

When Professional Design is required for **New Buildings**:

1. Project includes Group A-E-I-H occupancies or R occupancy not built under IRC.
2. Project is 10,000 sq. ft. or more and not Group S or U occupancy or
3. Project is more than two (2) stories – inclusive of basement and with consideration given for the presence of a mezzanine or
4. Project may warrant a professional design as determined by the Building department.

When Professional Design is required in **Remodeling or Additions built onto existing building**:

1. Existing building or addition is over two (2) stories or
2. Project includes Group A-E-I-H occupancies or
3. Change of occupancy (or different occupancy is added) or
4. Project value is over \$250,000 except in R-3 or U occupancy or
5. Any Project over \$10,000.00 may or may not warrant a professional design as determined by the Building department.

Please use this checklist to ensure that all necessary information is included.

- Plans submitted that were prepared by a design professional (Architect or Engineer) must have an original wet stamp signature of the North Dakota designer.
- Title sheet and index including a Code Summary
- Civil Site plan showing dimensional 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, i.e. hydrants, storm inlets, 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 and basement 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, 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 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.