

**RESIDENTIAL PLAN SUBMITTAL**

**SUBMITTAL INFORMATION / PLANS REQUIRED**

- \_\_\_\_\_ 1. 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 GIS Coordinator. Also include the parcel number.
- \_\_\_\_\_ 2. Provide a copy of approval for the septic system.
- \_\_\_\_\_ 3. Engineering is required unless structure is of conventional frame construction (2x wood construction meeting the Residential Building Code guidelines). Plans and calculations must be stamped, signed and dated by an engineer licensed by the State of North Dakota.
- \_\_\_\_\_ 4. 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. Provide a copy of zoning approval from Billings County. Billings County Zoning Administrator may sign in the space provided on application if no special zoning permit (CUP/SUP/Variance/Rezone, etc.) is required.
- \_\_\_\_\_ 6. 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. Site or Plot Plan scale shall be 1" = 20' or larger.
- \_\_\_\_\_ 7. 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. Plans 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 drawn by non-professionals should be drawn using Google Sketch-Up (free to download) or can be drawn on pre-printed graph paper and must be drawn to scale. A suggested scale of 1/4" = 1' shall be used for all foundation details, floor plans, framing details and elevations. Special details shall be no smaller than 1/2" = 1'-0". All 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 or fuel-gas supplied. Show the livable area for each floor level, the garage, covered porches, and patios.
  - \_\_\_\_\_ Res-Check: Include an approved Res-Check application. Res-Check application can be found at [energycodes.gov](http://energycodes.gov)
- \_\_\_\_\_ 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: \_\_\_\_\_