



## **GENERAL BUILDING PERMIT INFORMATION**

### **The Building Inspection Division**

The City of West Fargo helps ensure construction of safe buildings and protects community character through building code regulations and City of West Fargo zoning requirements. The Building Department administers these regulations by issuing permits and conducting inspections. When you as a homeowner decide to build, remodel or change the way you use the home or property, you may need to obtain a permit.

### **When Do I Need a Permit?**

Permits are required for additions, decks, porches, finishing basements, replacing doors & windows of different sizes, interior renovations or repair that include structural modifications, demolition work, accessory structures, swimming pools and re-siding. All HVAC systems require permits, including all gas appliances & equipment, wood stoves, etc. A building permit and/or a zoning permit may be required when a building use is changed.

Separate plumbing and electrical systems permits are required for the installation, alteration, relocation, replacement, or addition to any wiring, piping, or equipment or appliances associated with those systems.

### **A Permit is not needed to:**

Paint a house (interior or exterior), hang wallpaper, replace cabinets and do similar finish work, build 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.

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, contact the West Fargo Building Department at **(701) 433-5480**, 8 a.m. to 5 p.m., Monday – Friday.

### **Why Do I Need Permits?**

The City of West Fargo's building code requires building permits to be obtained before doing certain types of construction for all existing structures and all new residential & commercial construction & remodeling. Building permits allow the city to review all construction projects and ensure that meet the minimum requirements of the West Fargo Building Code and Zoning requirements. A building permit also establishes a record of the construction and remodeling history of your property. Once the permits have been issued the building department will conduct onsite inspections to help ensure compliance the building code.

### **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.

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.

Call the West Fargo Building Department @ **(701) 433-5480**, 8 a.m. to 5 p.m. to arrange for inspection.

### **Where Do I Go To Get My Permits?**

The West Fargo Building Department is located in the West Fargo City Hall building located at 800 4th Avenue East, West Fargo, ND. You may also access building permit information on the City of West Fargo's website: [westfargond.gov](http://westfargond.gov)

### **What Information Should I Provide When Applying for a Permit?**

Information requirements can vary depending upon your specific project. Handouts and checklists are available which describe the information required to submit an application. Homeowners may prepare their own plans; however, the building department may require that a design professional or engineered plans may be necessary to ensure building code compliance. Please Allow adequate time for you or your representative to prepare the plans.

### **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 you apply, if time allows. Most other building permit applications may take up to two Business days to process, however it may take longer if the if the applications and building plans are not complete and accurate.

Applications for permits should be submitted well in advance of your scheduled starting date so that the building department 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) 499-1549. (Josh Wilson)

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

### **Is There a Charge for a Permit?**

There is a charge for permits. Building permit fees are based upon the value of the project (material and labor). Mechanical permits are based upon the type, size and number of appliances being installed.

### **How Can I Get More Information?**

The Building Inspection Division provides various handouts on permit application procedures and requirements. This information is available on the city of West Fargo Website or at the West Fargo Building Department office located at the West Fargo City Hall (800 4<sup>th</sup> Avenue East, West Fargo) between 8 a.m. and 5 p.m. Monday through Friday. Our office number is (701) 433-5480. The building department can mail or email any handouts you will need. The handouts we have include the following:

- Detached accessory structure construction such as garages and sheds
- Deck's
- Building additions
- Remodeling buildings
- Swimming pools
- Fence's