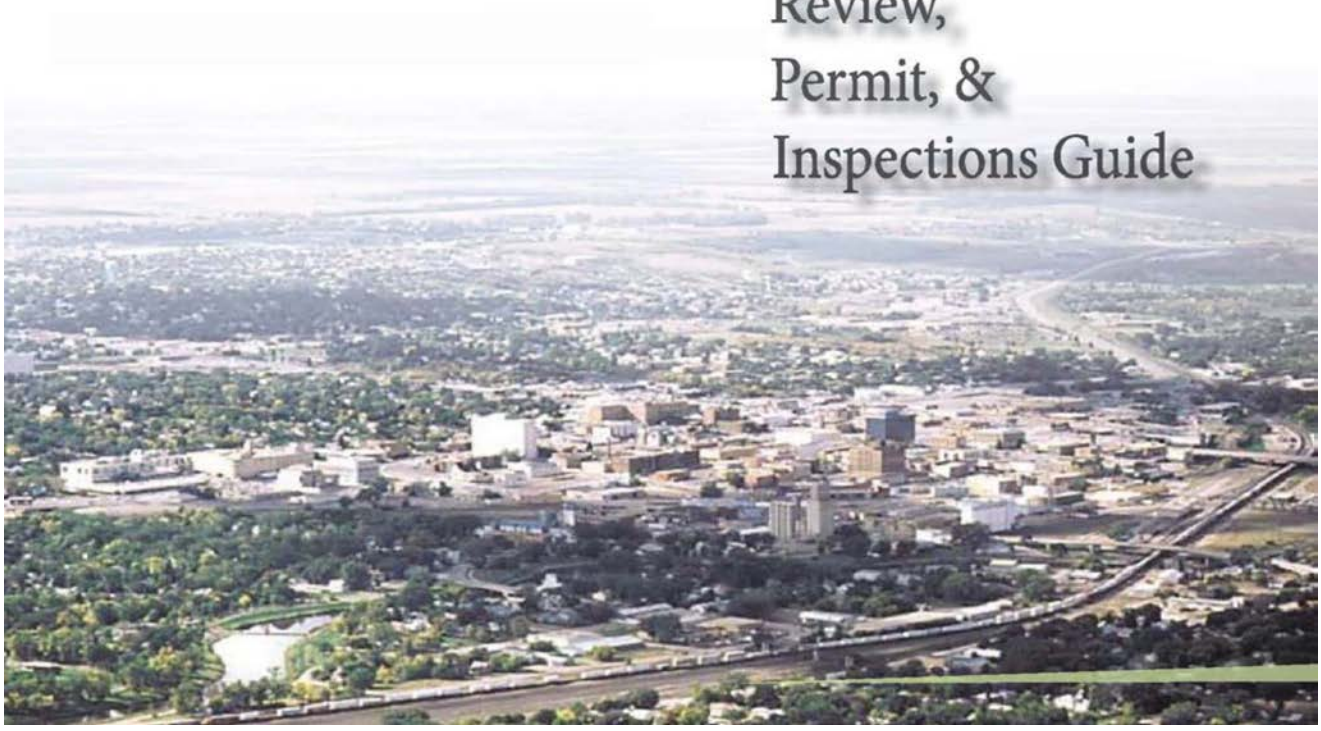
City of Minot
Inspections Department

1025 31st Street SE Minot, ND 58701, Phone: 701-857-4102

Minot Review, Permit, & Inspections Guide



MINOT REVIEW, PERMIT, & INSPECTIONS GUIDE

Chapter 1

Building & Inspections Department

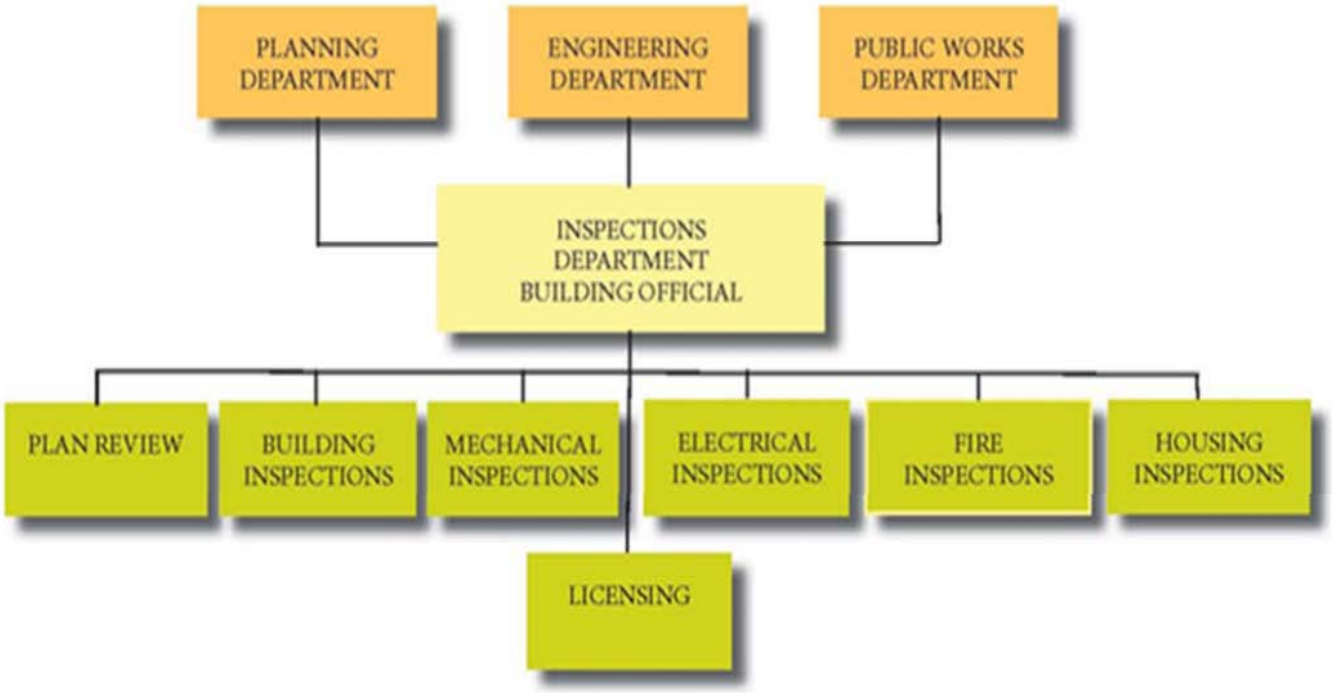
Part 1: Introduction

The City of Minot Building & Inspections Department is dedicated to providing the community's construction and development customers with state-of-the-art plan review, permit management and issuance, and inspection services covering the city and the extra territorial jurisdiction. Our mission is to enhance the built environment for our community. The following are examples of our services:

- Building & Construction Regulations
- Addressing
- Licensing to Contractors in the Construction Trades

Part 2: Inspections Department Organizational Chart

The Inspections Department works collaboratively with the Fire, Engineering, Public Works, and Planning Departments. Projects are reviewed by every department prior to obtaining a permit for construction. Requirements may vary according to disciplines*; however, building permits are issued solely by the Building & Inspections Department after the review process*. Exhibit 1.1, page 1.1, of this chapter shows the organizational chart of the Inspections Department.



INSPECTIONS DEPARTMENT ORGANIZATIONAL CHART

EXHIBIT 1.1

Part 3: City of Minot Inspections Jurisdiction

Our jurisdiction covers the City of Minot and the extra territorial area. As shown below Exhibit 1.2, illustrates the City of Minot Inspections jurisdiction. GIS maps are also shown on the City of Minot website at http://gis.minotnd.org under the Engineering Department.

CITY OF MINOT INSPECTION DEPARTMENT
PERMIT & INSPECTIONS JURISDICTION

Exhibit 1.2

Part 4: The Building Permit Process

In the interest of public safety and orderly development, this policy establishes a sequence of events necessary for a building or a structure to be completed and occupied within our jurisdiction. The steps involved in obtaining a permit consists of the following: submitting an application, reviewing the plans, issuing a permit, inspecting the construction of the ongoing project, and granting a Certificate of Occupancy. This sequence of steps is illustrated on Exhibit 1.3 page 1.3 of this chapter. A detailed description of each step is further discussed in the chapters to follow.

CITY OF MINOT INSPECTIONS DEPARTMENT
BUILDING PERMIT PROCESS

Exhibit 1.3

End of Section

Chapter 2

City Of Minot Adopted Codes & Standards

Part 1: Intent

The primary intent of the building laws are to provide regulatory controls to safeguard the public health, safety, and general welfare through structural design, means of egress facilities, sanitation, adequate light, ventilation, and energy conservation. By removing substandard work and hazards attributed to the built environment, they provide safety to life, property, and emergency responders.

Part 2: Current Adopted Codes & Standards

1. North Dakota State Building Code and Amendments 2021
2. International Building Code (IBC) and Amendments 2021
3. International Residential Code (IRC) and Amendments 2021
4. International Fire Code (IFC) 2021
5. National Electrical Code (NEC) and North Dakota Wiring Standards 2020
6. International Mechanical Code (IMC) 2021
7. 2018 North Dakota Plumbing Code (Based on 2018 UPC)
8. International Energy Conservation Code (IECC) 2021
9. International Fuel Gas Code (IFGC) 2021
10. International Existing Building Code 2021
11. City of Minot Current Land Development Ordinance
12. ICC A117.1 Accessibility Codes 2017
13. City of Minot – Code of Ordinances, Chapter 9 Building & Housing
    - Article I- Building Codes
      Division 1, International Building Code
      Division 2, International Residential Code
      Division 3, Uniform Sign Code
    - Article II- Dangerous Buildings
    - Article III- Moving Buildings
    - Article IV- Excavating & Water Run-Off Control
    - Article V- Housing Code

~~14. City of Minot Code of Ordinances, Chapter 12, Electrical Code~~

15. City of Minot Code of Ordinances, Chapter 13, Fire Protection
16. City of Minot Code of Ordinance, Chapter 15, Gas Licensing
    - Article VI
      Section 15-031, International Fuel Gas Code Adopted
      Section 15-032, Amendments to IFGC

17. City of Minot Code of Ordinance, Chapter 17, Heating, Ventilation, & Air Conditioning
18. City of Minot Code of Ordinances, Chapter 25, Planning and Zoning
19. City of Minot Code of Ordinances, Chapter 26, Plumbing
20. City of Minot Code of Ordinances, Appendix C- Annexations
21. City of Minot Code of Ordinances, Chapter 8, Type of Licenses Ordinances
22. City of Minot City Council Resolutions:
    - Resolution 3718, Adopting Fee Schedules for Craftsmen City Licensing Fees
    - Resolution 3625, Adopting Fee Schedules
    - Resolution 3599, Adopting Fee Schedules
    - Resolution 2743, Planning Fees
    - Resolution 2584, Permitting Fees
    - Resolution 2019, Excavation Fees

Part 3: Applicability

These codes and standards apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use, occupancy, location, maintenance, removal, demolition, relocation of every building or structure, and any appurtenances connected or attached to it.

Part 4: Document Submittal

Submittal documents consisting of final construction documents, statement of special inspections, geotechnical reports, and other data shall be submitted to the Inspections Department in two hard copies and in an electronic format, such as CD or flash drive for each permit application as indicated in Chapter 3 “Commercial Plan Review” of this guide. Additional sets shall be provided to the Engineering, Planning, and Public Works Departments as required for their review. Please contact these departments directly or refer to the City of Minot Engineering web site.

Part 5: Design Professional in Charge

All construction documents shall be prepared by design professionals registered in the State of North Dakota in their respective disciplines, including: architecture, landscape architecture, engineering, land surveyors, and as indicated in the following laws and policies:

- Current version of IBC, Sections 107, “Submittal Documents”
- City of Minot ND, Code of Ordinances, IBC Amendment Sections 9-1 and 9-2, of current IBC version.
- Chapter 3 of this guide “Commercial Plan Review”

Part 6: Signature on Construction Documents, Reports, Surveys

Construction documents; hard copy, and electronic sets shall be wet signed and sealed, and

electronically signed by the registered design professional who prepared the drawings in accordance with the applicable ND Century Code professional practice laws, and the State of ND Boards of Professional Practice guidelines for architects, landscape architects, engineers, and land surveyors. For more details refer to:

- ND Century Code Article 8-06, Chapter 8-06-01 "Architect's or Landscape Architect's Stamp".
- ND Century Code Chapter 28-0.2.1-08 "Certificates & Seals" for Engineers and Land Surveyors.

Please refer to Chapter 3 "Commercial Plan Review" of this guide for detailed description of the building permit submittal documents and the permitting process.

End of Section

Chapter 3

Commercial Plan Review

Part 1: Commercial Plan Review Process

Before a permit can be issued, the City of Minot requires that all plans for construction be "examined" for code compliance by the Plan Review Staff.

In order for the Plan Review Staff to make an informed decision, they communicate directly with the project contractors, developers, architects, engineers, and the general public in reviewing the building, site plans, and specifications. This process ensures compliance with the City of Minot ordinances.

With expertise in planning, civil, architecture, fire protection, structural, electrical, plumbing, and mechanical systems, plan examiners reviews can range from new construction, to renovation of multi-storied apartments, offices, arenas, stadiums, shopping malls, hospitals, clinics…etc.

Applicants must also submit their civil site plans to the Engineering and Planning Department. *The Engineering Department reviews and approves storm water management, grading, drainage, utility servicing, and connections. The Planning Department also reviews and approves zoning compliance, parking, and exterior design criteria requirements etc.*

The Inspections Department has developed numerous brochures to assist professionals and the public in their efforts to obtain a permit. These brochures can be found on the City of Minot website or picked up at the permit counter of the City of Minot Inspections Department, in the Public Works Building.

Exhibit 3.2, shown on page 3.2 of this chapter, is an illustration of the scope of plan review process by the various City Departments. Exhibit 3.3 shows the plan review process for the Inspections Department.

End of Section

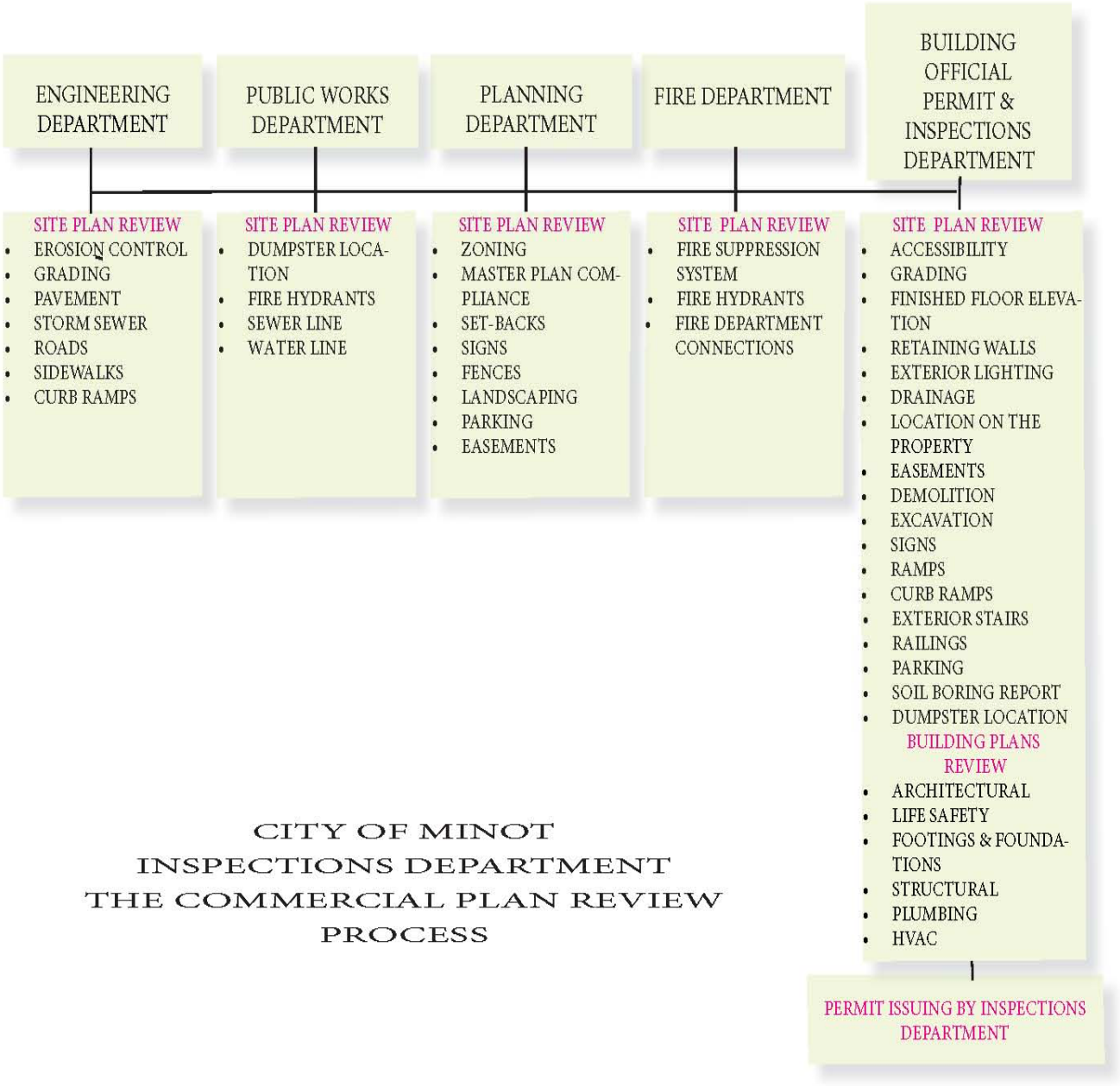
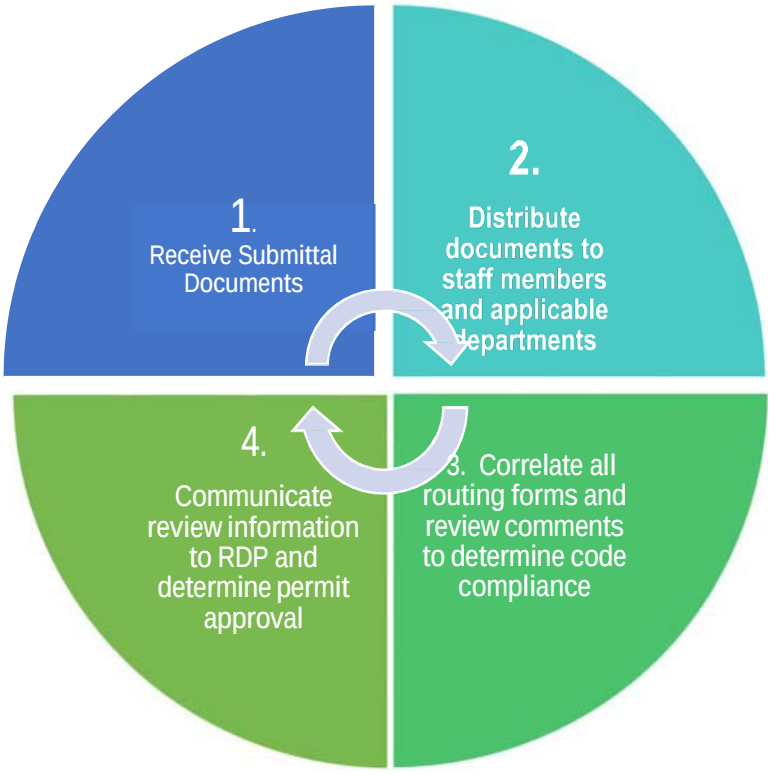

ENGINEERING DEPARTMENT
PUBLIC WORKS DEPARTMENT
PLANNING DEPARTMENT
FIRE DEPARTMENT
BUILDING OFFICIAL PERMIT & INSPECTIONS DEPARTMENT
SITE PLAN REVIEW
EROSION CONTROL
GRADING
PAVEMENT
STORM SEWER
ROADS
SIDEWALKS
CURB RAMPS
SITE PLAN REVIEW
DUMPSTER LOCATION
FIRE HYDRANTS
SEWER LINE
WATER LINE
SITE PLAN REVIEW
ZONING
MASTER PLAN COMPLIANCE
SET-BACKS
SIGNS
FENCES
LANDSCAPING
PARKING
EASEMENTS
SITE PLAN REVIEW
FIRE SUPPRESSION SYSTEM
FIRE HYDRANTS
FIRE DEPARTMENT CONNECTIONS
SITE PLAN REVIEW
ACCESSIBILITY
GRADING
FINISHED FLOOR ELEVATION
RETAINING WALLS
EXTERIOR LIGHTING
DRAINAGE
LOCATION ON THE PROPERTY
EASEMENTS
DEMOLITION
EXCAVATION
SIGNS
RAMPS
CURB RAMPS
EXTERIOR STAIRS
RAILINGS
PARKING
SOIL BORING REPORT
DUMPSTER LOCATION
BUILDING PLANS REVIEW
ARCHITECTURAL
LIFE SAFETY
FOOTINGS & FOUNDATIONS
STRUCTURAL
PLUMBING
HVAC
PERMIT ISSUING BY INSPECTIONS DEPARTMENT
CITY OF MINOT
INSPECTIONS DEPARTMENT
THE COMMERCIAL PLAN REVIEW PROCESS

Exhibit 3.2



PLAN REVIEW FLOW CHART

Exhibit 3.3

End of Section

Part 2: Commercial Permit by Type

Upon completion of the plan review process and providing documentation of compliance to all the code issues in the multidisciplinary review, a permit is granted by the Building Official and the Building Inspections Department. Six types of commercial permits are available:

A. Foundation only phased permit
B. Shell only phased permit
C. Tenant improvement permit for new or existing
D. Full permit for new construction and additions
E. Moving & Relocation permit
F. Demolition permit

Permits are also categorized by trade such as mechanical heating, ventilation, air conditioning (HVAC), plumbing, electrical, and fire suppression. Exhibit 3.4 is an overview of all the permits by type and trade. Permits by type are typically classified as new construction, addition/renovation projects, demolition, or moving and relocation, therefore follow the requirements for permitting by type of construction.

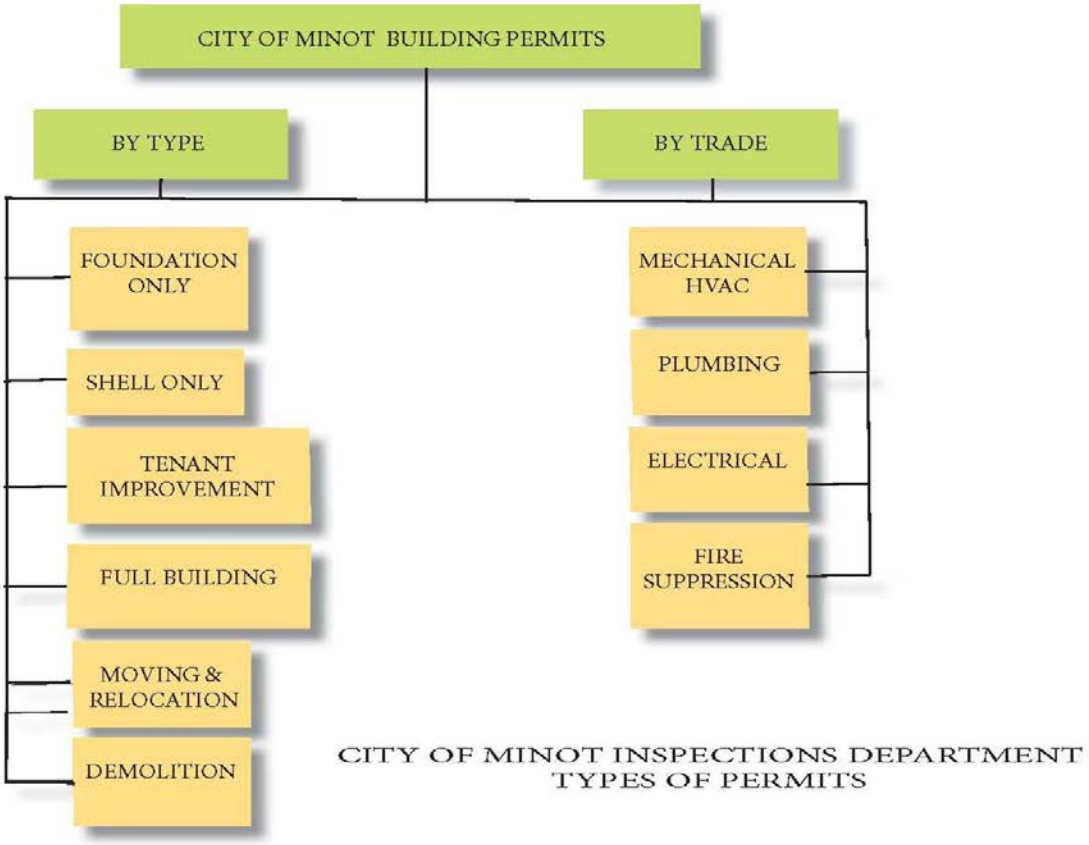


Exhibit 3.4

Part 3: Permit Expiration

Once the building permit is granted, if no activity has commenced after 180 days, the permit is considered expired. If there is reasonable cause for this delay you may request in writing an extension of up to 180 days from the Inspections Department.

If the Inspections Department records do not reveal a request within in 180 days for any inspections, the permit becomes invalid. This permit must be renewed to restart the work. See Exhibit 3.5, Renewal Form. Please be advised, the permit holder is responsible for all incomplete work and conditions created under the permit.

City of Minot Inspections Department
1025 31st St SE, Minot, ND 58701, Phone: 701-857-4102
Email: inspections@minotnd.org

Permit Evaluation and Statement of Basis for

RENEWAL of BUILDING PERMIT

Contractor/Owner: _____

Date: _____ Address of Project: _____

General Applicable Requirements:

1. Statement for basis of renewal: _____

   _____

   _____

2. Changes to scope of permit (Yes or No) if yes, please explain): _____

   _____

   _____

Signature: _____

OFFICE USE ONLY

3. Determination:

   a. Permit Number: _____

   b. Date of Issuance: _____

   c. Code Cycle: _____

   d. Submittal documents required: _____

4. Period of Renewal: _____

5. Recommendation: _____

Permit renewal 3-23-2017

Exhibit 3.5

Part 4: Project Abandonment

If an approved permit is not picked up within 180 days, it will be voided. A new application will be required. New fees will be assessed and an administrative fee of $250 for all permits will be charged to the permit holder.

Please notify our office of your intention to withdraw an application for a building permit.

End of Section

A. Foundation Only Phased Permit

Part 1. Introduction

Foundation Only Permits can be issued to expedite a construction project. The permit in this case will be issued in two stages:

Stage 1. Foundation Permit
Stage 2. Full Building Permit

To obtain a Partial Building (Foundation) Permit, an application for a Full Building Permit must be submitted. For a Partial Building "Foundation only Phased Permit", sufficient information must be submitted including a fire protection listing of the major occupancy classification(s), building construction requirements, exit locations, and building location/spatial separation requirements. Adequate structural information is also needed to determine all load transfers to complete a full foundation review.

Part 2. Definition

Foundations are the parts of buildings and structures, usually below ground level, that serve to transfer the loads from the buildings or structures to a natural or artificial bedding in the soil.
A "partial plan" submission is required by the Inspections Department for review of Foundation Permits. A partial plan submission is defined as a set of plans that are either preliminary drawings or incomplete final drawings of either architectural, structural, mechanical, electrical, or fire suppression drawings. Partial submission may be plans in the design development phase or construction document phase. A "Final Drawing or Plan Set" is defined as construction documents signed and wet sealed by the design professionals.

Part 3. Applicant Responsibility

To facilitate the permit process, applicants are responsible for submitting complete permit applications, including all required construction documents and calculations. Please provide all items at the same time. This process will not begin until all items are received. THE INSPECTIONS DEPARTMENT CANNOT ACT AS A FILING CENTER FOR THE COLLECTION OF THESE ITEMS.

Part 4. Prerequisites

An applicant requesting a foundation only permit must submit the following:

1. A current copy of certificate of title
2. Letter of authorization from the owner
3. Required fees
4. Land use approval from the City of Minot Planning Department
5. Most restrictive occupancy use classification allowed by the land use: approval must be designated on the drawings for the proposed project

6. The accompanying civil improvement plans must be approved prior to the permit being issued

Part 5. Applicable Codes & Zoning Standards

See chapter 2 page 2.1 of 1 of this manual for a completed list of applicable codes and standards.

Part 6. Checklist & Schedule for Partial Plan Submission

ITEM	DOCUMENT TO BE SUBMITTED	STATUS/PHASE (MUST BE MARKED IN PLANS)
1.	Soil Boring Report and Civil Plans	Final Drawings in Construction Documents Phase.
2.	Architectural Plans	Final Site plan in Construction Documents Phase, Partial Architectural Plans in Design Development Phase.
3.	Structural, Footings, and Foundations Plans	Indicate date of completion on drawings. Final for Footing and Foundations in Construction Documents Phase. Design Development Phase for Structural. Indicate date of completion on drawings.
4.	Mechanical/ HVAC and Plumbing Plans	Final to follow. Indicate date of completion on drawings.
5.	Electrical Plans	Final to follow. Indicate date of completion on drawings.

Part 7. Submittal Package

Provide the following information at the time of application for a "Foundation Only Phased Permit":

- Completed project plans. Plans shall be the same size with a minimum of 24" x 36" sheets.
- Completed permit application.
- Separate building permit applications are required for all detached structures on the site, such as similar buildings trash enclosures, carports, retaining walls …etc.
- Two (2) complete sets of the grading plans, with detail sheets, "wet" signed and sealed by a ND registered engineer.
- Two (2) complete sets of the water utility plans, with detail sheets, "wet" signed and sealed by ND registered engineer.
- Two (2) complete sets of the structural plans including footings and foundations, and 2 sets of structural calculations, "wet" signed and sealed by ND registered structural engineer.
- Two (2) copies of geotechnical (soils) reports. The date of the report must be within one year of the building permit application date, unless an updated letter is provided by ND registered engineer who prepared the report.
- Two (2) copies of roof truss calculations, "wet" signed and sealed by the truss design engineer and the truss designs must also have the approval stamp from the ND registered structural design engineer. The roof truss design must incorporate the proposed roof mechanical unit loading.
- Two (2) complete sets of the site plan "wet"signed and sealed by the ND registered architect or civil engineer.
- Two (2) complete sets of architectural plans.
- Two (2) complete sets of the electrical plans.
- Two (2) complete sets of the mechanical and plumbing plans. The roof top mechanical units weight must coincide with the proposed roof truss design and structural calculations.
- A pdf format electronic copy for each set is also required.

Part 8. Plan Contents

The following information shall be included on the plans:

- **Cover Sheet:** This sheet shall include all general information and a location map. Complete building code analysis for the project shall include:

1. A complete code analysis of the proposed building.
2. Type of construction.
3. Occupancy classification.
4. Square footage, allowable area analysis.
5. Number of stories.
6. Occupant load analysis.
7. Emergency Exit plan.
8. Provide the adjacent use or uses to determine occupancy separation as required by IBC Section 302.3.3, if the separated use provisions are used.
9. Details and Exterior/Interior walls fire rating.
10. Fire resistive rating and location of fire walls shown on plan including location of all vertical rated assemblies.
11. Provide specific information regarding any proposed manufacturing processes to be employed within the proposed building.
12. Fire sprinkler requirements.
13. Fire alarm requirements.
14. Plumbing fixture analysis, per Table 2902.1, 2006 IBC (Multi-story shell buildings only).
15. Energy Compliance.

A note shall be included on the cover sheet stating the following:
"FOUNDATION ONLY CONSTRUCTION PERMIT"

- **Site Plan**: All applications for new construction and building additions must be accompanied by a well-drawn, legible, detailed site plan that matches the construction drawings submitted with the application. The City will not begin the permitting process until the following information is provided on the plan:

a. General Information

1. North Arrow.
2. Drawing scale.
3. Civic Address (if assigned.)
4. Legal Description.
5. Street names.
6. Property lines, lot lines, and all adjacent public rights-of-way.
7. Lot Dimensions.
8. Total lot area in square foot.
9. Construction access route(s) (indicated.)
10. Existing structures with dimensions and offsets/setbacks from property lines.
11. Proposed structures, with dimensions and offsets/setbacks from property lines.
12. Access routes / lanes for firefighting.
13. Indicate site-surfacing material including all curbs, ramps, wheel stops, parking, and fences.
14. Dimensions of all projections (i.e. eaves, steps, landings, architectural features.)
15. Garbage/Dumpsters enclosure(s) location.
16. Proposed on-site lighting.
17. Proposed signage.
18. Dimensions, location and type of surface of existing and proposed approaches, aisles/driveways, vehicle parking areas, loading, storage, etc.
19. Proposed and existing private walks with dimensions in relation to public right of ways.
20. Accessory structures (e.g. booths, fences, parking lots, planters, retaining walls, curbing, ramp standards, free standing signs, awnings, etc. with dimensions, and offsets/setbacks from property lines.
21. Indicate total number of parking spaces including handicapped spaces, drop off locations, and van accessible. Indicate if abutting to a wall or a fence.
23. Indicate all landscaping areas and identify material e.g. grass, trees, shrubs, ornamental paving, etc.

24. For automobile sales, vehicle display areas shall be shown indicating surfacing and type of fencing (post and chain or bumper guard.)
25. Vent racks and underground storage tanks (UST) complete with fuel re-filling areas.
26. Storage Compounds with the surfacing indicated and the type and height of fencing around the compound.
27. Proposed surface alterations and enhancements or improvements in the public right-of-way including all landscaping, ditch modifications, and proposed hard surfacing.
28. Location of any proposed structures, portions of structures or services in the public right-of-way, including utility service connections.
29. Construction equipment site access and site protection (e.g. temporary chain link fencing) and staging areas.
30. Areas of the public right-of-way that will be encumbered, occupied or obstructed as a result of the proposed construction, including the installation of any hoarding, fencing, covered walkways, piles or shoring, or any portion of a construction crane that occupies or projects into the right-of-way.

b. Lot Grading Plan

This checklist **MUST** be completed and attached to the submittal documents. Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans. The City will not begin processing the permit application until the following information is provided:

1. Lot grading plan(s) prepared and sealed by a ND registered Professional Civil Engineer, Landscape Architect, or Architect.
2. Indicate civic address (911) and legal description of the property.
3. Drawing scale shall Include North Arrow.
4. Indicate project location with reference to adjoining streets (street names) or dimensions to street corners at mid-block locations.
5. Mark legal dimensions of all property lines and total gross area.
6. Show building location(s) and distances to other buildings, property lines, driveways.
7. Show existing and proposed geodetic lot grade elevations both on the site and on adjacent property, public right-of-ways, easements, including all property corners, along all lot lines, swales, berms and other drainage features, plus entrances to buildings and proposed finished floor elevations.
8. Mark drainage patterns indicated by flow arrows and slopes (described in percentages) for all swales, berms, and other areas within the property.
9. Indicate location of roof drain downspouts, rainwater leaders and sump pump discharge outlets (Note – rainwater leaders and sump pump outlets are not permitted to discharge onto adjacent property. All storm water must discharge onto the subject property). If sump pit not applicable based on the building design, indicate not applicable.
10. Include dimensions and locations of all paved or impervious areas such as parking lots, lanes, driveways, sidewalks, curbs and gutters, roofs, etc.
11. Indicate catch basin locations (existing and proposed) with rim and invert elevations including location of sewer (land drainage) connections.
12. Mark distances to flood line if development is located within designated Floodway Area.
13. Indicate Flood Protection Level (FPL) if development is located within a designated Floodway Area.
14. Indicate size, location, and configuration of private approaches off of public right-of-ways including slopes described in percentages.
15. Indicate size and location of solid waste containers, external enclosures and interior waste storage facilities.
    Containers must provide sufficient solid waste (garbage and recycling) storage capacity for the proposed building
    Collection vehicles must be able to safely access and service the containers.

c. Site Service Plan/Engineering Department

This checklist **MUST** be completed and attached to the submission. Site Servicing Plan(s) must be prepared and sealed by a Professional Civil Engineer registered in the State of ND.

1. Show size and location of sewer (waste water and/or land drainage) and water (domestic, fire or combined fire/domestic) service connections, fire hydrants, and Siamese connections, including percent slope and connection details (i.e. – connection type, invert elevations, etc.) to the common mains. Wastewater and land drainage connections shall be separate connections to the common sewer mains.
2. Indicate size and location of all existing services (sewer and water) not planned for re-use which are then to be abandoned.
3. Indicate size, location, and material type of common sewer and water mains and other underground utilities in the street or easement(s).
4. Indicate the size, location, and configuration of storm water control devices including overflow locations.
5. Site design criteria (storm water runoff) must be controlled in accordance with the City of Minot Storm Water Ordinance. Storm water management design/calculations must be stamped by a ND Professional engineer.
6. The maximum depth and extent of ponding.
7. The size, location, and configuration of drainage safety features must be constructed in accordance with City of Minot Engineering Department guidelines.

- **Floor Plans**: Fully dimensioned floor plans showing all exterior and interior walls, structural wall elements, all components of the means of egress system, any property line fire walls, fire-resistance-rated requirements for walls and location of fire walls, and related information and stair details.
- **Roof Plans**: Show all elements, roof assemblies, fire ratings, roof vents/draft curtains, insulation, and roofing material. Include dimensions and details as required, and roof access to any future mechanical equipment.
- **Exterior/ Interior Elevations**: Provide elevations of exterior walls including openings, vertical dimensions and heights, and identity of all materials. Door/window schedules indicating U Factor and SHGC values, matching the energy conservation compliance reports.
- **Structural Plans**: Include all primary and secondary component of structural system and design requirements, design loads according to IBC current requirements, assemblies, including all special inspection requirements.
- **Foundation Plans:** Show all foundations and footings. Indicate size, location, thickness, material used, concrete and steel reinforcement's strength. Show all foundations anchors such as anchor bolts, hold downs, and post bases. Reference the soils report for the proposed structure(s) on the foundation plan.
- **Floor & Framing Plans:** Indicate all specific materials, grade/species, structural member size, spacing, steel reinforcement, details/methods of attachment and cross-sections.
- **Building Wall Sections:** Show cross-section(s) of exterior/ interior walls/roofs, indicating all required fire-resistance-rated design vertical assembly in wall/floor/roof, insulation requirements, interior finishes and fire-resistance-rated designs for membrane and through penetrations. Show cross-section of all stairs and ramps; include details of handrails and stair treads and landings.

- **Electrical Plans:** Show the size and location of electrical service equipment and all subpanels. Provide load calculations for service based upon the most restrictive occupancy group proposed. Show circuiting and locations of all outlets, switches, light fixtures (site, interior, and exterior), smoke detectors, and special outlets. Provide Single-Line Diagrams, clearly indicating main service section, over-current protection, conduit sizes, feeder sizes, and material used for the electrical design. Show all site lighting and required egress illumination, including all exit discharge lighting.
- **Gas, Water & Sanitary Waste Plans:** Provide plans indicating all material used, sizing criteria, and all points of connection to gas, water, and sewer utilities
- **Plumbing Plan & Fixture Schedule:** Provide required plumbing fixtures necessary for the building occupant load.
- **Mechanical Plan (Multi-story Buildings or Freeze Protection for Fire Sprinklers):** Provide dimensioned mechanical plans showing duct materials, sizing, fire dampers, smoke dampers, and combination fire/smoke dampers. Show locations of all mechanical equipment. Provide detailed mechanical equipment schedule. Include the mechanical energy conservation compliance criteria (Comcheck Report).

End of Section

B. Shell Only Phased Permit

Part 1. General Information

This policy applies to projects designed under an approved "Shell Only Permit". For requesting a shell only phased permit, the following information must be provided to the inspections department in order to begin the building permit process. Commercial projects may require 30-45 days before issuance of any permits.

Part 2. Definition

A shell building is defined as a special category of structure that when completed, is not ready for occupancy. A shell building consists of an exterior shell, foundation and footings, including roof, and property line fire walls. *Shell buildings **shall not** include the following as part of the scope of work:*

- *Tenant separation (demising) walls, corridors, hallways or interior partitions.*
- *Toilet Rooms (except for multi-story shell buildings).*
- *Suspended ceilings which are not part of the acoustical or fire-resistance-rated design.*
- *Lighting, except for emergency or site lighting.*
- *Architectural plan details and sections for the interior.*
- *Furnishing and equipment plan for the interior.*
- *Flat work (slabs & sidewalks).*
- *No rough in electrical, mechanical, and plumbing.*

A shell only phased building permit shall be issued at "Builders Risk" and under a *"NO IMPLIED USE CONDITION*." No certificate of occupancy will be issued for completed work under this type of permit.

Part 3. Applicant's Responsibility

To facilitate the permit process, applicants are responsible for submitting complete permit applications, including all required construction documents and calculations. Please provide all items at the same time. The Inspections Department cannot act as a filing center for the collection of these items. This process will not begin until all items are received.

Part 4. Prerequisites

An applicant requesting a shell only permit must submit the following:

1. A current copy of certificate of title
2. Letter of authorization from the owner
3. Required fees
4. Land use approval from the City of Minot Planning Department
5. Most restrictive occupancy use classification allowed by the land use: approval must be designated on the drawings for the proposed project.
6. The accompanying civil improvement plans must be approved prior to the permit being issued.

Part 5. Applicable Building Codes & Zoning Standards

Please refer to Chapter 2 of this manual for a listing of the current applicable codes.

Part 6. Checklist & Schedule for Partial Plan Submission

Item	DOCUMENTS TO BE SUBMITTED	STATUS/PHASE OF CONSTRUCTION DRAWINGS (Must be Marked on Plans)
1.	Civil Plans*	Final Drawings in Construction Documents Phase.
2.	Footings and Foundations Plans* Structural Drawings	Final Footings, Foundations, and Structural in Construction Documents Phase.
3.	Architectural Plans	Final Plans in Construction Document phase for shell only. Indicate date of completion of Tenant Improvement or Full Interior Plans on drawings.
4.	Mechanical Plans	Final Plans to follow. Indicate date of completion on plans.
5.	Electrical Plans	Final Plans to follow. Indicate date of completion on plans.
6.	Fire Suppression Plans	Final Plans to follow. Indicate date of completion on plans.

Note: * Please omit requirement if a foundation permit was previously issued for the building.

Part 7. Submittal Package

The following information must be provided at the time of application for a "Shell Only" building permit:

- All plans shall be a minimum of 24" x 36", drawn to scale, and be the same size sheets.
- Completed building permit application.
- Separate building permit applications are required for all detached structures on the site, such as trash enclosures, carports, retaining walls …etc.
- Two (2) complete sets of the grading plans, with detail sheets, "wet" signed and sealed by the ND Architect or engineer.
- Two (2) complete sets of the structural plans and 2 sets of structural calculations, "wet" signed and sealed by the ND structural engineer.
- Two (2) copies of geotechnical (soils) reports. The date of the report must be within one year of the building permit application date, unless an updated letter is provided by the ND registered Engineer who prepared the report.
- Two (2) copies of roof truss calculations, "wet" signed and sealed by the truss design

engineer and the truss designs must also have the approval stamp from the ND structural design engineer. The roof truss design must incorporate all proposed roof loads including mechanical units.

- Two (2) complete sets of the civil site plan "wet" signed and sealed by the ND registered architect or Engineer.
- Two (2) complete sets of architectural plans **for shell only** by ND registered architect.
- Two (2) complete sets of the electrical plans, for shell only by the ND registered electrical engineer.
- Two (2) sets of the mechanical and plumbing plans for shell only. The roof top mechanical units weight must coincide with the proposed roof truss design and structural calculations.
- Two (2) copies of energy conservation code compliance report/analysis.
- A pdf copy for each set is also required.

Part 8. Plan Contents

The following information shall be included on the plans:

- **Cover Sheet:** This sheet shall include all general information and a location map with north arrow. A complete building code analysis for the project shall include:
  1. Code analysis of the proposed building.
  2. Type of construction.
  3. Occupancy classification.
  4. Square footage, allowable area analysis.
  5. Number of stories.
  6. Occupant load analysis.
  7. Emergency Exit plan.
  8. Provide the adjacent use or uses to determine occupancy separation as required by IBC Section 302.3.3, if the separated use provisions are used.
  9. Details and Exterior/Interior walls fire rating.
  10. Fire resistive rating and location of fire walls shown on plan including location of all vertical rated assemblies.
  11. Provide specific information regarding any proposed manufacturing processes to be employed within the proposed building.
  12. Fire sprinkler requirements.
  13. Fire alarm requirements.
  14. Plumbing fixture analysis, per Table 2902.1, 2015 IBC (Multi-story shell buildings only).
- **Site Plan:** Include a scaled, dimensioned site plan that is in compliance with the approved zoning requirements for the proposed project and any special conditions of approval. Show finished floor elevations, and all proposed structures with all set back dimensions from property lines. Show all fire lanes, local easements, landscaped areas, walls, and fences.
- **Site Details:** Location of trash enclosures, parking spaces, loading spaces, handicap accessible parking, and accessible routes of travel to the public way and adjacent buildings on site, and screening methods for all ground mounted mechanical equipment.
- **Floor Plans:** Fully dimensioned floor plans showing all exterior walls, structural exterior wall elements, all components of the means of egress system, any property line fire walls location, fire-resistance-rated requirements for exterior walls and fire walls, related information and stair details.
- **Roof Plans:** Show all elements, roof assemblies, fire ratings, roof vents/draft curtains, insulation, and roofing material. Include dimensions and details as required, roof access, and mechanical equipment location.
- **Exterior Elevations:** Provide elevations of exterior walls including openings, vertical dimensions and heights, and identity of all materials. Door/window schedules indicating U values and SHGC values, matching the energy conservation compliance reports.
- **Building Wall Sections:** Show cross-section(s) of exterior walls/roofs, indicating all required fire-resistance-rated design elements of wall/floor/roof assemblies, insulation requirements, fire-resistance-rated designs for membrane and through penetrations. Show cross-section of all stairs and ramps; include details of hand rails and stair treads and landings.
- **Structural Notes:** Include the design requirements for all structural elements and assemblies, including all special inspection requirements.
- **Foundation Plans:** Show all foundations and footings. Indicate size, location, thickness, material used, strength, and steel reinforcement. Show all foundations anchors such as anchor bolts, hold downs, and column bases. Reference the soils report for the proposed structure(s) on the foundation plan.
- **Floor & Framing Plans:** Indicate all specific materials, grade/species, structural member size, spacing, steel horizontal and vertical reinforcement, details/methods of attachment, and cross-sections.
- **Electrical Plans:** Show the size and location of the main electrical service equipment and all subpanels. Provide load calculations for service based upon the most restrictive occupancy group proposed. Show circuiting and locations of all outlets, switches, light fixtures (site, interior, and exterior), smoke detectors, and special outlets. Provide Single-Line Diagrams, clearly indicating main service section, over-current protection,

conduit sizes, feeder sizes, and material used for the electrical design. Show all site lighting and required egress illumination, including all exit discharge lighting.

- **Gas, Water & Sanitary Waste Plans:** Provide plans indicating all material used, sizing criteria, and all points of connection to gas, water, and sewer utilities. All rough-ins for future tenant improvements shall be identified.
- **Plumbing Fixture Schedule** *(multi-story buildings only): note: any plumbing fixtures installed within any toilet room for a multi-story shell building shall not be counted toward the required plumbing fixtures necessary for each tenant space.*
- A minimum of one (1) service sink and one (1) accessible drinking fountain must be included on each floor, as part of the scope of a multi-story shell building as required by IBC Table 2902.1.
- **Mechanical Plan** (Multi-story Buildings or freeze protection for fire sprinklers): Provide a dimensioned mechanical plan showing duct materials, sizing, fire and smoke dampers, and combination fire/smoke dampers. Show locations of all mechanical equipment. Provide detailed mechanical equipment schedule. Include the mechanical energy conservation compliance criteria

A note shall be included on the cover sheet stating the following:

"This building is designed as a BUILDING SHELL ONLY; separate building permits are to be submitted for all future tenant improvement(s)."

Part 9. Permit Issuance

This shell only permit shall be issued under "NO IMPLIED USE" CONDITION". The holder of such permit for the shell or foundation shall proceed at the holders own risk for the building operation and without assurance that a full building permit for the entire structure will be granted.

Part 10. Completion

Certificate of occupancy will not be issued for shell buildings. Upon an approved final inspection, only a certificate of completion will be issued. This does not allow occupancy or implied use of the shell building.

End of Section.

C. TENANT IMPROVEMENT PERMIT

Part 1. General Information

This guide outlines the requirements for obtaining a building permit to construct a tenant improvement in the City of Minot, ND. New commercial "shell only permits" are often built without specific information as to the eventual tenants of the leased spaces. Also, occupancy or use of tenant spaces may change during the life of a commercial or public building. A tenant improvement permit is typically limited to the construction of interior space of a building.

Part 2. Definition

The real estate definition of "Leasehold Improvements", also known as "Tenant Improvements" or "TI", are the customized alterations of a building by an owner or a tenant to make the rental space a part of a lease agreement, in order to configure the space for the needs of that particular tenant.

Part 3. Applicant's Responsibility

To facilitate the permit process, applicants are responsible for submitting complete permit applications, including all required construction documents and calculations. Please provide all items at the same time. The Inspections Department cannot act as a filing center for the collection of these items. This process will not begin until necessary documents are received.

Part 4. Prerequisites

Applicants requesting a Tenant Improvement Permit must submit the following:

1. Certificate of Title, letter of authorization from the owner, or lease agreement
2. Land Use approval from City of Minot Zoning Ordinance
3. Granted "Shell only permit number" previously issued for building(s) if new.
4. First District Health Unit (FDHU) approval is required at time of submittal for all restaurants. You may contact them at the following address:
   801 11th Ave SW
   Minot, ND 58701
   Phone: (701) 852-1376
5. Fire Department inspection for existing buildings

Part 5. Applicable Codes & Zoning Standards

Please refer to Chapter 2 of this manual for a listing of the current applicable codes.

Part 6. Checklist & Schedule for Partial Plan Submission

Item	DOCUMENTS TO BE SUBMITTED	STATUS/PHASE OF CONSTRUCTION DRAWINGS. (Must be Marked on Plans)
1.	Structural Plans changes to the existing building (if proposed)	Final Plans in Construction Document Phase
2.	Architectural Interior Plans	Final Plans in Construction Document Phase
3.	Mechanical Plans	Final Plans in Construction Document Phase
4.	Electrical Plans	Final Plans in Construction Document Phase
5.	Fire Suppression Plans	Final Plans in Construction Document Phase

Part 7. Submittal Package

Provide the following information at the time of application for a "Tenant Improvement" building permit:

- Completed building plans. Plans shall be the same size with a minimum of 24" x 36" sheets.
- A completed permit application.
- Two (2) complete sets of structural plans showing the changes, "wet" signed and sealed by ND structural engineers
- Two (2) complete sets of architectural interior plans, "wet" signed and sealed by the ND registered architect.
- Two (2) complete sets of the electrical plans, "wet" signed and sealed by the ND registered electrical engineer.
- Two (2) complete sets of the mechanical and plumbing plans if applicable, "wet" signed and sealed by the ND registered engineer. The roof top mechanical units weight must coincide with the proposed roof truss design and structural calculations.
- Two (2) copies of energy conservation code compliance report/analysis, "wet" signed and sealed by the ND registered design professional that prepared the report.
- Two (2) sets of Fire Protection Plans "wet" signed and sealed by ND registered engineer.
- A pdf format electronic copy for each set is also required.

Part 8. Plan Contents

The following information shall be included on the plans:

- **Cover Sheet:** Provide a complete code analysis of the proposed interior space of the building.
  1. Type of construction.
  2. Occupancy classification.
  3. Square footage, allowable area analysis.
  4. Number of stories.
  5. Occupant load analysis.
  6. Emergency Exit plan.
  7. Provide the adjacent use or uses to determine occupancy separation as required by IBC Section 302.3.3, if the separated use provisions are used.

8. Details and Exterior/Interior walls fire rating.
9. Fire resistive rating and location of fire walls shown on plan, including openings.
10. Location of all vertical rated assemblies.
11. Provide specific information regarding any proposed manufacturing processes to be employed within the proposed building.
12. Fire sprinkler requirements.
13. Fire alarm requirements.
14. Plumbing fixture analysis, per Table 2902.1, 2006 IBC (Multi-story shell buildings only).
15. Energy Compliance.

- **Site Plan:** Provide a fully dimensioned, site plan showing proposed changes to the existing or previously submitted plans, distances to real or assumed property lines and to adjacent buildings on the same property. Show the location of the tenant space within the building. The site plan must show the accessible route to the public way for renovation projects only.

- **Structural Plans:** Provide structural changes to an existing building or a shell must be accompanied by structural calculations and plans signed and stamped by a ND registered Structural Engineer.

- **Architectural Interior Floor Plans**: Provide a fully dimensioned floor plan showing all interior walls, structural wall elements, all components of the means of egress system, any property line fire walls, fire-resistance-rated requirements for walls and location of fire walls, and related information and stair details.

1. Provide a complete layout of all equipment and furniture to be located in the proposed tenant improvement space. Provide a sectional view of all new partitions, and show the following information on the plans:
2. Detail type, size and spacing of studs. Provide gauge and ICC or I.C.B.O. report number for metal studs.
3. Detail method of attaching top and bottom plates to structure (Note: top of partition must be secured to roof or floor framing, unless suspended ceiling has been designed for lateral load of partition (IBC 2308.1)
4. Detail wall sheathing material, attachment, size, and spacing of fasteners (IBC 2308.9.1)
5. Show height of wall partitions and ceilings (IBC 2304.1)
6. Provide a nationally recognized design for all rated assemblies, including penetrations as required, i.e. Gypsum 600 Association Handbook, and IBC approved design (IBC 703.2)
7. Provide details for suspended ceiling. Insure drawings comply with (IBC 808.1).
8. Show interior wall and ceiling finishes. Show details of application of finishes at furred walls, ceilings and suspended ceilings. Specify manufacturer and indicate flame spread rating of all interior finishes (IBC 803.1).
9. Show accessibility requirements (IBC 1103.1).

- **Architectural Interior Elevations:** Provide elevations of walls including openings, vertical dimensions and heights, and identity of all materials. Door/window schedules, hardware schedule indicating means of egress location.

- **Mechanical Plans:** Provide Mechanical and HVAC plan for the tenant improvement must comply with Chapter 5 of the International Energy Conservation Code.

1. Building envelope, mechanical and interior lighting calculations, as applicable, must be included on the plans. (IECC 503.1)
2. Specify the proposed business hours for the proposed tenant improvement space required for IECC review if using 24 hour exception (IECC 506.6)
3. Provide the location of all Heating, Ventilating, and Air Conditioning (H.V.A.C.) equipment. If units are existing, state this on the drawings. If H.V.A.C. units are new, provide structural calculations for additional weight on roof and effects on roof diaphragm. Submit heat/cooling design calculations (IBC 1603.1).
4. Show duct material, sizing, fire/smoke dampers and registers. Include input, output, and total CFM of units (IMC 403.1, 502.1), (IBC 7117.1).
5. Provide outside air calculations per IBC and/or ASHRAE Standards.
6. Where applicable, provide sizing criteria and duct material for grease hoods and makeup air. (IMC 507.1)
7. Provide information and location of Ansul Systems. Show roof access location (IMC 306.5).

8. Provide sizing, routing and termination location of condensate drain line (IMC 307.2.1
9. Isometric drawing showing, material types and pipe size of gas, water drain, waste, vents and sewer (UPC 106.3.1)
10. Where applicable provide a grease interceptor calculations, criteria, and design.

- **Fire Protection & Emergency Detection System Plans:** Provide fire suppression plans including:
  1. Hydraulic calculations.
  2. Applicable material data sheets.

  Detailed plans showing control systems, such as carbon monoxide and smoke detectors, temperature sensors, fire control circuits, .etc. It is only necessary to include data sheets for those materials which include specific criteria relative to its listing (e.g. sprinklers, backflow assemblies, pumps, etc.) When protecting High-piled combustible storage or High-hazard Group H occupancies [IBC 307], detailed information shall be provided to clearly depict the parameters used for establishing the design criteria.

- **Electrical Plans:** Show the size and location of electrical service equipment and all subpanels. Provide load calculations for service based upon the most restrictive occupancy group proposed. Show circuiting and locations of all outlets, switches, light fixtures (site, interior, and exterior), smoke detectors, and special outlets. Provide Single-Line Diagrams, clearly indicating main service section, over-current protection, conduit sizes, feeder sizes and material used for the electrical design. Show all site lighting and required egress illumination, including all exit discharge lighting.

End of Section

D. Full Permit

Part 1. General Information

This policy applies to projects designed under a full permit application in the City of Minot, North Dakota. To request a full permit, the following information must be provided to the Inspections Department in order to begin the building permit process. Commercial projects may require 30-45 days before issuance of any permits. Please refer to City of Minot Inspections and review policies at www.minotnd.org.

Part 2. Definition

A "building" is a special category of permanent structure that when completed is ready for occupancy. Buildings shall include, but not be limited to, the following as part of the scope of work:

- Site for the building or group of buildings, including but not limited to access roads, parking, signage, curb ramps, retaining walls, grade elevations, storm sewer system, landscaping, lighting…etc.
- Architectural elements of the interior and exterior of the building including, interior spaces, separation walls, roofs, corridors, hallways, interior partitions, stairs, doors windows, finishes, roofing …etc.
- Suspended ceilings are part of the acoustical or fire-resistance-rated design.
- Furnishing and equipment systems for the interior.
- Structural system consisting of footing foundations, retaining walls, columns, slabs, floors, roofs.
- Mechanical, HVAC, and Plumbing systems.
- Electrical lighting, power systems.
- Fire protection and emergency notification systems.

Part 3. Applicant's Responsibility

Applicants are responsible for submitting a complete permit application, all required construction documents plans, and calculations. Please provide all items at the same time. The process for the permit will not begin until all items are received. THE INSPECTIONS DEPARTMENT CANNOT ACT AS A FILING CENTER FOR THE COLLECTION OF THESE ITEMS.

Part 4. Prerequisites

Applicants requesting a full permit must submit the following:

1. A current copy of certificate of title
2. Letter of authorization from the owner
3. Required fees
4. Land use approval from the City of Minot Planning Department
5. Most restrictive occupancy use classification allowed by the land use: approval must be designated on the drawings for the proposed project
6. The accompanying civil improvement plans must be approved prior to the permit being issued.
7. Permit number previously granted to the building as applicable.

Part 5. Applicable Building Codes & Zoning Standards

Please see chapter 2 of this manual for a listing of the current applicable code and standards.

Part 6. Checklist & Schedule for Full Plan Submission

Item	DOCUMENTS TO BE SUBMITTED	STATUS/PHASE OF CONSTRUCTION DRAWINGS. (Must be Marked on Plans)
1.	Soil Boring Report* and Civil Plans*	Final Drawings in Construction Document Phase
2.	Foundation* and Structural Plans**	Final for Foundation and Structural for building in Construction Document Phase
3.	Architectural Plans	Final Drawings in Construction Document Phase
4.	Mechanical Plans	Final Plans in Construction Document Phase
5.	Electrical Plans	Final Plans in Construction Document Phase
6.	Fire Suppression Plans	Final Plans in Construction Document Phase

Note: * Please omit if a Foundation Only Permit was previously issued for the building.
** Please omit if a Shell Phased Permit was previously issued for the building.

Part 7. Submittal Package

Provide the following information at the time of application for a "Full" building permit:

- Completed building plans. Plans shall be the same size with a minimum of 24" x 36" sheets.
- Completed permit application.
- Separate building permit applications are required for all detached structures on the site, such as similar buildings trash enclosures, carports, retaining walls …etc.
- Two (2) complete sets of the grading plans, with detail sheets, "wet" signed and sealed by a ND registered engineer.
- Two (2) complete sets of the water utility plans, with detail sheets, "wet" signed and sealed by ND registered engineer.
- Two (2) complete sets of the structural plans and 2 sets of structural calculations, "wet" signed and sealed by ND registered structural engineer.
- Two (2) copies of geotechnical (soils) reports. The date of the report must be within one year of the building permit application date, unless an updated letter is provided by the ND registered engineer who prepared the report.
- Two (2) copies of roof truss calculations, "wet" signed and sealed by the truss design Engineer and the truss designs must also have the approval stamp from the structural design engineer. The roof truss design must incorporate the proposed roof mechanical unit loading.
- Two (2) complete sets of the site plan "wet" signed and sealed by the ND registered architect or civil engineer.
- Two (2) complete sets of architectural plans, "wet" signed and sealed by the registered ND architect.
- Two (2) complete sets of the electrical plans, "wet" signed and sealed by the ND registered electrical engineer.
- Two (2) complete sets of the mechanical and plumbing plans if applicable, "wet" signed and sealed by the ND registered engineer. The roof top mechanical units weight must coincide with the proposed roof truss design and structural calculations.
- Two (2) copies of energy conservation code compliance report/analysis, "wet" signed and

sealed by the ND design professional that prepared the report.

- Two (2) sets of Fire Protection Plans "wet" signed and sealed by the ND registered engineer
- A pdf format electronic copy for each set is also required.

Part 8. Plan Contents

The following information shall be included on the plans:

- **Cover Sheet**: This sheet shall include all general information with code analysis and a location map with north arrow. Complete building code analysis for the project shall include:

1. A complete code analysis of the proposed building.
2. Type of constructions.
3. Occupancy classification.
4. Square footage, allowable area analysis.
5. Number of stories.
6. Occupant load analysis.
7. Emergency Exit plan.
8. Provide the adjacent use or uses to determine occupancy separation as required by IBC Section 302.3.3, if the separated use provisions are used.
9. Details and Exterior/Interior walls fire rating.
10. Fire resistive rating and location of fire walls shown on plan including location of all vertical rated assemblies.
11. Provide specific information regarding any proposed manufacturing processes to be employed within the proposed building.
12. Fire sprinkler requirements.
13. Fire alarm requirements.
14. Plumbing fixture analysis, per Table 2902.1, 2006 IBC (Multi-story shell buildings only).
15. Energy Compliance.

A note shall be included on the cover sheet stating the following:
"FULL PERMIT CONSTRUCTION PERMIT"

- **Site Plan**: Include a scaled, dimensioned site plan that is in compliance with current zoning requirements for the proposed project and any special conditions of approval. Show all proposed structures with all set back dimensions from property lines. Show all fire lanes, easements, landscaped areas, walls and fences. Site Plan shall include all civil improvements package.
- **Site Details**: Include trash enclosures; parking spaces, loading spaces, handicap accessible parking and accessible routes of travel to the public way and adjacent buildings on site, grading, storm water management plan, landscaping, lighting and screening methods for all ground mounted mechanical equipment.
- **Floor Plans**: Fully dimensioned floor plans showing all exterior and interior walls, structural wall elements, all components of the means of egress system, any property line fire walls, fire-resistance-rated requirements for walls and location of fire walls, and related information and stair details.
- **Roof Plans**: Show all elements, roof assemblies, fire ratings, roof vents/draft curtains, insulation and roofing material. Include dimensions and details as required, and roof access to any future mechanical equipment.
- **Exterior/ Interior Elevations**: Provide elevations of exterior walls including openings, vertical dimensions and heights, and identity of all materials. Door/window schedules indicating U Factor and

SHGC values, matching the energy conservation compliance reports.

- **Structural Plans**: Include all primary and secondary component of structural system and design requirements, design loads according to IBC requirements, assemblies, including all special inspection requirements.
- **Foundation Plans**: Show all foundations and footings. Indicate size, location, thickness, material used, concrete and steel reinforcement's strength. Show all foundations anchors such as anchor bolts, hold downs, and post bases. Reference the soils report for the proposed structure(s) on the foundation plan.
- **Floor & Framing Plans**: Indicate all specific materials, grade/species, structural member size, spacing, steel reinforcement, details/methods of attachment, and cross-sections.
- **Building Wall Sections**: Show cross-section(s) of exterior/ interior walls/roofs, indicating all required fire-resistance-rated design vertical assembly in wall/floor/roof, insulation requirements, interior finishes, and fire-resistance-rated designs for membrane and through penetrations. Show cross-section of all stairs and ramps; include details of hand rails and stair treads and landings.
- **Electrical Plans**: Show the size and location of electrical service equipment and all subpanels. Provide load calculations for service based upon the most restrictive occupancy group proposed. Show circuiting and locations of all outlets, switches, light fixtures (site, interior, and exterior), smoke detectors, and special outlets. Provide Single-Line Diagrams, clearly indicating main service section, over-current protection, conduit sizes, feeder sizes, and material used for the electrical design. Show all site lighting and required egress illumination, including all exit discharge lighting.
- **Gas, Water & Sanitary Waste Plans**:
  Provide plans indicating all material used, sizing criteria, and all points of connection to gas, water, and sewer utilities.
- **Plumbing Plan & Fixture Schedule**:
  Provide required plumbing fixtures necessary for the building occupant load.
- **Mechanical Plan** (Mult-istory Buildings or freeze protection for fire sprinklers): Provide dimensioned mechanical plans showing duct materials, sizing, fire dampers, smoke dampers, and combination fire/smoke dampers. Show locations of all mechanical equipment. Provide detailed mechanical equipment schedule. Include the mechanical energy conservation compliance report (Comcheck).
- **Fire Protection & Emergency Detection System**
  Provide fire suppression plans including:
  1. Hydraulic calculations.
  2. Applicable material data sheets.

  Detailed plans showing control systems, such as carbon monoxide and smoke detectors, temperature sensors, fire control circuits, etc.
  It is only necessary to include data sheets for those materials which include specific criteria relative to its listing (e.g. sprinklers, backflow assemblies, pumps, etc.)
  When protecting High-piled combustible storage or High-hazard Group H occupancies [IBC 307], detailed information shall be provided to clearly depict the parameters used for establishing the design criteria.

Part 9. Completion/Metering

There are three types of certificate of occupancy. Each shall meet approval of all final inspections. Please refer to Chapter 8 of this manual for more details on each.

End of Section

E. Moving Permit

Part 1. General Information

The Inspections Department's policy is that no person shall move any building over, along or across any public right of way, street, or alley without first obtaining a permit from the Building Official. The Building Official or Building Inspectors shall inspect all buildings prior to moving. The Building Official may refuse to issue a permit for the moving of any building which, is likely to cause serious bodily injury or harm to any person, or serious property damage to any public streets, or if improvement of the physical condition of the structure is practically unfeasible. No permit will be issued to move or relocate a building within the City's jurisdiction if it has been condemned by the City Council. In addition, a building permit for the new foundation, placement, and any improvement of the relocated structure will be required. If the relocation is to remain within the City's jurisdiction, both permits will be issued simultaneously.

Once a building or a house has been moved from one location to another location, all utilities need to be reconnected before occupying the building and the new site and foundation must meet current code. Inspections are required after the relocation. A final inspection is performed after all work is completed.

Part 2. Prerequisites

Applicants requesting a moving permit must submit the following:

1. A current copy of certificate of title
2. Letter of authorization from the owner
3. Required fees
4. Land use approval from the City of Minot Planning Department for the new site
5. Assessor appraisal of the building condition and impact of the proposed relocation
6. Signed Relocation Agreement
7. The accompanying site plans and proposed civil improvements must be approved prior to the permit being issued
8. Planning Department review prior to issuing the permit
9. Building mover information
10. Current location of the building to be moved
11. Destination address & route Information
12. Notification Of City Officials, if the police and/or Public work employee are necessary to assist in the move, the cost for their time and services must be paid by the mover and the receipt(s) attached to the application
13. Mover's certification
14. A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work
15. Building permits for all proposed construction
16. Final approval of the City of Minot Public Works Committee and the City Council for the moving permit

Part 3. Applicant's Responsibility

Applicants are responsible for submitting a complete permit application, all required construction documents, plans, and calculations. Please provide all items at the same time. The process for the permit will not begin until all items are received. The Inspections Department cannot act

as a filing center for the collection of these items.

Part 4. Applicable Codes & Zoning Standards

Please see Chapter 2 of this manual for a listing of the current applicable code and standards.

Part 5. Moving & Relocation Schedule

Final approval of the moving permit by the Public Works committee and the City council is estimated to take about 30 days. All work must begin within 60 days of issuance of moving and building permits, and completed within ten months of start date, and generally in accordance with the following schedule:

Item	CONSTRUCTION ITEM/ ACTIVITY	MAXIMUM COMPLETION TIME ALLOWED
1.	Foundations	Two months
2.	Structure Relocation	Within 4 months from the permit issuance
3.	Work Required for Code Compliance	Six months
4.	All Construction and Final Clean Up.	Ten months

Part 6. Submittal Package

Provide the following information at the time of application:

1. Geotechnical Report (if requested)
2. Two sets of Site Plans showing grading, water utility lines
3. Two sets of Footing and Foundations Plans for the new site

End of Section

F. Demolition Permit

Part 1. General Information

A "Demolition Permit" is required by an owner who wishes to demolish a building even if he/she plans to rebuild on the property. If the structure has been declared to be in "imminent danger of collapse" or a "public health nuisance" and is beyond repair, the owner is responsible for demolishing the structure as soon as possible in order to not endanger other persons or property. It is the policy of the City that a building inspector conducts a site investigation to verify the imminent threat of the property. If you have all the required documents, review and approval, a permit will be issued. The purpose of a demolition permit is to ensure that the site is clear of debris, other health hazard material, and the utility connections have been properly disconnected.

Part 2. Prerequisites

Applicants requesting a demolition permit must submit the following:

1. Apply for a Demolition Permit.
2. Obtain a bond in the same amount with a minimum of $5,000 and submit this as soon as possible. There are three types of bonds that may be accepted:
   - Performance Bond executed by the Insurance Company according to the forms provided by the City of Minot.
   - Letter of Credit executed by the bank, in the form provided by the City of Minot.
   - Cashier's check to City of Minot.
3. Provide a list of adjacent property owners' names and address.
4. Cap any well(s) located on the property and submit a well completion report to our office (if applicable).
5. Contact the utility companies to request disconnections. Submit copies of disconnection letters to the Inspections Department. Faxed copies will be accepted.
6. For commercial buildings, remove asbestos, lead paint, or any other hazardous material in accordance with ND State Department of Health (NDSH) Regulations **PRIOR** to demolition. For more information, contact the North Dakota Department of Health at:
   600 E Boulevard Ave. Dept. 301
   Bismarck, ND 58505
   Phone: (701) 338-5150
7. If the building is a commercial, public property, or had received a subsidy through public funding, the ND Historical Preservation Office must review the application to determine if the structure, subject of demolition, is potentially historic as defined by the Secretary Standards for Rehabilitation. Additional review and fees may be required.
   Please contact the Compliance Office of the ND State Historical Preservation Office at:
   612 East Boulevard Avenue
   Bismarck, ND 58505
   Phone: 701-328-2672

Part 3. Applicant Responsibility

Applicants are responsible for submitting a complete permit application, all required documents, and plans. Please provide all items at the same time. The process for the permit will not begin until all items are received. THE INSPECTIONS DEPARTMENT CANNOT ACT AS A FILING CENTER FOR THE COLLECTION OF THESE ITEMS.

A final inspection is required after completion of the demolition to ensure that site grading and drainage conform to code, excavations are filled, lot is clean, and all utilities are properly disconnected. Please call the Inspections Department to schedule this final inspection after completion of the work.

End of Section

Chapter 4

Residential Plan Review & Permits

Part 1: Introduction

The City of Minot requires that all residential plans for construction be "examined" for code compliance before a permit can be issued. The task of inspecting or examining the plans is the responsibility of the Plan Review staff.

The Plan Review staff communicates with contractors, developers, architects, professional engineers, and the general public. Applications for review and permits can range from new house construction, decks, garages, additions or renovation.

Compliance to the appropriate building, electrical, plumbing/mechanical codes, must be met before a permit may be issued to commence construction. These reviews are conducted to insure the fire protection and life safety of the occupant.

Part 2: Code & Standards

See chapter 2 for applicable codes & standards adopted by the City of Minot. In addition, the following City standards shall apply:

- Zoning - Check the zoning to determine if the property is within a zoning district that allows for that use
- Subdivision plat compliance
- Overlays (historic district, neighborhood plan, conservation combining district, etc.)
- Floodplain proximity - projects within 150' of the 100-year floodplain will require additional floodplain review, and Elevations certificates
- Historic applicability - any structures 40 years old or older may be reviewed and approved as a historically designated building by the State Historical Department
- Hazardous Pipeline Applicability- any project within close proximity to a hazardous pipeline will be forwarded for review
- Drainage Review requirements if applicable

Part 3: Residential Permit Issuing

A residential permit will be issued upon approval of all submitted documents.

Part 4: Permit Expiration

Once the building permit is granted, completion of the construction is assumed to follow. A building permit has a maximum of 180 days to be commenced. If there is reasonable cause for delay, you may contact the Inspections Department office to extend the time limitation, provided that the permit holder requests this in writing.

Assuming the work has been abandoned or the Inspections Department records do not reveal a request for any inspections within 180 days, the permit becomes invalid. This permit must be re-instated to begin the work. Refer to Exhibit 3.5 of Chapter 3, Renewal of Building Permit Form. Please be advised, the permit holder is responsible for all incomplete work and conditions created by work performed under the permit.

End of Section

Chapter 5

Building Inspections

I. Commercial Building Inspection

Part 1: Introduction

The inspection function is one of the more important aspects of building department operations. Construction or work for which a permit is required shall be subject to various inspections by the Building Inspectors. Commercial Building Inspectors conduct inspections for all building components including: construction and demolition of structures, foundations, structural/non-structural framework, interior walls, finishes, exterior doors and windows, claddings, roofing, rough-ins and finishes, barrier free design, building fire and safety, etc.

It shall be the duty of the permit holder or his or her agent to cause the work to remain accessible and exposed for inspection purposes. The City of Minot shall not be liable for expenses entailed in the removal or replacement of any material required to allow an inspection.

Part 2: Types of Construction to be Inspected

- New institutional and public buildings addition or renovations.
  - Hospitals
  - Libraries
  - Schools
  - Airports
  - Convention Center
  - Sport Complex
  - Transportation Facilities
  - Other

- New commercial and multi-family (apartments) buildings additions or renovations such as:
  - Apartments
  - Meat Packing Facilities
  - Office Buildings
  - Sports Complex
  - Factories
  - Restaurants
  - Industrial
  - Retail Shops
  - Radio and Communication Towers
  - Other

Note: (The above list is not all-inclusive nor is it intended to exclude any other type of construction and/or installation of equipment.)

Part 3: Required Inspections

The Building Inspector's job is to verify that the structure is built in accordance with the approved construction documents. It is the responsibility of the permit holder to notify the Building Official when the project is ready for inspection. The inspections that are necessary to provide such verification are listed as follows:

1. Footing & Foundation Inspection.
2. Concrete Slab & Under-Floor Inspection.

3. Lowest Floor Elevation.
4. Framing Inspection.
5. Lath & Gypsum Board Inspection.
6. Fire- & Smoke-Resistant & Penetrations.
7. Energy Compliance Inspections.
8. Other Inspections as required.
9. Any item regulated by the code is subject to an inspection by the building official to determine compliance with the applicable code provision, and no list can include all items in a given building.

II. Commercial Plumbing/ HVAC & Mechanical Inspections

Commercial Plumbing and Mechanical Inspections are regulated and enforced through the requirements of current applicable plumbing and mechanical codes for all types of buildings. The inspection list includes the following systems:

1. Potable water supplies & piping
2. Drainage systems
3. Venting systems
4. Repair garage venting & heating systems
5. Storage garage exhaust
6. Back-flow prevention
7. Welding exhaust systems
8. Roof drainage systems
9. Environmental control systems
10. Kitchen exhaust systems
11. Sprinkler systems
12. Stand pipe systems
13. Fire pumps
14. Paint spray booths venting and heating system
15. Dust collection systems
16. Acid dilution systems
17. HVAC systems
18. Fire dampers
19. Other

Note: The above building types and equipment are by no means an extensive list of all the different systems and related construction types that fall within the duties and responsibilities of this section. They are represented as limited examples.

III. Commercial Electrical Inspections

Part 1: Scope

The Commercial Electrical Inspectors conduct inspections of all wiring, electrical equipment/fixtures, annunciation/alarm systems, and all associated systems in regards to an electrical power source.

Part 2: Types of Electrical Installation Services

1. New installations/additions of electrical services
2. New installations/additions of electrical wiring, fixtures, equipment

3. Alterations of existing electrical services, wiring, equipment
4. Fire alarm/annunciators system(s) installations

5. Pools, spas, saunas, hot tubs
6. Transformers, communication towers, hydro vaults
7. Outdoor lighting, car plugs, services
8. Temporary and Special event services
9. Emergency turn-on/ disconnect of services
10. Electrical components of:
    a. Heating systems
    b. Cooling systems
    c. Venting systems
    d. Cooking exhaust systems
    e. Spray Painting systems
    f. Dust Collection systems
11. New, Additions/alterations to electrical components of fire protection system): Sprinkler systems
    a. Fire-pumps
    b. Fire stopping systems
    c. Chemical extinguishing systems
    d. Smoke control systems

Note: The above list is not all-inclusive nor is it intended to exclude any other type of construction and/or installation of electrical equipment.

lV. Commercial Fire Inspections

Part 1: Introduction

The City of Minot requires that all commercial buildings and structures be inspected for fire code compliance during construction.

Part 2: Inspections Check List

1. Automatic fire extinguishing systems
2. Sprinklers
3. Hood systems
4. Clean agent systems
5. Fire pumps
6. Standpipes
7. Stationary batteries that contains more than 50 gallons liquid capacity
8. Storage of hazardous materials
9. Emergency responder radio coverage systems
10. Fire Alarm and detection equipment
11. Private Fire Hydrants
12. Solar photovoltaic power systems
13. Spraying or dipping rooms

V. Residential Inspections

Part 1: Introduction

The City of Minot requires that all residential buildings under construction be inspected for

code compliance before a Certificate of Occupancy can be issued. The Inspections Department

communicates with contractors, developers, architects, engineers, or the general public. Inspections will be conducted for all structures including new construction, decks, garages, additions, and renovations.

Part 2: Inspections Check List

1. Building Site & Soils
2. Foundation and Footing
3. Site Drainage
4. Backfilling
5. Framing Rough In
6. Garage Portal Walls
7. Insulation
    - Attic Insulation
    - Walls & Ceilings
    - Slab Insulation
11. Moisture Control
12. Vapor Retarder
13. Roof & Ceilings
14. Slab Insulation
16. Windows & Glazing
17. Stairs & Handrails
18. Smoke Alarm
19. Electrical Systems
20. Plumbing Systems
21. City Flat Work Such as Sidewalks
22. Flood Zone Construction
23. Sanitary Drainage

End of Section

Chapter 6

Stop Work Order

Part 1: Definition

This section explains the suspension of work for which a permit may or may not have been issued, pending the removal or correction of a severe violation or unsafe condition identified during inspections. Normally, correction notices are used to inform the permit holder of code violations. Stop work orders are issued when enforcement can be accomplished no other way or when a dangerous condition exists.

Part 2: Issuance

The stop work order shall be in writing and shall be given to the owner of the property involved, to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work will be permitted to resume. Upon receipt of a violation notice from the Building Official, all construction activities identified in the notice must immediately cease, except as expressly permitted to correct the violation.

Part 3: Unlawful Continuance

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by The City of Minot Inspections Fee schedule in chapter 11 of this manual including criminal charges against contractors or property owners as provided by the North Dakota Century Code.

End of Section

Chapter 7

Fee Schedule

Part 1: Payment of Fees

A permit shall not be valid until the applicable fees have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

Part 2: Schedule of Permit Fees

On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the fee schedule to follow in this chapter.

Part 3: Building Permit Valuations

The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

Part 4: Work Commencing Before Permit Issuance

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a 100% surcharge in addition to the original required permit fees.

Part 5: Related Fees

The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law. **For undeveloped parcels contact the Engineering Department at 701-857-4100 for any water, sewer or park fees that may apply.**

Part 6: Refunds policy

For Building, Electrical, Mechanical, Gas, and Plumbing refunds, the permit holder may request a refund by submitting a Refund Request to the Department of Inspections stating the reason for the request. The following refunds are non-applicable:

1. Plan Review
2. Minimum permit fee- ($75.00 or $90.00)
3. Expired permits over 180 days of inactivity.

4. Projects with costs exceeding $500,000 in construction value shall be reviewed on case by case study.

In case the project is abandoned, see “Chapter 3, Part 4: Project Abandonment” of this manual.

CITY OF MINOT INSPECTION PERMIT FEES

Building Permit	**Residential**	City properties	$5.00 per thousand $ of construction value
		Plan Review	$75.00
		Excavation	$15.00
		In 2-Mile Jurisdiction	$5.00 per thousand $ of construction value
	Commercial	City properties	$5.00 per thousand $ of construction value
		Plan Review	$75.00 per hour
		Excavation	$15.00
		In 2-Mile Jurisdiction	$5.00 per thousand $ of construction value
	Demolition	$50.00 minimum, $5.00 per thousand $ of bid estimate A $15,000.00 surety bond is required prior to permit issuance.	
	Moving Permit	Permit Fee Approved by City Council	$450.00
		Permit Fee Approved by City Engineer	$250.00
		A $10,000.00 surety bond is required prior to permit issuance.	
Work Commencing before Permit Issued			Fee will be **DOUBLED** the amount of the original permit fee
Board of Appeals			$50.00
Re-Inspection Fee			$75.00 per hour
Temporary Certificate of Occupancy			$500.00
Occupying Building Prior to Issuance of Certificate			$50.00 per day
Permit Replacement Card			$25.00
Electrical Permit			$0.00 per certification in City
Gas Piping		In City	$10.00 per fixture $50.00 min. fee
		2-Mile Jurisdiction	$10.00 per fixture $50.00 min. fee
Heating		In City	By Valuation Only, min $50.00
		2-Mile Jurisdiction	By Valuation Only, min $50.00

Exhibit 7.2

CITY OF MINOT INSPECTION PERMIT FEES (CONTINUED)

Plumbing		Water Heater Only	Residential $50.00 Commercial by value, min $50.00
	Residential	In City	$8.00 per fixture $50.00 minimum
		2-Mile Jurisdiction	$8.00 per fixture $50.00 minimum
	Commercial	In City	By Valuation Only, min $50.00
		2-Mile Jurisdiction	By Valuation Only, min $50.00
Sign		New	$100.00
		Alteration	$15.00
		Excavation	$15.00

Exhibit 7.2

End of Section

Chapter 8

Certificate of Occupancy

Part 1: Use and Occupancy

This section establishes that a new building or renovated structure cannot be occupied until a Certificate of Occupancy is issued by the Building Official, which is issued after all required inspections have been approved. Also, no change in occupancy of an existing building is permitted without first obtaining a Certificate of Occupancy for the new use. Its issuance does not relieve the building owner from the responsibility for correcting any code violations that may exist.

A Certificate of Occupancy contains the following:

1. The building permit number
2. The address of the structure
3. The name and address of the owner
4. A description of that portion of the structure for which the certificate is being issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the building official
7. The edition of the code under which the permit was issued.
8. The use and occupancy
9. The type of construction
10. The design occupant load
11. If an automatic sprinkler system is provided, whether the sprinkler system is required
12. Any special stipulations and conditions of the building permit

A Certificate of Occupancy will be issued upon completion and approval of the following:

1. Completion of all approved final inspections scheduled for the project.
2. Water and sewer mains serving properties have passed the appropriate tests.
3. Utilities that include gas and electric have been installed to the property.
4. Curb and gutter and one lift of asphalt have been installed on roadway or easement adjacent to property.

Part 2: Types of Certificate of Occupancy

There are three types of Certificate of Occupancies:

1. ***Temporary Certificate of Occupancy***: This certificate may be allowed for temporary occupancy of the building if the building can be occupied safely, and necessary inspections

have been approved. A $500 fee is charged to obtain this type of certificate. See Chapter 11 (Fee Schedule) of this manual.

2. ***Partial Certificate of Occupancy***: This type of certificate may be granted under certain conditions to allow the occupancy in a specific part of the building.
3. ***Certificate of Occupancy***: This type of certificate is issued upon receipt and approval of all final inspections. Such certificate shall allow full occupancy of the building.

To obtain a Partial Certificate of Occupancy, the permit holder must demonstrate to the Inspections Department the safeguarding measures to be taken during continued construction. A site plan or logistic plan showing how to continue construction with partial occupancy must be submitted. The plan shall include the following:

1. Staging areas.
2. Construction trailers location.
3. Delivering truck route.
4. Parking location for construction employees and public.
5. Type and location of barricades to be used for pedestrian security.
6. Protection of adjoining properties

Also a floor plan(s) indicating the following:

a. Location of barrier walls separating occupancies.
b. Rated assembly used as occupancies separation.
c. Egress doors to be used during construction.
d. Emergency Egress Plan.

End of Section

Chapter 9

Service Utilities

Part 1: Utilities Connections

The Building Official is authorized to approve utility connections to a building for items such as water, sewer, electricity, gas and steam, and to require their disconnection when hazardous conditions or emergencies exist. The approval of the building official is required before a connection can be made from a utility to a building system that is regulated by the code. For the protection of building occupants, including workers, such systems must have had all final inspections approved.

Part 2: Temporary Connections

The Building Official shall authorize the temporary connection of the building or system to the utility source of energy, fuel or power, prior to the completion of work. The temporary connection and utilization of connected equipment should be approved when the requesting permit holder has demonstrated to the Building Official's satisfaction that public health, safety, and welfare will not be endangered.

Disconnecting Service Utilities.

The Building Official shall authorize the disconnection of utility service to the building, structure, or system regulated by the City of Minot and the referenced codes and standards in case of emergency where necessary to eliminate an immediate hazard to life or property or when such utility connection has been made without the approval required. The Building Official shall notify the serving utility, and whenever possible, the owner and occupant of the building, structure, or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure, or service system shall be notified in writing as soon as practical thereafter.

End of Section

Chapter 10

Inspection Procedures for "As-Built" Structures

Part 1: Overview

The department is receiving an increasing number of building permit applications for structures which have already been constructed. The permits issued for such structures shall be based upon approved as-built plans. The inspector signing off on as-built plans is being asked to verify that the structure has been constructed in accordance with the approved plans. However, the inspector has not been able to observe the structure during the various stages of construction. This situation can be a difficult one for the inspector as well as the applicant. The procedures to be followed when inspections of such structures are performed are as follows:

Part 2: Responsibilities of the Permit Holder

• There is a legitimate public expectation that when we issue a permit authorizing construction today, that the work authorized will comply with the codes and ordinances in effect today. Therefore, we review the plans as if you were applying to do the work today. The existing work is the structure as it existed before the work which was done without a permit, not the structure as it exists today.

• Plans must be legible, drawn to recognized architectural standards, and contain the information necessary in order to be reviewed by the applicable review agencies. Plans must include all items which are applicable to the project on the department checklists for residential or commercial structures. Plans not meeting these requirements will not be accepted.

• If the new work includes an existing foundation or other structural element with embedded reinforcing steel, a written verification from a testing agency stating that the reinforcing steel has been installed according to the plans. This will be required prior to approval of the building permit application. The testing agency shall be qualified to perform such analysis. Ultrasonic, non-destructive testing is typically used for this testing.

Part 3: Procedures

The following procedures, if applicable, must be applied to the permitted work. Items to be exposed:

1. Verify the location of property lines so that the setbacks shown on the plans are correctly documented. When the setbacks are in question, a survey by a licensed surveyor will be required if the location of

the property lines cannot be positively verified.

2. If the new work includes a foundation at specified location, expose a small portion of the foundation so that the size and depth can be determined.

3. Make the means of attachment of the structure to the foundation accessible for inspection. When the means of attachment are visible in a crawl space, an access opening must be within 20 feet of the means of attachment, and an access path a minimum of 24 inches in height and 18 inches in width must be available to the inspector. In slab construction, the wall coverings must be removed to show the means of attachment to the slab.

4. Anchor bolts must comply with the presently adopted code and their correct installation must be verified by the Building Inspector. Note: The installation instructions on listed epoxy systems for retrofitting hold downs typically require special inspection, which may be required by the Inspections Department.

5. Make the components of the electrical system visible by removing cover plates from receptacles, fixtures, sub panels, and services. Pull receptacles and switches out of all boxes.

6. Remove wall coverings from plate to plate in stud bays containing electrical service boxes and subpanels.

7. Remove exterior or interior wall coverings so that all unconventional connections (beam saddles, hold downs, straps, all-thread, etc.) are visible for inspection.

8. If there is a bathroom, remove the wall coverings so that all supply and waste fittings in one bathroom are visible.

9. If there is a kitchen, remove the wall coverings so that all supply and waste fittings in the kitchen are visible.

10. If there is a loop vent in the kitchen, remove material so that it is visible.

11. In all cases, at least 25% of the interior wall coverings must be removed in areas of connections between building elements.

12. Engineered shear nailing and shear nailing at required braced wall panels must be inspected as follows:

a) Trim or other coverings must be removed to accomplish this requirement if necessary.

b) When shear nailing is covered with Portland cement plaster (stucco), a testing agency qualified to perform such analysis or a licensed engineer other than the project engineer must observe the removal of a minimum of a 4 ft. by 8 ft. section of the exterior stucco, and verify that the shear nailing meets the requirements of the building code and the approved plans. The area removed must show a minimum of 4 ft. of edge nailing of two vertical adjacent pieces of shear plywood, and if applicable to the structure, must show a minimum of 4 ft. of the connection between first and second floors. The testing agency or engineer must verify in writing that the shear plywood when first exposed met the requirements of the building code and the approved plans.

c) When shear nailing is covered with wood siding, a testing agency qualified to perform such analysis, or a licensed

engineer other than the project engineer, must observe the removal of a minimum of a 4 ft. by 8 ft. section of the wood siding, and verify that the shear nailing meets the requirements of the building code and the approved plans. The area removed must show a minimum of 4 ft. of edge nailing of two vertical adjacent pieces of shear plywood, and if applicable to the structure, must show a minimum of 4 ft. of the connection between first and second floors. The testing agency or engineer must verify in writing that the shear plywood when first exposed met the requirements of the building code and the approved plans.

d) When shear nailing is covered by roofing materials, a testing agency qualified to perform such analysis or a ND licensed engineer other than the project engineer, must observe the removal of a minimum of a 4 ft. by 8 ft. section of the wood siding, and verify that the shear nailing meets the requirements of the building code and the approved plans. The area removed must show a minimum of 4 ft. of edge nailing of two adjacent pieces of shear plywood, the testing agency or engineer must verify in writing that the shear plywood when first exposed met the requirements of the building code and the approved plans.

e) NOTE: If the nailing on the shear wall exposed does not meet the requirements of the building code and the approved plans, corrective measures must be taken to make the shear plywood comply.

13. Make the components of the mechanical system visible by removing cover plates, access panels, and as otherwise required by the inspector. Provide a gas pressure test on all new gas lines.
14. Make the components of the plumbing system visible by removing cover plates, access panels, and as otherwise required by the inspector.
15. Remove any other wall coverings which the inspector deems necessary to inspect the structure.

Pictures of the work will NOT be accepted in lieu of the inspection procedures described above.

Letters from a registered architect or engineer may be accepted in lieu of one or more of the above requirements, provided that the letter states unequivocally that the licensed professional has observed the installation of the item in question and that it complies with the approved plans and specifications, and with the applicable codes. The final determination of acceptance of such letters will be made by the Building Official.

In addition, the inspector may require that an engineer licensed by the state of North Dakota:

- Provide written verification by an electrical engineer licensed by the State of North Dakota that the electrical system meets current code.
- Provide written verification by a mechanical engineer licensed by the State of

North Dakota that the mechanical system meets current code.

• Provide written verification by a mechanical engineer licensed by the State of North Dakota that the plumbing system meets current code.

• Provide written verification by an engineer licensed by the State of North Dakota that all the structural components of the building meet IBC.

Inspection procedures are found in the administrative provisions of the codes and are not appealable to the Building Board of Appeals.

Part 4: Responsibilities of the City of Minot Inspectors

1. Verify the setbacks shown on the plans
2. Verify that the foundation is constructed correctly, including:
   a. Size of foundation
   b. Depth below finished grade
   c. Amount and placement of reinforcing steel
   d. Other factors when specified in the approved plan
   e. Other anchoring devices or systems as specified in the approved plans
3. Verify the attachment of the structure to the foundation, including:
   a. Anchor bolts
   b. Hold-downs
4. Verify the structural integrity of the structure, including:
   a. Cripple walls
   b. Shear wall construction and nailing
   c. Connections of structural elements
   d. Other structural elements as specified in the approved plans
5. Verify that the electrical system is installed according to the approved plans and the adopted code.
6. Verify that the plumbing systems are installed according to the approved plans and the adopted code.
7. Verify that the mechanical systems are installed according to the approved plans and the adopted code.
8. Verify that the North Dakota Energy Efficiency Standards have been followed according to the approved plans and adopted standards.
9. Verify that the North Dakota Accessibility Standards have been followed according to the approved plans and adopted standards.

End of section

Chapter 11

Code Compliance Program

Part 1: Scope

The Code Compliance Section related to housing code and dangerous conditions is managed by the Building Official and is responsible for the investigation and enforcement of complaints of building code violations. In addition, this section offers staff and administrative support for hazardous and dangerous conditions that include the following:

1. Walls leaning or buckling.
2. Supporting elements or members damaged, destroyed, or deteriorated.
3. Exterior fabric of building damaged, destroyed, or deteriorated.
4. Building damaged, destroyed, or deteriorated and Health and Safety Issues exist.
5. Inadequate facilities for egress.
6. Open pits or excavations not barricaded or fenced.
7. Other dangerous conditions.

This program generally operates in responses to citizen complaints of alleged code violations or from referrals from other public agencies.

However, the Department does issue Stop Work Orders and follow up regarding non-permitted construction that is underway and discovered, and also pro-actively engages with situations that involve life-safety hazards regardless of whether a complaint has been received.

Code Compliance cases are investigated and, if appropriate, warning and/or violation notices are issued. Double the amount of usual fees is charged for grading and building plan check, processing, and inspections for permits related to non-permitted activity that result from “Stop Work” or other code compliance efforts. These actions may be followed by additional legal sanctions, such as recordation, fines, and/ or civil penalties. The overall objective of the code enforcement process is to motivate the property owner to discontinue the illegal use or activity and/or to obtain all required permits.

Part 2: Common Complaints Not Under the Jurisdiction of Code Compliance

The City has enacted regulations to promote and protect the public health, safety, peace, morals, comfort, convenience, and general welfare; however, there are issues that do not fall under the jurisdiction of Code Compliance. These are best addressed as civil matters through the court system, mediation through one of the local mediation services, or though the appropriate County Department.

- Privacy concerns: A new addition/deck was constructed and now the neighbors can see into my rear yard or house. Unfortunately, not all building permits require neighbor notification.
- View protection: With the exception of required coastal and scenic corridors, code compliance does not protect any views. To be protected, views must be a condition-of-approval of a development permit.
- Trees: tree removal from private properties.
- Blocked easements and rights-of-way. The City does not guarantee the usability of private easements and rights-of-way. The titleholders of the easement or right-of-way must protect their own rights. Public easements or rights-of-way are maintained by the Department of Public Works.
- Neglected Properties (except neglected properties): The neglected property/ nuisance ordinance, applies only to residentially zoned parcels and not to commercial properties such as grocery stores. Commercial properties are regulated by commercial development permit conditions-of-approval.
- Septic concerns such as leaking septic tanks, leach fields, and gray water issues should be reported directly to the First District Health Unit.
- Property line disputes: Complaints involving property line disputes, such as a fence over the property line, are private civil matters. Complaints alleging structures that encroach over property lines will only be investigated if the building is currently under construction without a valid building permit.
- Drainage: Drainage from one property onto another is a trespass issue. If the drainage system is required as part of a condition-of-approval of a development or building permit and has been altered, Engineering Department would investigate the complaint.
- Noise: The Police or Sheriff's Department handle general noise complaints. If the noise were restricted by a building, development or use permit, Code Compliance would investigate the complaint.
- Parking issues: Code compliance is reported to Engineering Department and the Planning Department.

End of Section

Chapter 12

Board of Appeals

Part 1: Board of Appeals

The Board of Appeals consists of five members with professional expertise in construction and/or code-related areas. The Mayor appoints all members to five-year terms.

The board works with the City's Inspections Department on construction-related and design-related code issues. The Board's work focuses on the following areas:

- Requests for interpretation of codes from members of the public who feel that the Building Official has made an error in the interpretation of the building code.
- Standards related to accessibility, materials used in construction, and fire sprinkler requirements.

For current adopted version of the codes and standards of the City of Minot, please refer to chapter 2. of this manual. For a copy of the procedure of appeal, please refer to Section 9-2, Procedure of Appeal, Minot Code of Ordinance.

Part 2: Schedule & Location

The Board's meeting shall be scheduled by the City Clerk. The location of the hearing is:

City of Minot
Council Chambers Room
515 2nd Avenue SW
Minot, ND 58702

If you would like to file an appeal on a code issue, fill in the required form called the **Notice of Appeal**, a copy of the form is attached. Also submit a $50 filing fee to the Inspections Department. You will be placed on the agenda for the next meeting as long as we receive the paperwork at least 10 days before the meeting. We need this amount of time to notify you, board members, and staff of agenda items.

Notice of Appeal

Name of Appellant: _____

Address of Appellant: _____

Building Permit if Issued: _____

Nature of Claim: (check all that may apply)

- ☐ The true intent of the code or regulations legally adopted under the IRC and IBC have been incorrectly interpreted.
- ☐ The provisions of the Residential and or Commercial code do not fully apply.
- ☐ An equally good or alternate form of construction is proposed.

Please describe why you believe the Board of Appeals should reverse the decision of the Building Official:

_____
_____
_____
_____
_____
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Supporting documents attached: ☐ Yes ☐ No

By: _____

Date: _____

Hearing date set for: _____

Notice of hearing sent: _____

Chapter 13
City of Minot Contractor License

Part 1: Introduction

All Contractors are required to be registered with the Secretary of State to conduct business in North Dakota. To obtain a State license, the Secretary of State Office may be contacted at the following website or by phone at:

Secretary of State
State of North Dakota
600 E Boulevard Avenue Dept. 108
Bismarck ND 58505-0500
Telephone: 701-328-2900
Toll Free: 800-352-0867
TTY: 800-366-6888
Fax: 701-328-2992

In addition, the City of Minot requires contractors in the construction industry to obtain a city license in many trades. To obtain a contractor license in the city of Minot, you must meet the City of Minot requirements and pay a fee.

Part 2: Licensing Requirement

The following is a list of the city licenses required by trade and the requirements to be met by the applicants:

1. Electrical: Must have a State Contractor License and a Master Electrician License from the State Electrical Board.
2. Journeyman Gaspipe Fitter: Must have passed the City of Minot Exam (scheduled through this office) or have a reciprocal license from their City.
3. Journeyman Heating: Must have passed the City of Minot Exam (scheduled through this office) or have a reciprocal license from their City.
4. Master Gaspipe Fitter: Must have passed the City of Minot Exam (scheduled through this office) or have a reciprocal license from their City.
5. Master Heating: Must have passed the City of Minot Exam (scheduled through this office) or have a reciprocal license from their City.
6. Master Plumber: Must have a State Contractor License and a Master Plumber License from the State Plumbing Board.

7. Street (Cement): Must have a State Contractor License and a City of Minot License.

8. Street (Excavator/Cement): Must have a State Contractor License and City of Minot License.

9. If Street Excavator/Cement will be digging for sewer/water pipe/connection: must have certification from State Plumbing Board and a City of Minot License.

Part 3: Licensing Fee

All contractors interested in obtaining a trade license in Minot, North Dakota may contact the Inspections Department at 701-857-4102 to inquire about the fee and detailed requirements to be submitted.

End of Section