

COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

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 4th St.
PO Box 247
Medora, ND 58645*

**Building Department * Phone 701-842-2120
Inspection Hotline * 701-842-2444**

Permit No: _____