



BUILDING DEPARTMENT

Moore Engineering, inc.
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GENERAL BUILDING PERMIT INFORMATION

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

When do I need a permit?

Permits are required for room additions, decks, porches, finished basements, wood stoves, masonry fireplaces, interior modifications, window replacement of different size, structural renovations or repairs, demolition work, accessory structures such as sheds, swimming pools, new roofs (not including re-shingling when no structural work is done), re-siding and fences.

Separate plumbing, mechanical, and electrical systems permits are required for the installation, alteration, repair, relocation, replacement, or addition to any wiring, piping, or equipment or appliances associated with those systems. Also, a zoning permit may be needed when the use of the home is to change.

A permit is not needed to:

Paint a house (interior or exterior), hang wallpaper, replace cabinets and do similar finish work, erect an accessory building having a floor area of 120 square feet or less, install concrete sidewalks and patios entirely on your property or insulate an existing building where no structural changes are made. Even though a building permit may not be required, there may be zoning requirements that may apply to your project.

If you have questions about whether you need a permit for the project you have in mind or to see if it meets zoning requirements, please call the Building Inspection Division at (701) 281-0597, 8:00 am to 5:00 pm, Monday through Friday.

Why do I need a permit?

The City of West Fargo's building code requires you to obtain a permit before doing certain types of construction both new and/or remodeling. Permits allow the city to know when you are working on a construction project and let our inspectors know which jobs need to be inspected. A permit also establishes a record of the construction and remodeling history of your property. Review of permit applications ensures that your home meets the zoning requirements such as yard coverage, setbacks and building height.

What Information should I provide when applying for a permit?

Information requirements can vary depending upon your specific project. For building permits for new construction and addition, you will need to provide plot plan, (2) copies of detailed construction plans on a minimum paper size of 11 x 17, drawn to scale with a of minimum 1/8" scale, showing your proposed project. Homeowners may prepare their own plans, however, the Building Inspection Division may require that an architect or engineer prepare plans if necessary to ensure accuracy and legibility. Allow adequate time for you or your representative to prepare the plans. When you file your application, include **two** identical sets of plans. We will confirm that your materials were prepared correctly and if additional information is necessary.

How long does it take to get a permit?

Some permits, such as mechanical, re-siding, and re-roofing, can be issued at the time of application. Most other permit applications - that are complete and accurate - may take up to two working days to process, however it may take longer depending on the complexity of the project.

Applications for permits should be submitted well in advance of your scheduled starting date so that our staff can help you through the process and issue your permit before you are ready to start work. This is especially true during the summer construction season.

Electrical permits are issued and inspections are performed by the North Dakota State Electrical Board (701) 400-1549.

Plumbing permits are issued and inspections are performed by the North Dakota State Plumbing Board (701) 799-1555

Is there a charge for a permit?

There is a charge for permits. Building permit charges are based upon the value of the project (material and labor). Mechanical permits are based upon the type and size of appliances being installed. There is no charge for fences up to 8'6" tall.

Who inspects the work?

With your permit, we will provide information about when and who to call for inspection(s). Our inspectors will inspect your work several times during the course of construction for things such as footings, framing, insulation, rough-in and mechanical work and building final inspection. You will need to contact our office to schedule an inspection, no work shall proceed or be covered until the requested inspection has been signed off.

Call (701) 281-0597, 8:00 am to 5:00 pm, Monday through Friday.

An inspection card may be attached to your permits. You or your contractor should post the card on the site until completion of the final inspection. This card contains important information about the job and is used to record inspections performed.

How Can I Get More Information?

The Building Inspection Division located at Moore Engineering (925 10th Avenue East) provides various handouts on permit application procedures and requirements. You may have material sent to you by calling (701) 281-0597 during the same hours. Some of the topics covered include:

- **Detached accessory structure construction such as garages and sheds
- **Deck construction
- **Building additions
- **Remodeling buildings such as finishing basements and changing room dimensions and uses.
- **Fence construction
- **General construction details