

## RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

### SUBMITTAL INFORMATION / PLANS REQUIRED

- \_\_\_\_\_ 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. **ENGINEERING** Engineering is required unless home is of conventional light-frame construction (2x wood construction). Plans and calculations must be stamped, signed and dated by an engineer licensed by the State of North Dakota. Note: pole barns used as residential garages will require engineering wind load analysis on walls that are more than 10 feet high.
- \_\_\_\_\_ 4. **CONTRACTOR LICENSES** North Dakota Licensed Contractors shall be used for all work and shall be listed on the application form and permit unless the owner, who will occupy the building, is acting as the general contractor. Owner builders must use licensed subcontractors. Application must have names and license numbers of all involved subcontractors. Licenses will be verified.
- \_\_\_\_\_ 5. **ZONING APPROVAL** Provide a copy of zoning approval from Billings County.
- \_\_\_\_\_ 6. **SITE PLAN** Provide 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.
- \_\_\_\_\_ 7. **BUILDING PLANS** Provide two sets of complete plans and one set of calculations (if required in item 3). 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:
  - \_\_\_\_\_ **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 Framing 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.
  - \_\_\_\_\_ **Foundation Plans:** Show the width depth and length of all footings and foundation walls, include the size and spacing of the reinforcing steel.
  - \_\_\_\_\_ **Floor Plans:** Show the location of walls, doors, and windows; also include the location of appliances and furnaces. Indicate if items are electric, fuel or gas supplied. Show the livable area for each floor, the garage, covered porches, and patios.
- \_\_\_\_\_ 8. Remodels require a verifiable project valuation amount. This amount is to include time and materials.

My signature below indicates I have carefully reviewed the submitted plans 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 \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No: \_\_\_\_\_