

**COMMERCIAL PLAN SUBMITTAL REQUIREMENTS  
BUILDINGS 5,000 SQ.FT. & LARGER**

Name of Applicant \_\_\_\_\_

Building Address \_\_\_\_\_

Phone # \_\_\_\_\_ Permit Application # \_\_\_\_\_

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, deposit, 4 sets of plans and associated documents for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

**COMMUNITY DEVELOPMENT ACCEPTANCE FOR REVIEW**

\_\_\_ Project must have Planning Commission approval or be scheduled for final approval on the next available Planning Commission agenda

**\*Plan Review Deposit for Multi Family and Commercial** (will be credited toward permit fee)

- \_\_\_ 0 to 4,999 Square feet-----\$1000.00
- \_\_\_ 5000, to 9,999 square Feet-----\$2,000.00
- \_\_\_ 10,000 square feet and larger-----\$3,500.00

**THE BUILDING PERMIT APPLICATION**

- \_\_\_ Architect's and Engineer's name and phone number
- \_\_\_ Contractor's name, phone number, address and contractor state license numbers for:
  - \_\_\_ General Contractor
  - \_\_\_ Electrical Contractor
  - \_\_\_ Plumbing Contractor
  - \_\_\_ Mechanical Contractor
- \_\_\_ Signature of Owner, Contractor or Authorized Agent with date signed

**SITE PLANS (4 copies)**

- \_\_\_ Detailed site plan indicating all setbacks, parking, buffer walls and all Planning Commissions conditions
- \_\_\_ Storm drainage plan (include stamped engineer's calculations for on-site detention and retention and total site impervious area)
- \_\_\_ Site utility plan with: Sewer and water line sizes, materials and locations; water meter size and location; fire line and fire hydrant locations
- \_\_\_ Formal landscape and irrigation plans

**BUILDING PLANS (4 Copies)**

- \_\_\_ North Dakota State registered architect's and engineer's stamps, signatures and dates should be on pages for which each design professional is responsible and a wet stamp is required on at least the cover or title sheets.
- \_\_\_ Code analysis summary 2009 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 (1/8" scale or larger)
- \_\_\_ Location of area and occupancy fire separations
- \_\_\_ Elevations
- \_\_\_ Door and hardware schedules
- \_\_\_ Window schedule
- \_\_\_ Room finish schedule
- \_\_\_ Stair details for all interior and exterior stairs
- \_\_\_ Handrail and guardrail details
- \_\_\_ Wall sections completely labeled and detailed
- \_\_\_ Roofing and roof drainage plan
- \_\_\_ Structural drawings
- \_\_\_ Footing and foundation plan
- \_\_\_ Wall construction
- \_\_\_ Floor framing plans
- \_\_\_ Roof framing plans
- \_\_\_ Details including how diaphragm connections transfer shears to vertical shear resisting elements
- \_\_\_ Special Inspection Requirements
- \_\_\_ Disabled access provisions including details for ramps, areas of refuge, bathrooms, maneuvering clearances, etc.

**ELECTRICAL PLANS (4 Copies)**

- \_\_\_ Lighting and power plans
- \_\_\_ Exit signage
- \_\_\_ Emergency lighting plan

**MECHANICAL PLANS (4 Copies)**

- \_\_\_ Mechanical engineer's stamp, signature and date
- \_\_\_ Plumbing fixture locations and riser diagrams
- \_\_\_ Mechanical plans including smoke and fire damper locations
- \_\_\_ Mechanical equipment schedules and efficiency ratings

**STRUCTURAL CALCULATIONS (2 Copies)**

- \_\_\_ Engineer's stamp, signature and date
- \_\_\_ Design criteria
- \_\_\_ 2009 International Building Code
- \_\_\_ 90 mph wind speed (3 second gust); exposure C
- \_\_\_ Seismic Design Category E (Use group III-Category F) or per soils report
- \_\_\_ 43 psf ground snow load (=30 psf roof); use ASCE 7 Section 7.7 for drifting
- \_\_\_ Soils report
- \_\_\_ Complete lateral analysis

**MATERIAL SPECIFICATIONS (2 Copy)**

- \_\_\_ Specifications

**MATERIAL SAFETY DATA SHEETS (2 Copy)**

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

**BUILDING ENERGY ANALYSIS (1 Copy)**

- \_\_\_ Energy analysis and Certification indicating compliance 2009 IECC ANSI/ASHRAE/IESNA 90.1-2007 with copy of printout (COMcheck-EZ acceptable)



Seal