



City of Bismarck
Community Development Department
Building Inspections Division
Phone: 701-355-1465 * FAX: 701-220-6450 * TDD: 711
PO Box 5503 * Bismarck, ND 58506-5503
buildinginspections@bismarcknd.gov

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RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

This document outlines the minimum information required on plan submittals for residential single-family dwelling, rowhouse, townhouse, or two-family dwelling construction projects located within the City of Bismarck and Bismarck Extra Territorial Area (ETA).

APPLICATION DOCUMENTS

All application documents should be submitted with the original permit application. Failure to upload required documents may result in a delay in processing your permit.

- Energy Code Compliance:
 - A [Residential Energy Efficiency Certification of Compliance](#) form. Completed forms must show compliance with the adopted International Energy Conservation Code.
- Utility Service Agreement
 - A [Residential Utility Service Agreement](#) is required for all new construction within the municipal city limits. Completed forms must be signed to show an understanding of the City Public Works department policy on billing and water usage.
- Elevation Certificate:
 - Properties located in a Special Flood Hazard Area (SFHA) or in an area removed from the SFHA by a Letter of Map Revision (LOMR) must have an elevation certificate submitted with each building permit application. In addition, an as-built elevation certificate must be prior to the final building inspection.

CONSTRUCTION DOCUMENTS:

A complete set of plans must be provided with each building permit application. Plans must be appropriately scaled and must include the following information:

- Foundation Plans:
 - Footing and foundation dimensions, cross sections including the size and spacing of reinforcement, and height of unbalanced backfill.
 - Engineered design is required for foundation walls greater than ten (10') feet in height and supporting unbalanced backfill.
- Floor Plans:
 - Identify the use of all spaces and provide the location of all doors, windows, stairs, plumbing fixtures, built-ins, appliances, and any other relevant information.
 - Identify the square footage of all finished/unfinished areas, covered/uncovered decks, and covered/uncovered patio or entry.
- Elevation Plans:
 - Elevations of all sides of the proposed structure including the location of windows, doors, deck, patio, and location of proposed adjacent grade plane.
 - Cross sections, wall sections, and detail sections describing the building construction including depth of footing below finished grade.
- Framing Plans:
 - Engineered truss layout showing the placement of floor and roof trusses, location of glu-lams, girder trusses, bearing walls, columns, and posts. (A complete set of truss design drawings must be submitted with building permit application or remain on the job site and be available to the building inspector at the time of inspection.)
 - Location of fire-resistant rated construction including cross section and details of all fire-resistance rated assemblies.

LOT SURVEY:

A detailed lot survey exhibit must be submitted with each application for new construction and addition to an existing structure. Lot survey exhibits must include the following information:

- General information:
 - Name of Property owner or Builder
 - Street address and legal description (Subdivision, Lot, and Block) of the development site
 - North direction indicator and scale
 - Date survey was prepared with surveyor's seal and signature
- Property Information:
 - Location and dimensions of all surveyed property boundary pins
 - Lot dimensions and area in square feet
 - Dimension, location, and description of all easements
 - Location and dimensions of driveway, road approach, non-access lines, and street names
 - Location and dimensions of proposed and existing structures (Delineate proposed construction from existing)
 - Floodplain and floodway boundary lines; if applicable
 - Actual and required building setbacks
 - Location of light poles, junction boxes, hydrants, storm inlets, and utility boxes in the right of way
- Properties located in the City of Bismarck ETA:
 - The location of septic tank, drain field, well, public water service, and significant topographical features must be identified for properties located in the City of Bismarck ETA

ADDITIONAL REQUIRED PERMITS, APPLICATIONS AND REVIEWS:

Road Approach Permit: The County Engineer is responsible for issuing road approach permits for properties located outside city limits within the City of Bismarck extra territorial area (ETA). A copy of an approved road approach permit must be submitted to the Bismarck Building Inspections Division with each residential permit application for a project located within the ETA. Building permits will not be issued without an approved road approach permit. Please contact the Burleigh County Highway Department at 701-204-7748 if you have questions about the road approach permit process.

Special Flood Hazard Area Review: A [Floodplain Development Application](#) and supporting documentation must be submitted to the Floodplain Administrator before construction or development begins within any special flood hazard area. Please contact the Floodplain Administrator at 701-355-1467 if you have questions about the floodplain development application process.

Site Plan Review: A site plan must be approved by the City of Bismarck Engineering Department before a building permit can be issued for the construction of a two-family dwelling, rowhouse, or townhouse located in the City of Bismarck. Please contact the City of Bismarck Planning Division at 701-355-1840 if you have questions about the site plan application and review process.

Erosion and Sediment Control Permit (ESC): A detailed erosion and sediment control plan must be submitted to the Public Works Department. The erosion and sediment control plan must include locations and dimensions of all proposed land disturbing activities by phases, locations of all stockpile areas, locations and description of all best management practices (BMP), and a maintenance schedule for all BMP. Any contractor that performs land disturbance within Bismarck city limits must obtain an ESC permit from the Storm Water Division of the City of Bismarck. Please contact the Public Works Department at 701-355-1700 if you have questions about the erosion and sediment control permit process.