

**COMMERCIAL PLAN SUBMITTAL REQUIREMENTS
BUILDINGS 5,000 SQ.FT. & LARGER**

Name of Applicant _____

Building Address _____

Phone # _____ Permit Application # _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the following items have been checked by you, sign the bottom of the form and have the Building Department verify that all required information is included. Submit this form with your application, deposit, 2 sets of plans and associated documents for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

COMMUNITY DEVELOPMENT ACCEPTANCE FOR REVIEW

___ Project must have Planning Commission approval or be scheduled for final approval on the next available Planning Commission agenda

***Plan Review Deposit for Multi Family and Commercial** (will be credited toward permit fee)

___ 0 to 4,999 Square feet-----\$1000.00

___ 5000, to 9,999 square Feet -----\$2,000.00

___ 10,000 square feet and larger -----\$3,500.00

THE BUILDING PERMIT APPLICATION

___ Architect's and Engineer's name and phone number

___ Contractor's name, phone number, address and contractor state license numbers for:

___ General Contractor

___ Electrical Contractor

___ Plumbing Contractor

___ Mechanical Contractor

___ Signature of Owner, Contractor or Authorized Agent with date signed

SITE PLANS (2 copies)

___ Detailed site plan indicating all setbacks, parking, buffer walls and all Planning Commissions conditions

___ Storm drainage plan (include stamped engineer's calculations for on-site detention and retention and total site impervious area)

___ Site utility plan with: Sewer and water line sizes, materials and locations; water meter size and location; fire line and fire hydrant locations

___ Formal landscape and irrigation plans **BUILDING PLANS (2 Copies)**

___ North Dakota State registered architect's and engineer's stamps, signatures and dates should be on pages for which each design professional is responsible and a wet stamp is required on at least the cover or title sheets.

___ Code analysis summary 2012 IBC

___ Area of building

___ Height and number of stories

___ Type of construction

___ Whether building is fire sprinklered/fire alarm as required

___ Occupancy group

___ Occupant load

- ___ Complete egress plan per floor including travel distance
- ___ Floor plans clearly indicating specific uses of all areas (1/8" scale or larger)
- ___ Location of area and occupancy fire separations
- ___ Elevations
- ___ Door and hardware schedules
- ___ Window schedule
- ___ Room finish schedule
- ___ Stair details for all interior and exterior stairs
- ___ Handrail and guardrail details
- ___ Wall sections completely labeled and detailed
- ___ Roofing and roof drainage plan
- ___ Structural drawings
- ___ Footing and foundation plan
- ___ Wall construction
- ___ Floor framing plans
- ___ Roof framing plans
- ___ Details including how diaphragm connections transfer shears to vertical shear resisting elements
- ___ Special Inspection Requirements
- ___ Disabled access provisions including details for ramps, areas of refuge, bathrooms, maneuvering clearances, etc.

ELECTRICAL PLANS (2 Copies)

- ___ Lighting and power plans
- ___ Exit signage
- ___ Emergency lighting plan

MECHANICAL PLANS (2 Copies)

- ___ Mechanical engineer's stamp, signature and date
- ___ Plumbing fixture locations and riser diagrams
- ___ Mechanical plans including smoke and fire damper locations
- ___ Mechanical equipment schedules and efficiency ratings

STRUCTURAL CALCULATIONS (2 Copies)

- ___ Engineer's stamp, signature and date
- ___ Design criteria
- ___ 2012 International Building Code
- ___ 90 mph wind speed (3 second gust); exposure C
- ___ Seismic Design Category A (Use group III-Category F) or per soils report
- ___ 30 psf ground snow load (=20 psf roof); use ASCE 7 Section 7.7 for drifting
- ___ Soils report
- ___ Complete lateral analysis

MATERIAL SPECIFICATIONS (2 Copy)

- ___ Specifications

MATERIAL SAFETY DATA SHEETS (2 Copy)

- ___ "MSDS" for flammable and combustible liquids and/or hazardous materials including maximum amounts to be on site

BUILDING ENERGY ANALYSIS (1 Copy)

- ___ Energy analysis and Certification indicating compliance 2009 IECC ANSI/ASHRAE/IESNA 90.1-2007 with copy of printout (COMcheck-EZ acceptable)

ELEVATION CERTIFICATE (For Structures Located in the Flood Hazard Areas)

___ Elevation certificate.

SPECIAL INSPECTION AND TESTING AGREEMENT

___ Special Inspection and Testing Agreement

Note:) Additional information may be requested as the city proceeds with the plan review. My signature below indicates I have carefully reviewed the submitted documents and verified that all of the items above have been included.

I understand that failure to provide any needed information at this time will delay the processing of my permit.

Applicant's Signature

Date

Accepted by: _____

Building Inspection Division

Date

ENERGY CODE CERTIFICATION

Project Identification:

Project Name: _____ Application No.

Project Address: _____

Project Owner: _____

Project Certification:

I, the undersigned registered engineer or architect, hereby certify that the information set forth in the document and supporting energy calculations are accurate and complete. The project described herein complies with the minimum requirements of the 2009 IECC and ANSI/ASHRAE/IESNA Standard 90.1-2007 Energy Standard for Buildings except Low-Rise Residential Buildings. The energy code requirements have been incorporated into details and schedules appearing on drawings submitted with the building permit application.

Name: _____ Firm: _____

Title: _____ Address: _____

License Type: _____ City: _____ State: _____

Date: _____ ZIP: _____

Signature

Sea