

## Inspections Department

### Information for Multi-family, Commercial, and Industrial Building Checklist

Contact Information

Project Name

Developer/Property Owner

Address City State Zip

Email Phone Fax

Architect

Architectural Firm Contact

Address City State Zip

Email Phone Fax

Project Information

Property Street Address

Legal Description of Property

Valuation of Proposed Construction

Current Zoning Designation

YES NO

Required Items to be included with the \$300.00 plan review fee.

**Two complete sets of plans (24" x 36"):** Including specifications for the following:

**Plot plan:** drawn to scale and indicating North arrow, distances to all property lines of all existing and proposed structures, and the street which the property fronts upon or both streets if on a corner lot, design flood elevations, all recorded or proposed easements.

**Floor plan:** provide location and dimensions of all floor space, means of egress, designate occupant load for each room /floor.

**Elevations:** of all four sides which indicate all doors, windows, roof, roof pitch, roof covering, exterior wall envelope, etc.

**Fire Protection:** shop drawings of the fire protections system(s) shall be submitted.

**MEP's:** mechanical, electrical and plumbing drawings are required. Also, separate mechanical, electrical and plumbing permits are required.

**Wall sections:** describing all proposed construction including structural components.

**Code Study:** A code study or architectural review is required for projects that fall under A, B, E, F, H, I, M, S occupancy, R occupancies that are not constructed to IRC standards.

**Stamped Plans:** Submittal documents are required to be prepared by a design professional registered in the State of North Dakota for projects that fall under A, B, E, F, H, I, M, S occupancy, R occupancies that are not constructed to IRC standards.

**Review:** A plan review will be conducted by a plan reviewer, building, plumbing, mechanical, electrical, health and fire inspectors, a list of corrections may be issued and must be resolved before a building permit is issued.

**Final Set:** Once the commercial plan review is done, please send an electronic version of the approved plans.

**Commercial Permit Application:** This form needs to be completed by the licensed ND contractor, doing the work. No permit will be issued until this information is known.