

## COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

[www.billingscountynynd.gov](http://www.billingscountynynd.gov)

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, and associated documents for Building Department review.

NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

### \_\_\_\_\_ 1. **APPLICATION**

Provide a signed permit application with the street address, and property legal description with the subdivision name and lot numbers. The address provided on the application needs to be verified by the County 911 Coordinator. Also include the parcel number. This number can be obtained from <http://mapservices.co.billings.nd.us/>

### \_\_\_\_\_ 2. **SEPTIC APPROVAL**

Provide a copy of the Southwest District Health Unit's approval for the septic system.

### \_\_\_\_\_ 3. **CONTRACTOR LICENSES**

North Dakota Licensed Contractors shall be used for all work and shall be listed on the application. The application must have names and license numbers of all involved subcontractors. Licenses will be verified.

### \_\_\_\_\_ 4. **ZONING APPROVAL**

Provide a copy of zoning approval from the county.

### \_\_\_\_\_ 5. **SITE PLAN**

Provide a site plan showing all property lines with dimensions from the property line to the building. Also show distances between the building on the application and other buildings on site. Also include all setbacks, parking, buffer walls and all Planning Commission conditions.

### \_\_\_\_\_ 6. **BUILDING PLANS**

For all structures, engineering plans and calculations must be stamped, signed and dated by an engineer licensed by the State of North Dakota.

For all buildings, both the building and the foundation must have both the plans and the calculations provided. All four items must be stamped, signed and dated by an engineer licensed by the State of North Dakota.

Provide two sets of all complete plans, and one set of calculations. One of the plan sets may be an electronic copy. Hard copies need to be large enough that the fonts are easily readable. Any copies larger than 11"x17", or with more than 30 sheets need to also be provided in electronic format.

**Building plans should include the following:**

\_\_\_ 6a. **Engineered Structural Plans: Provide plans shall include the following:**

\_\_\_ Roof Plan: Include all beam and joint sizes. If roof trusses are used, provide the truss package from the truss manufacturer (this includes a truss layout plan and individual truss profiles). The truss package needs to be stamped, signed and dated by an engineer licensed by the State of North Dakota. If engineered products are used provide span tables and data from the manufacturer that the members are adequately sized.

\_\_\_ Floor Plans: For upper floor and floors on a crawlspace show all beam and joint sizes. If engineered products are used (floor trusses, glulam beams or laminated veneer lumber etc.) provide span tables, and data from the manufacturer that the members are adequately sized. If floor trusses are used provide the truss package from the truss manufacturer (this include a truss layout plan and individual truss profiles).

\_\_\_ Foundation Plans: Show the width, depth and length of all footings and foundation walls, include the size and spacing of the reinforcing steel.

\_\_\_ Wall construction details.

\_\_\_ Roof and Floor diaphragm construction and connection details.

\_\_\_ Details including how diaphragm connections transfer shears to vertical shear resisting elements

\_\_\_ 6b. **Architectural Floor Plans:**

\_\_\_ 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. Show the location of walls, doors, and windows. Show the usable area for each floor, include covered porches, and roof overhangs.

\_\_\_ Location of area and occupancy fire separations

\_\_\_ Elevations

\_\_\_ Stair details for all interior and exterior stairs

\_\_\_ Handrail and guardrail details

\_\_\_ Wall sections completely labeled and detailed

\_\_\_ Roofing and roof drainage plan

\_\_\_ Disabled access provisions including details for ramps, areas of refuge, bathrooms, maneuvering clearances, etc.

\_\_\_ 6c. **Mechanical Plans:**

\_\_\_ Include the location of appliances and furnaces. Indicate if items are electric, fuel or gas supplied.

\_\_\_ Fire sprinkler locations and riser diagrams

\_\_\_ Fire sprinkler shop drawings

\_\_\_ Plumbing fixture locations and riser diagrams

\_\_\_ Mechanical plans including smoke and fire damper locations

\_\_\_ 6d. **Electrical Plans:**

\_\_\_ Exit signage

\_\_\_ Emergency lighting plan

\_\_\_\_\_ 7. **STRUCTURAL CALCULATIONS**

\_\_\_\_\_ Engineer's stamp, date and signature

\_\_\_\_\_ Design criteria is per the county website

\_\_\_\_\_ Design is per 2012 IBC

\_\_\_\_\_ Geotechnical report is provided if allowable soil bearing pressure is assumed higher than 1500 psf

\_\_\_\_\_ 8. **MATERIAL SPECIFICATIONS**

Specifications are called out on the drawing notes or in a separate document.

\_\_\_\_\_ 9. **MATERIAL SAFETY DATA SHEETS**

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

Provide two sets of all documentation. One set may be an electronic copy. Hard copies need to be large enough that the fonts are easily readable. Any copies larger than 11"x17", or with more than 30 sheets need to also be provided in electronic format.

Note: Additional information may be requested as the county 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

*Billings County Courthouse*  
*495 4<sup>th</sup> St.*  
*PO Box 247*  
*Medora, ND 58645*  
**Building Department & Inspections**  
**Phone 701-260-5373**

Permit No: \_\_\_\_\_