



## BUILDING DEPARTMENT

800 4th AVENUE EAST  
WEST FARGO, ND 58078  
PHONE: 701-433-5480

### GUIDELINE FOR BUILDING ADDITIONS TO DWELLINGS

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

**Building Permits** are required for all additions to any dwelling or accessory structures. Separate permits are required for HVAC, Electrical and Plumbing work.

**Building Permit Fees** are based on the valuation of the construction project; this includes the materials and labor. If you will be doing the work yourself an estimate of labor cost shall be determined and included with the cost of materials.

#### **General Building Permit Application Requirements:**

- Name, address and telephone number of person making application.
- Name, address and telephone number of person owning the property.
- Name, address and telephone number of Contractor, architect/designer and all subcontractors.
- Job cost
- Job description must indicate the entire scope of work to be completed (levels to be finished or unfinished, etc.)

#### **Plans Required:**

- Provide a total of 2 sets of bound and clearly marked plans with the following contents:
- Residential Building Permit Application.
- Approval letters if required by area developers.
- One complete set of engineered truss specs and layout details.
- (2) Copies of site plan to include lot & block description, all easements and must show all structures as they sit on the lot and the actual dimensions from property lines to the structures.
- (2) Copies construction drawings to include: elevations, dimensioned floor plans for all levels, section detail of wall, roof, foundation (size of footings, walls & rebar size & spacing) & materials being used. **(All construction drawings must be to a minimum 1/8" scale and 11x17 sized paper.)**
- Professional engineered designs may be required if the plan review indicates structure or parts thereof exceed the requirements of the Building Code (IRC & IBC).
- If engineered designs are required, they must have the original wet stamp signature of the design professional.

#### **REQUIRED INSPECTIONS**

1. **Site/Footing** – to approve accessory structure location and footing prior to pouring concrete.
2. **Foundation wall** – to approve rebar placement prior to pouring concrete.
3. **Framing** – after completion of structural frame, sheathing and roof to the building frame, and prior to covering the structural frame. All Electrical, HVAC, and Plumbing shall be installed and inspected before calling for framing inspection.
4. **Insulation** – after all insulation and air barrier is installed, prior to hanging sheetrock.
5. **Final** – when addition is completed and prior to occupying.

It shall be the responsibility of the permit holder to notify the Building Department when work is ready to be inspected. No work shall commence until the inspection is complete and approved.

## **BUILDING CONSTRUCTION GUIDELINES**

- 1. Setbacks** – Included with this guideline is Zoning Information with setback requirements for dwellings. All additions must conform to the current setback requirements regardless of the location of existing structure being added to.
- 2. Building Size** – The maximum area for a dwelling is generally restricted by the maximum lot coverage.
- 3. Light, ventilation and heating** – All habitable rooms shall aggregate glazing area of not less than 8% of the floor area of the room and have natural ventilation through windows, doors, louvers or other approved openings with a minimum openable area of 4% of the floor area being ventilated. Use of artificial light and mechanical ventilation shall be approved by the Building Department. All dwellings shall have heating facilities capable of maintaining room temperature of 68 degrees at a point 3 feet above the floor and 2 feet from the exterior wall in all habitable rooms.
- 4. Room area and height** – All dwellings shall have one habitable room at least 120 square feet and other habitable rooms shall be not less than 70 square feet. All rooms shall have a ceiling height of not less than 7 feet.
- 5. Garage and dwelling separation** – Garages shall be separated from the residence and its attic area by less than ½” fire rated gypsum board applied to the garage side
- 6. Emergency escape and rescue openings** - Basements with habitable space and all sleeping rooms are required to have emergency escape and rescue openings. Where the basement contains one or more sleeping rooms, emergency escape and rescue openings shall be required in each sleeping room, but shall not be in the adjoining areas of the basement. See attached sheet for minimum requirements for egress windows.
- 7. Means of egress** - Means of egress from all dwellings shall be directly to the exterior and shall not require traveling through a garage. Egress door shall be a side hinged door not less than 3 feet in width and not less than 6 feet 8 inches in height. Landings shall be provided on both sides of the door.
- 8. Smoke alarms** - Smoke alarms are required in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story including the basement. All smoke alarms shall be interconnected. When interior alteration or remodeling that requires a permit or when bedrooms are added or created the entire dwelling shall have smoke alarms installed and shall be interconnected and hard wired.
- 9. Moisture vapor retarder** - Moisture vapor retarder is required for all framed walls, floors and roof/ceilings comprising elements of the building thermal envelope and shall be installed on the warm-in-winter side of the insulation.
- 10. Footing and Foundation** – Frost protected footings are required for dwellings. Frost depth is 54 inches. Sill plates shall be treated and shall be anchored by approved foundation anchor bolts (1/2”) embedded into the concrete, with a washer and nut spaced not more than 6 feet on center and within 12 inches of each end and splice.
- 11. Floors** – Manufactured floor trusses or engineered wood I-joist shall be installed as per manufacturer’s instructions. If solid sawn lumber is used, the size of the joist is determined by the span and spacing of the joist. Floor sheathing must be of approved span rated sheathing.
- 12. Walls** - Bottom plate shall be of at least the same width as the wall studs. Wall studs shall be a minimum 2 X 4 and space maximum 24 inches on center, with three wall studs at each exterior corner. Wall studs shall be capped with double top plates overlapped at corners and end joints offset at least 24 inches. Structural wall sheathing is recommended. Headers must have at least one trimmer stud under each end. Headers over 5 feet shall have a minimum of two trimmer studs under each end. Headers for openings greater than 8 feet shall be approved by the Building Department. (Consider pre-engineered laminated veneer lumbars for openings greater than 6 feet.)
- 13. Roofs** – Manufactured roof trusses are highly recommended. If solid sawn lumber is used, the size of the rafter is determined by the span and spacing of the rafter. Roof sheathing must be of approved span rated sheathing.
- 14. All residential construction shall meet the minimum requirements of the City of West Fargo Building Code as per Chapter V of the West Fargo City Ordinance.**

The following sheets are only provided as reference to assist you in drafting your plans for your project.



# Residential Building Permit Application

**BUILDING INSPECTIONS**  
 800 4th AVENUE EAST  
 WEST FARGO, ND 58078  
 PHONE: 701-433-5480

Incomplete applications will cause delays in the routing/review and permitting process.

Project Title*:		Office use only:	
Address:			
Project Value:			
Project Description:			
Owner:		Contact Person:	
Address:		Phone:	Fax:
		E-mail:	
Designer:		Contact Person:	
Address:		Phone:	Fax:
		E-mail:	
General Contractor:		Contact Person:	
Address:		Phone:	Fax:
ND Contractor License No.		E-mail:	
Foundation Contractor:		Mechanical Contractor:	
Phone:		Phone:	
E-Mail:		E-Mail:	
ND Contractor License No.		ND Contractor License No.	
Excavator:		Yard Grading Contractor:	
Phone:		Phone:	
Plumbing Contractor:		Electrical Contractor:	
Phone:		Phone:	

Complete back side.

**TYPE OF IMPROVEMENT:**

New Construction  Addition  Remodel  Demolition  Move  Repair  Miscellaneous  Temporary

**PERMIT FOR:**

Single Family Dwelling  Two Family Dwelling (Separate Permit for each Unit)  Townhouse (      Units)  
 Accessory Building  Deck  Residing  Lower Level Finish  
 Other (Please Explain:)

**BUILDING/STRUCTURE SIZE:**

Width      Ft.    Depth      Ft.    Height      Ft.    No. of Stories      Basement Finished  Yes  No  
 Basement Floor Area      SF      Number of Bedrooms  
 Main Floor Area      SF      Number of Bedrooms  
 Second Floor Area      SF      Number of Bedrooms  
 Third Floor Area      SF      Number of Bedrooms  
 Garage Floor Area      SF

# OF UNITS	HVAC EQUIPMENT	SIZE (TONS/BTU's)

**BUILDING LOCATION ON SITE:**

Property Zoning Designation      Property Area      SF  
 North Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
 East Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
 South Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
 West Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way

**REQUIREMENTS FOR CONSTRUCTION IN FLOODPLAIN:**

Is the Building Located in the Special Floodplain Hazard area?  Yes  No (If yes complete the following)  
 Base Flood Elevation      Ft. Flood Protection Elevation      Ft. Letter of Map Revision Issued  Yes  No  
 Acknowledgement Form Submitted  Yes  No

**For Office Use Only**

**Septic Permit Required:**

Yes  No

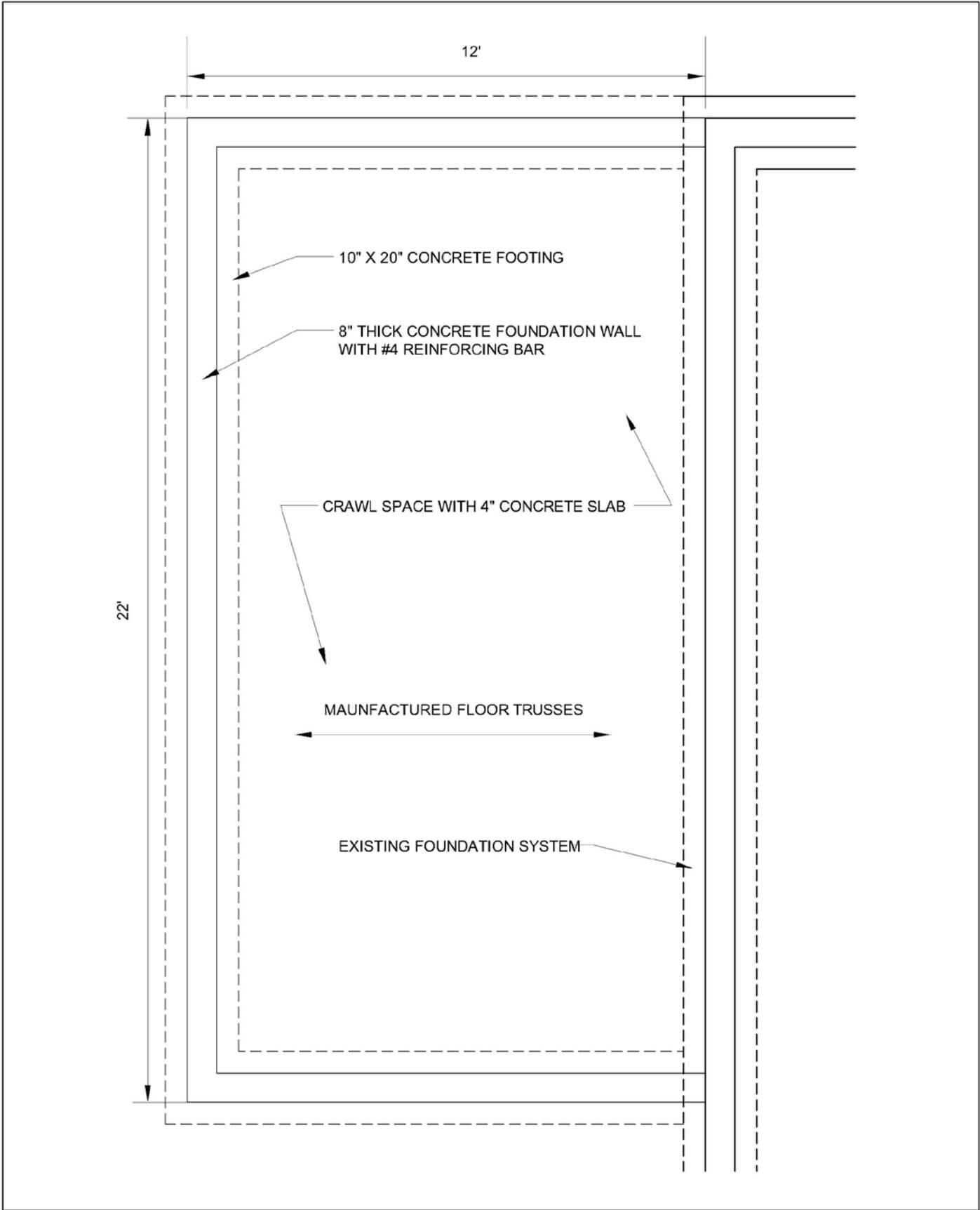
**Planning and Zoning Approval:**

P.U.D.  Yes  No      Conditional Use  Yes  No      Overlay District  Yes  No  
 Date Approved

*I hereby acknowledge that this application is not a Building Permit, nor does it authorize the start of construction.*

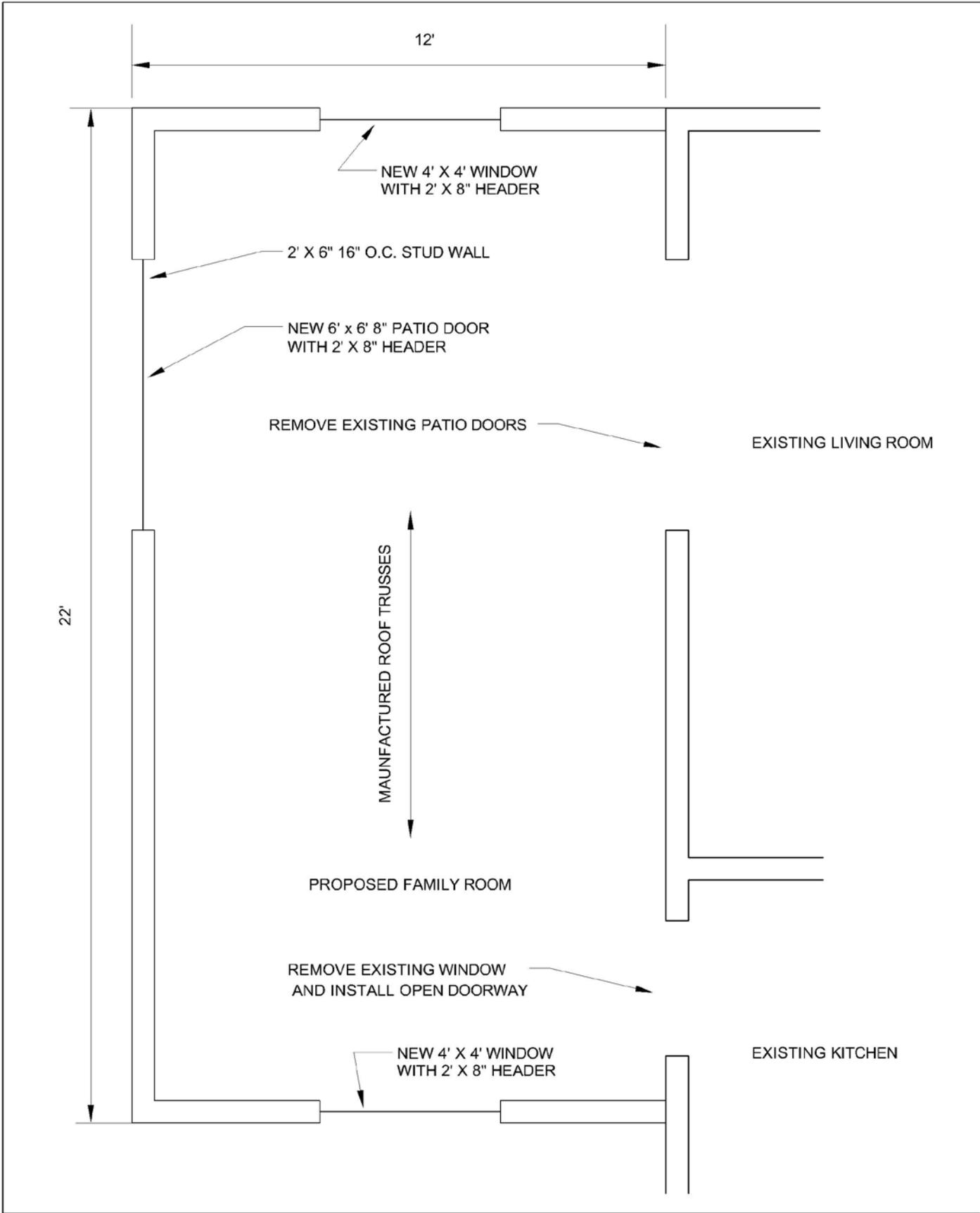
\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date



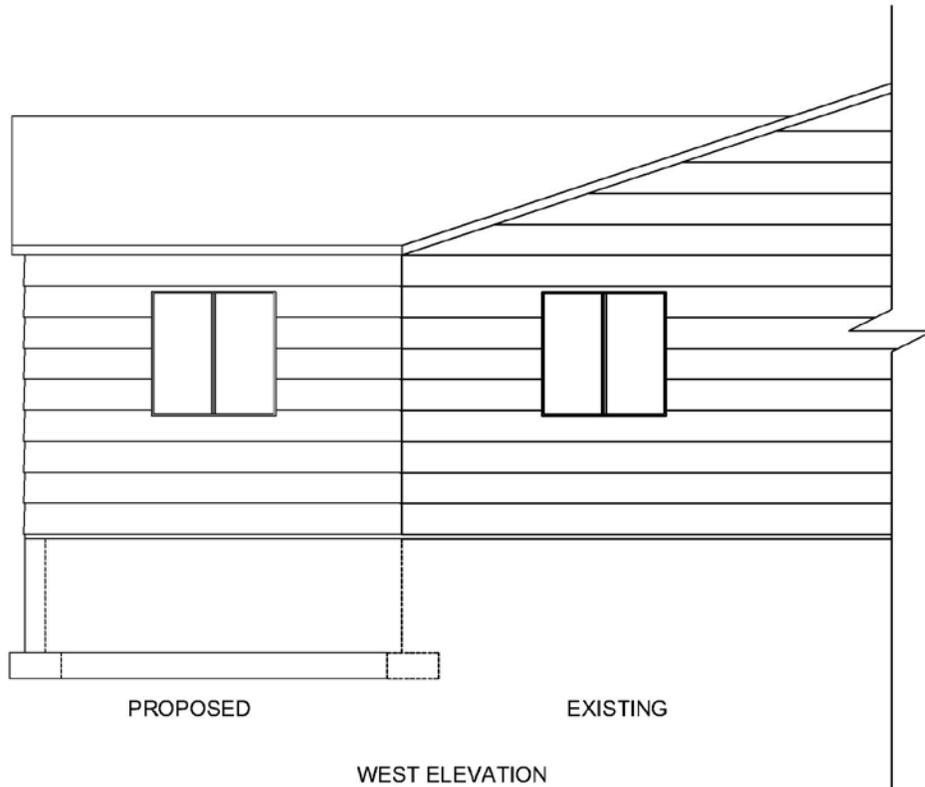
TYPICAL FOUNDATION PLAN

DATE AUG. 2006	REVISED	CH'D BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1



TYPICAL FLOOR PLAN

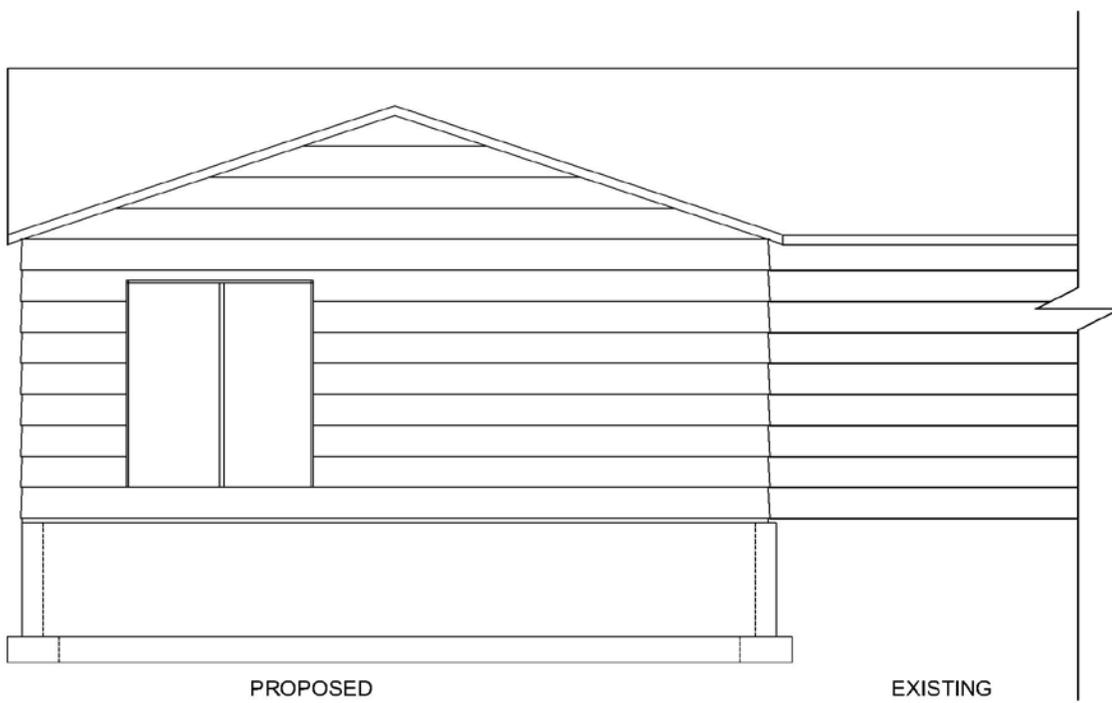
DATE AUG. 2006	REVISED	CHD BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1



PROPOSED

EXISTING

WEST ELEVATION



PROPOSED

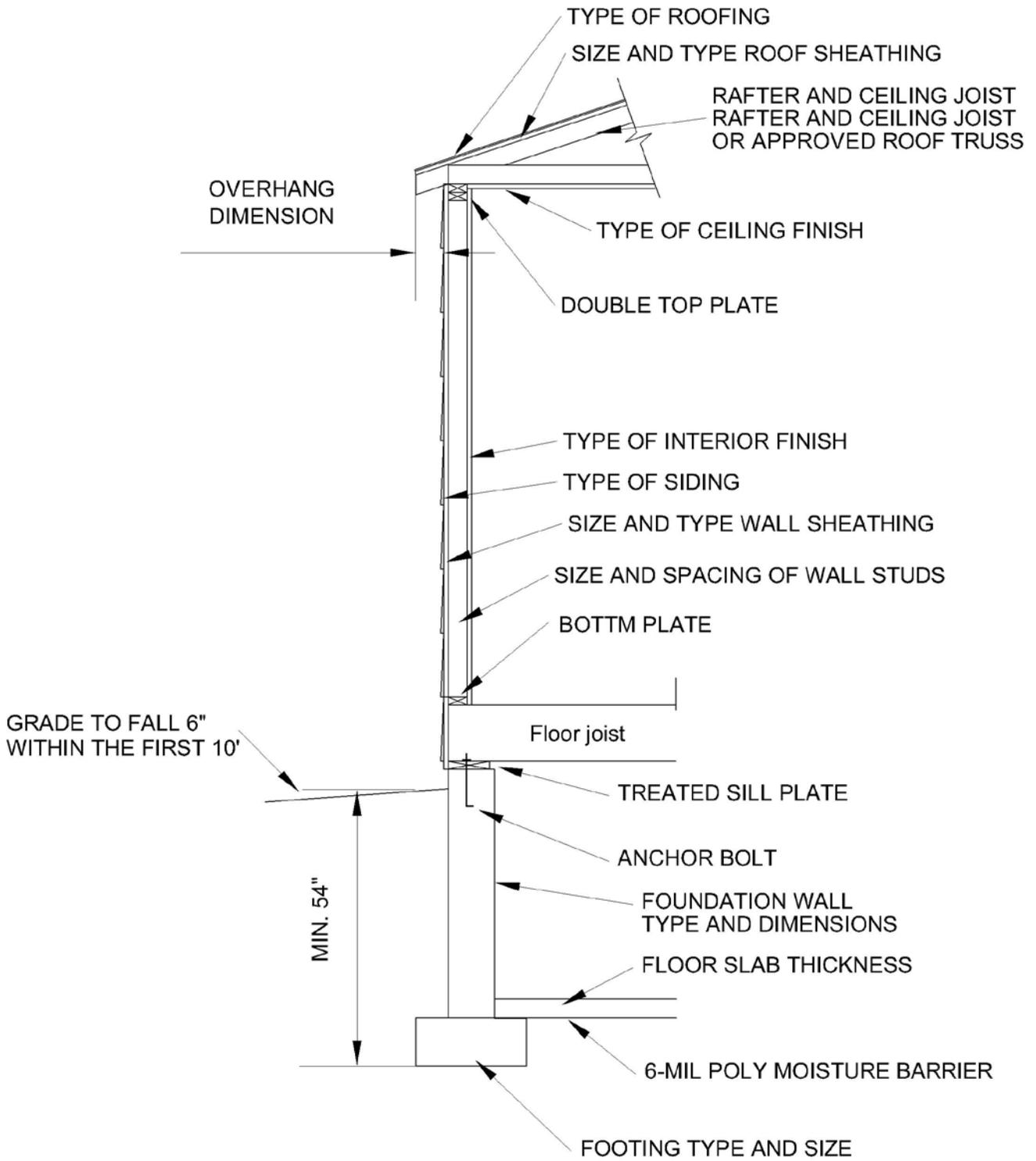
EXISTING

NORTH ELEVATION



TYPICAL ELEVATION PLAN

DATE AUG. 2006	REVISED	CHD BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1



TYPICAL WALL SECTION DETAIL

DATE AUG. 2006	REVISED	CHD BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1