



Commercial Application Submittal Requirements

Building Permit and Inspections
215 Park Drive East
PO BOX 99
Horace, ND 58047
701-492-2972

Application Process

1. **Pre-Application** – It is recommended that the Community Development Department is contacted to start the conceptual design process. Some designs may also require additional information or a public hearing, which can often be identified during this step.
2. **New Project Submittal** – The Building Permits and Inspections Department will receive the application and route plans to the reviewing departments listed below.
3. **Technical Reviews** – Each reviewing department reviews specific items in the submittal. Review comments are compiled and returned to the permit applicant.
4. **Review Response** – The applicant’s team modifies the design to address the comments received by from the reviewing departments. The revisions are resubmitted through the inspection department.
5. **Resubmittal Review** – Reviewing departments will review the resubmittal and comments again or approve the plan. If there are additional comments, the plan returns to Step 2, new project submittal. The Building Permits and Inspections Department must receive departmental approval before a building can be issued.
6. **Permitting** – The Building Permits and Inspections Department will send the applicant notice of review approval and provide information to complete the permit issuance.

Reviewing Departments

- Building Permits and Inspections Department
 - 215 Park Drive East
 - Keith Asheim – 701-492-2972
- Community Development Department (Zoning)
 - 215 Park Drive East
 - Jace Hellman – 701-492-2972
- Engineering Department
 - 215 Park Drive East
 - Joel Luing – 701-492-2972
- Rural Fire Protection District
 - Sothern Valley Fire & Rescue
 - 413 Main Avenue
 - Office - 701-282-8800

Other Jurisdictions Having Authority*

** Not included in this review*

- North Dakota State Electrical Board
 - Josh Wilson – 701-400-1549
- North Dakota State Board of Plumbing
 - Dean Staska – 701-799-1555
- Fargo Cass Public Health
 - Environmental Health – 701-476-6729
- North Dakota Environmental Health
 - Food & Lodging – 701-328-1291
- The Boiler Inspection Program (North Dakota)
 - Phone – 701-328-9609
- North Dakota Public Accommodations and Commercial Facilities (ADA)
 - Ben Faul – 701-328-5316

Submittal Requirements

The plan holder must provide the following information as listed below. Failure on your part to provide completed, sufficient and correct documentation may result in delays to your project.

- Number of plans to include with SmartGov Application:
Requirements (as applicable)
(1-PDF) – Architectural
(1-PDF) – Landscape
(1-PDF) – Civil
(1-PDF) – Structural
(1-PDF) – Mechanical
(1-PDF) – Special Inspections Summary
(1-PDF) – ADA Conformance Statement (copy of)
(1-PDF) – Storm Water Management Permit Application (copy of)



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Required professional design for new building projects if:

- Complexity warrants by the estimation of the reviewer.
- Project is more than two stories inclusive of basement, and with consideration given for the presence of a mezzanine.
- Project includes group A, E, I or H occupancy.
- Project is 10,000 square feet or more and is not classified as a group S or U.
- Project valuation is \$250,000 or more.

Required professional design for projects involving remodeling or additions if:

- Complexity warrants by the estimation of the reviewer.
- The International Existing Building Code is utilized.
- The existing building or addition is over two (2) stories.
- Project includes group A, E, I or H occupancy.
- Value of the project is \$250,000 or more or exceeds 50% of the Cass County Assessor's market value of the existing structure.

Items required for a plan submittal:

- Provide One completed Application ([Link to Public Application Site: ci-horace-nd.smartgovcommunity.com](https://ci-horace-nd.smartgovcommunity.com))
- Title sheet and index including a Code Summary and Land Use Summary.
- Civil Site plan showing dimensioned location of building to all property lines and to all existing buildings on the property, as well as width of any streets, access roadways, or easements bordering the property. These are to include a site plan showing paving and grading plans, utility plans, landscape plans, parking lot plans, storm water management plan, and snow removal plan. (i.e., hydrants, storm inlets, water & sewer service, etc.)
- Fire and life safety plan along with an egress and exiting plan showing graphically or by legend the occupant load, exit path, location, and rating of building elements such as fire walls, fire barriers, fire partitions, fire-resistive corridors, smoke barriers, stair enclosures, shaft enclosures, and horizontal exits.
- Foundation plans and details.
- Dimensioned floor plans for all floors.
- Wall elevations of all exterior walls including adjacent ground elevation.
- Sections and details of walls, floors, and roof, showing dimensions, and materials.
- Structural plans and elevations showing size and location of all members, truss designs showing all connection details, and stress calculations.
- Room finish schedule showing finishes for walls, ceilings and floors in all rooms, stairways, hallways, and corridors.
- Kitchen Plans, these include equipment layout, schedules, specifications, and cut sheets.
- Door schedule showing material, size, thickness, and fire-resistive rating for all doors.
- Electrical plans, diagrams, details and grounding of service entrance and power or lighting information required for energy conservation.
- Plumbing plans showing location of fixtures, risers, drains, and piping isometrics.
- Mechanical plans showing location and size of ductwork, equipment, fire dampers, smoke dampers, and equipment schedules showing capacity.
- Fire protection plans showing type of system, location of sprinkler heads, standpipes, hose connections, fire pump, riser, and hanger details.
- Colored exterior rendering and future phasing plans. (if required)

In addition to the following requirements, other requirements may be requested by each reviewing department. Please address the concerns of each of the respective reviewing departments.