedrooms (*every bedroom*)
- Basement (*one required if there are no bedrooms*)
- Area Well Steps/Ladder

Lower Level

- Under Floor Protection

Attic Access

- Minimum 22" x 30" access
- Ventilation

Inspection Card Signoffs

- Electrical (Date) _____
- Plumbing (Date) _____
- Building

Smoke Detectors (Wired together w/ battery backup)

- All Bedrooms
- Hallway Servicing Bedrooms
- Stairway
- Basement

City Flatwork

- Approach
- Sidewalk

Furnace

- Combustion Air
- Vent Termination

Plumbing

- Hot Water Heater
- Stop Box Raised To Grade
- Sump Pump – Y / N Bypass Valve
- Backflow Check Valve
- Water Meter
 - o Meter size: _____
 - o #: _____

- Sewer & water Inspection tape/CD if applicable**

Flood Zone Construction only:

- Measurement From Lower Level Window Sill To Floor: _____
- Final grade complete

Comments: _____

FRAMING INSPECTION CHECKLIST
Single Family Residence

Address: _____ Date: _____

Lot: _____ Block: _____ Division: _____

Building Permit: _____ Inspector: _____

Garage Portal Walls

- Width of portal walls
- Header size & width
- Blocking
- Header Strapping

Headers

- Windows
- Doors
- Stairways

Corner Bracing

- Sheeting
- Angle Braces
- I.C.F. Form Wall

Stairs

- Minimum Width Of 36"
- Minimum Headroom 6'8"
- Overcutting of stair stringer

Rafters

- Solid Lumber
- Truss
- I-Beam
- Rafter Anchor Ties (*Garage and House*)

Joists

- Cutting and Notching
- Solid Lumber
- Truss
- I-Beam

Plates

- Tie and Top Plates
- Sill and Bottom Plates

Anchor Bolts

- 6' On Center
- 3" – 12" From Splices

Studs

- Cutting and Notching

Other

- Safety Glazing ("*CPSC 16 CFR 1201*" or "*ANSI Z97.1*")
 - Stairway Fall Zone (*36" & 60" Bottom Tread*)
 - Wet Surfaces (*60" Bathtub, Whirlpool, Pool*)
 - Hazardous Locations
- Fire Wall (*Twin & Townhomes Only*)
- Smoke Detector
- Sump Pump
- Water Meter:**
 - Installed: Yes/No**
 - Location:** _____
 - Water Usage: Yes/No**
- Sanitary Drainage: Yes/No

Comments: _____



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

WEST FARGO ZONING INFORMATION

RESIDENTIAL	YARD REQUIREMENTS							
	MINIMUM LOT SIZES			MINIMUM SETBACKS (FT.)			MAX. LOT COVERAGE (%)	MAXIMUM HEIGHT (FT.)
	AREA	WIDTH	DEPTH	FRONT YARD	REAR YARD	SIDE YARD		
A - AGRICULTURAL								
FARM USE	None	300	300	(3)	50	20 (4)	NA	None
NON FARM USE (1)	(2)	300	300	(3)	50	20 (4)	NA	35
RR – RURAL RESIDENTIAL								
ONE FAMILY	2.5 acres	150	200	40 (6)	30	20 (7)	15	35 (16)
R-1E – RURAL ESTATES								
ONE FAMILY	43560 (8)	120	200	30 (6)	30	10 (7)	15	35
R-L1A – LARGE LOT SINGLE FAMILY								
ONE FAMILY	10000	75	120	25	30	6 (9)	30	30
R-1A – SINGLE FAMILY DWELLING								
ONE FAMILY	6000	60	100	25	30	6 (9)	30	30
R-1 – ONE & TWO FAMILY DWELLINGS								
ONE FAMILY	5000	50	100	25	30	5 (9)	30	30
TWO FAMILY	7000	70	100	25	30	7 (9)	30	30
TOWN HOMES	3500	35	100	25	30	7 (9)	30	30
R-1B SPECIAL SINGLE FAMILY								
ONE FAMILY	6000	60	100	20	25	5 (9)	35	30
R-1S – SPECIAL ONE & TWO FAMILY DWELLINGS								
ONE FAMILY	4000	40	100	15	20	5 (9)	45	30
TWO FAMILY	6000	60	100	15	20	6 (9)	45	30
TOWN HOMES	3000	30	100	15	20	6 (9)	45	30
R-1SM – MIXED ONE & TWO FAMILY DWELLINGS								
ONE FAMILY	3600	36	100	20	20	4 (9)	45	35
TWO FAMILY	6000	60	100	20	20	5 (9)	45	35
TOWN HOMES	3000	30	100	20	20	5 (9)	45	35
R-2 – LIMITED MULTIPLE DWELLING								
ONE FAMILY	5000	50	100	25	30	5 (9)	30	30
TWO FAMILY (LOTS CREATED PRIOR TO 1970)	6000 (11)	50 (13)	100	25	30	6 (9)	40	30
TWO FAMILY (LOTS CREATED AFTER 1970)	6000 (11)	60 (14)	100	25	30	6 (9)	35	30
TOWN HOMES	3000	24	100	25	30	8 end unit (9) 0 interior	40	35 (16)
MULTIPLE	(12)			25	30	(9) (10)	40	35 (16)

ZONING DISTRICTS

WEST FARGO ZONING INFORMATION

R-3 – MULTIPLE DWELLINGS								
ONE FAMILY	5000	50	100	25	30	5 (9)	30	30
TWO FAMILY (LOTS CREATED PRIOR TO 1970)	6000 (11)	50 (13)	100	25	30	6 (9)	40	30
TWO FAMILY (LOTS CREATED AFTER 1970)	6000 (11)	60 (14)	100	25	30	6 (9)	35	30
TOWN HOMES	3000	24	100	25	30	8 end unit (9) 0 interior	40	35 (16)
MULTIPLE DWELLINGS	(12)			25	25	(9) (10)	40	35 (16)
R-4 MOBILE HOME								
SEE TITLE XVI OF THE CITY OF WEST FARGO ORDINANCES								
R-5 MOBILE HOME/MANUFACTURED HOME SUBDIVISION								
ONE FAMILY	6000	60	130	20	5	7.5 (9)	30	30

- (1) Single family non-farm dwellings are conditionally permitted.
- (2) Single family dwellings on lots of record – 1 acre; Single family dwellings on newly created lots – 40 acres.
- (3) From local road: 120' from centerline or 40' from the established right of way, whichever is greater; from collector or arterial road: 150' from centerline or 75' from established right of way, whichever is greater.
- (4) Side yard setbacks for street side of corner lots shall be the same as required for front yards.
- (5) Subdivisions within areas designated as Agricultural Preservation according to the Land Use Plan shall have a minimum lot size of 10 acres. Clustered rural subdivisions may have reduced lot sizes as provided for in the City Ordinance.
- (6) Front yard setbacks from existing or future streets shall be 40' from the road (street) right of way line, or the following, whichever is greater: 75' from the centerline of the street for local streets, 90' for collector or minor arterial streets and 115' for primary arterial streets.
- (7) On corner lots, a side yard facing a public way shall be a minimum of 30'.
- (8) Clustered rural subdivisions may have reduced lot sizes as provided for in the City Ordinance.
- (9) On corner lots, a side yard facing a public way shall be a minimum of 12 feet, except when a driveway to a garage is located in said side yard, in which case, the side yard shall be a minimum of 20 feet, except for lots of 50 feet or less, in which case, the minimum setback shall be 18 feet. In this case, the house may be 12 feet, but the garage must be a minimum of 20 feet on lots greater in width than 50 feet, or 18 feet on lots 50 feet or less in width.
- (10) 12% of the lot width, with a maximum of 12 feet.
- (11) A duplex which consists of 2 units on one lot is required to have a minimum lot area of 6000 square feet. A twin home which consists of 2 units side by side with a common party wall is required to have a minimum lot area of 3000 square feet for each unit.
- (12) 1800 square feet for each dwelling unit plus 200 square feet for each bedroom, with a minimum permitted lot area of 8000 square feet. Efficiency units shall be considered one-bedroom units for the purpose of lot computation.
- (13) A duplex is required to have a minimum lot width of 50 feet, whereas a twin home is required to have a minimum lot width of 25 feet for each unit.
- (14) A duplex is required to have a minimum lot width of 60 feet, whereas a twin home is required to have a minimum lot width of 30 feet for each unit.
- (15) For main building and all accessory buildings.
- (16) For every building over 35 feet in height, required yards shall be increased by one (1) foot for every two (2) feet of building height over the limit.



The City of West Fargo Storm Water Management Permit



General Information

Site Address:		Acres:
Start Date:	Completion Date:	Phone:
Owner/General Contractor:		Fax:
Mailing Address:		

Permit Information

New Single Family / Two Family Residential
 Type A Type B Other: _____

New Multi-Unit Residential * (Plans & SWPPP to be approved by City of West Fargo)

Commercial * (Plans & SWPPP to be approved by City of West Fargo)

Infrastructure * (Includes: Streets, Sewer, Water, Sidewalks, Utility, Etc...)

Other: _____

*SWPPP(Storm Water Pollution Prevention Plan) MUST include erosion/sediment control plan & site map

Building Permit Number _____ NDPDES Permit Number: _____

I hereby certify that I have received and reviewed a copy of the Storm Water Management Standards for the City of West Fargo and I am responsible for implementing, maintaining, and monitoring the effectiveness of the storm water management standards during construction on the lots listed above. I also understand that I may need to supplement or modify implemented protection measures as site conditions develop to control on-site erosion and ensure all site runoff is adequately treated by storm water controls. I will also be responsible for the actions of all subcontractors and delivery personnel at the worksite.

Owner / Contractor Signature _____ Date _____

Printed Name _____ Phone _____

City Use Only

Permit Number:	Date Issued:	Date Expired:
Fee: _____ <input type="checkbox"/> Paid # _____ <small style="text-align: center;">Permit Fee Schedule</small> <small>0 – 3 acres \$15 with a \$5 per acre additional fee for those over 3 acres. All acreage rounded UP to nearest acre. 1 Acre = 43,560 Square Feet.</small>		Approved By: _____ SWPPP Approval Number: _____