



# Residential Plan Routing Information

**BUILDING DEPARTMENT**  
Midwest Inspection Services  
310 1<sup>st</sup> Ave SE  
MAPLETON, ND 58059  
PHONE: 701-532-1078  
FAX: 701-532-1608

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The building Inspection's department receives and issues all applications for building permits for the City of Mapleton. The plan holder must provide the following information as listed below. Failure to provide complete, sufficient and correct documentation may result delays to your project.

## **General Permit Application Requirements:**

- ❖ Name, address and telephone number of person making application.
- ❖ Name, address and telephone number of person owning the property.
- ❖ Name, address and telephone number of Contractor, Designer and all subcontractors.
- ❖ Job description must indicate the entire scope of work to be completed (levels to be finished or unfinished, etc.)

## **Required Documents:**

Provide a total of 2 sets of clearly marked plans with the following contents or digital PDF copy:

1. Residential Building Permit Application
2. One complete set of engineered truss spec sheets.
3. (2) Copies of site plan to include: address, lot, block & addition, any and all easements & driveways. **Area wells must be shown on the site plan.**
4. (2) Copies of construction drawings that include: elevations, dimensioned floor plans for all levels, foundation plan, cross section detail showing materials being used and insulation R-values.
5. Tall walls and braced wall lines are to be labeled and also a garage portal wall framing detail should be shown.
6. Professional engineered designs may be required if the plan review indicates the structure or parts thereof exceed the requirements of the Building Code (IRC & IBC)
7. If engineered designs are required they must have the original wet stamp signature of the design professional on them.
8. All construction drawings must be to a minimum 1/8" scale.

**You will receive an email copy of the building permit invoice or phone confirmation that the permit is complete and ready to be picked up. All permits are to be paid for, signed and picked up prior to any concrete being placed on site.**

Email completed applications to [midwestinspectionsservicesnd@gmail.com](mailto:midwestinspectionsservicesnd@gmail.com)



# Residential Building Permit Application

**BUILDING INSPECTIONS**  
 Midwest Inspection Services  
 310 1<sup>st</sup> Avenue SE  
 Mapleton, ND 58059  
 Phone: 701-532-1078  
 Fax: 701-532-1608

Please email completed applications to: [midwestinspectionsservicesnd@gmail.com](mailto:midwestinspectionsservicesnd@gmail.com)  
 Incomplete applications will cause delays in the routing/review and permitting process.

Project Title*:	Office use only:
Address:	
Project Value:	
Project Description:	
Owner:  Address:	Contact Person:  Phone: <span style="float: right;">Fax:</span>  E-mail:
Designer:  Address:	Contact Person:  Phone: <span style="float: right;">Fax:</span>  E-mail:
General Contractor:  Address:  ND Contractor License No.	Contact Person:  Phone: <span style="float: right;">Fax:</span>  E-mail:
Foundation Contractor:  Phone: E-Mail: ND Contractor License No.	Mechanical Contractor:  Phone: E-Mail: ND Contractor License No.
Excavator:  Phone:	Yard Grading Contractor:  Phone:
Plumbing Contractor:  Phone:	Electrical Contractor:  Phone:

**TYPE OF IMPROVEMENT:**

New Construction  Addition  Remodel  Demolition  Move  Repair  Miscellaneous  Temporary

**PERMIT FOR:**

Single Family Dwelling  Two Family Dwelling (Separate Permit for each Unit)  Townhouse (      Units)  
 Accessory Building  Deck  Residing  Lower Level Finish  
 Other (Please Explain:      )

**BUILDING/STRUCTURE SIZE:**

Width      Ft.    Depth      Ft.    Height      Ft.    No. of Stories      Basement Finished  Yes  No  
Basement Floor Area      SF      Number of Bedrooms  
Main Floor Area      SF      Number of Bedrooms  
Second Floor Area      SF      Number of Bedrooms  
Third Floor Area      SF      Number of Bedrooms  
Garage Floor Area      SF

# of Units	HVAC EQUIPMENT	TON'S/BTU's

**BUILDING LOCATION ON SITE:**

Property Zoning Designation      Property Area      SF  
North Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
East Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
South Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
West Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way

**REQUIREMENTS FOR CONSTRUCTION IN FLOODPLAIN:**

Is the Building Located in the Special Floodplain Hazard area?  Yes  No (If yes complete the following)  
Base Flood Elevation      Ft. Flood Protection Elevation      Ft. Letter of Map Revision Issued  Yes  No  
Acknowledgement Form Submitted  Yes  No

**For Office Use Only**

**Septic Permit Required:**

Yes  No

**Planning and Zoning Approval:**

P.U.D.  Yes  No      Conditional Use  Yes  No      Overlay District  Yes  No  
Date Approved

*I hereby acknowledge that this application is not a Building Permit, nor does it authorize the start of construction. If you do not wish to electronically sign please print and sign application before submittal*

\_\_\_\_\_  
Signature of Applicant      Date