



## BUILDING DEPARTMENT

800 4th Avenue East  
WEST FARGO, ND 58078  
PHONE: 701-515-5390

### GUIDELINE FOR BUILDING ACCESSORY USE STRUCTURES

This handout is a guide only and does not contain all the requirements of the City of West Fargo Building Code or City Ordinance

**Building Permits** are required for all accessory use structures over 120 square feet in area. Examples of accessory use structures are, but not limited to, detached garages, tool and storage sheds, playhouses and gazebos.

**Building Permit Fees** are based on the valuation of the construction project; this includes the materials and labor. If you will be doing the work yourself an estimate of labor cost shall be determined and included with the cost of materials.

#### **General Building 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, architect/designer and all subcontractors.
- Job cost
- Job description must indicate the entire scope of work to be completed (levels to be finished or unfinished, etc.)

#### **Plans Required:**

- Provide a total of 2 sets of bound and clearly marked plans with the following contents:
- Residential Building Permit Application.
- Approval letters if required by area developers.
- One complete set of engineered truss specs and layout details.
- (2) Copies of site plan to include lot & block description, all easements and must show all structures as they sit on the lot and the actual dimensions from property lines to the structures.
- (2) Copies construction drawings to include: elevations, dimensioned floor plans for all levels, section detail of wall, roof, foundation (size of footings, walls & rebar size & spacing) & materials being used. **(All construction drawings must be to a minimum 1/8" scale and 11x17 sized paper.)**
- Professional engineered designs may be required if the plan review indicates structure or parts thereof exceed the requirements of the Building Code (IRC & IBC).
- If engineered designs are required, they must have the original wet stamp signature of the design professional.

#### **REQUIRED INSPECTIONS**

1. **Site/Footing** – to approve accessory structure location and footing prior to pouring concrete.
2. **Foundation wall** – to approve rebar placement prior to pouring concrete.
3. **Framing** – after completion of structural frame, sheathing and roof to the building frame, and prior to covering the structural frame. All Electrical, HVAC, and Plumbing shall be installed and inspected before calling for framing inspection.
4. **Final** – when addition is completed and prior to occupying.

It shall be the responsibility of the permit holder to notify the Building Department when work is ready to be inspected. No work shall commence until the inspection is complete and approved.

Allow 1-2 business days for review of your plans; you will be contacted when your plans have been approved. Any omissions in the application and/or plans will result in a delay of the approval.

## **BUILDING CONSTRUCTION GUIDELINES**

- 1. Setbacks** – Included with this guideline is Zoning Information with setback requirements for accessory structures. For accessory use structures only, the rear yard shall be considered that area between the back part of the dwelling and the rear property line. Consideration should be taken in placement of the accessory structure if future expansion of the dwelling into the rear yard is a possibility. The setback requirements for accessory structures in front and side yards shall be the same as for the dwelling.
- 2. Building Size** – The maximum area for an accessory use structure is 1000 square feet. The maximum height for an accessory use structure is 15 feet from grade to the highest part of the roof. Larger accessory use structures may be conditionally permitted in some residential zoning districts.
- 3. Foundation** – The foundation may be a concrete slab with turned-down footings or decay resistant wood. Concrete having a 3500 pound strength and air entrainment should be specified. Concrete slabs must be a minimum thickness of 3 ½ inches. The perimeter of the slab shall be 12 inches thick for an 8 inch to 12 inch width. Within the thickened perimeter of the slab, two #4 rebar should be installed to be continuous around the perimeter. If the slab rests on fill, it should be reinforced with #4 rebar 2 feet on center or 6inch X 6 inch welded wire mesh. All Accessory structures must be anchored into the ground a minimum of 12”.
- 4. Walls** - Bottom plate shall be of at least the same width as the wall studs. Wall studs shall be a minimum 2 X 4 and space maximum 24 inches on center, with three wall studs at each exterior corner. Wall studs shall be capped with double top plates overlapped at corners and end joints offset at least 24 inches. Structural wall sheathing is recommended. Headers must have at least one trimmer stud under each end. Headers over 5 feet shall have a minimum of two trimmer studs under each end. Headers for openings greater than 8 feet shall be approved by the Building Department. (Consider pre-engineered laminated veneer lumbers for openings greater than 6 feet.)
- 5. Roofs** – Manufactured roof trusses are highly recommended. If hand framed rafters are used, the size of the rafter is determined by the span and spacing of the rafter. Lumber used in construction of rafters must be at least 2 X 4 in dimension. Roof sheathing must be of approved span rated sheathing.

**All residential construction shall meet the minimum requirements of the City of West Fargo Building Code as per Chapter V of the West Fargo City Ordinance.**

The following sheets are only provided as reference to assist you in drafting your plans for your project.



# Residential Building Permit Application

**BUILDING INSPECTIONS**  
 800 4th AVENUE EAST  
 WEST FARGO, ND 58078  
 PHONE: 701-515-5390

Incomplete applications will cause delays in the routing/review and permitting process.

Project Title*:		Office use only:	
Address:			
Project Value:			
Project Description:			
Owner:		Contact Person:	
Address:		Phone:	Fax:
		E-mail:	
Designer:		Contact Person:	
Address:		Phone:	Fax:
		E-mail:	
General Contractor:		Contact Person:	
Address:		Phone:	Fax:
ND Contractor License No.		E-mail:	
Foundation Contractor:		Mechanical Contractor:	
Phone:		Phone:	
E-Mail:		E-Mail:	
ND Contractor License No.		ND Contractor License No.	
Excavator:		Yard Grading Contractor:	
Phone:		Phone:	
Plumbing Contractor:		Electrical Contractor:	
Phone:		Phone:	

Complete back side.

**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	SIZE (TONS/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:**

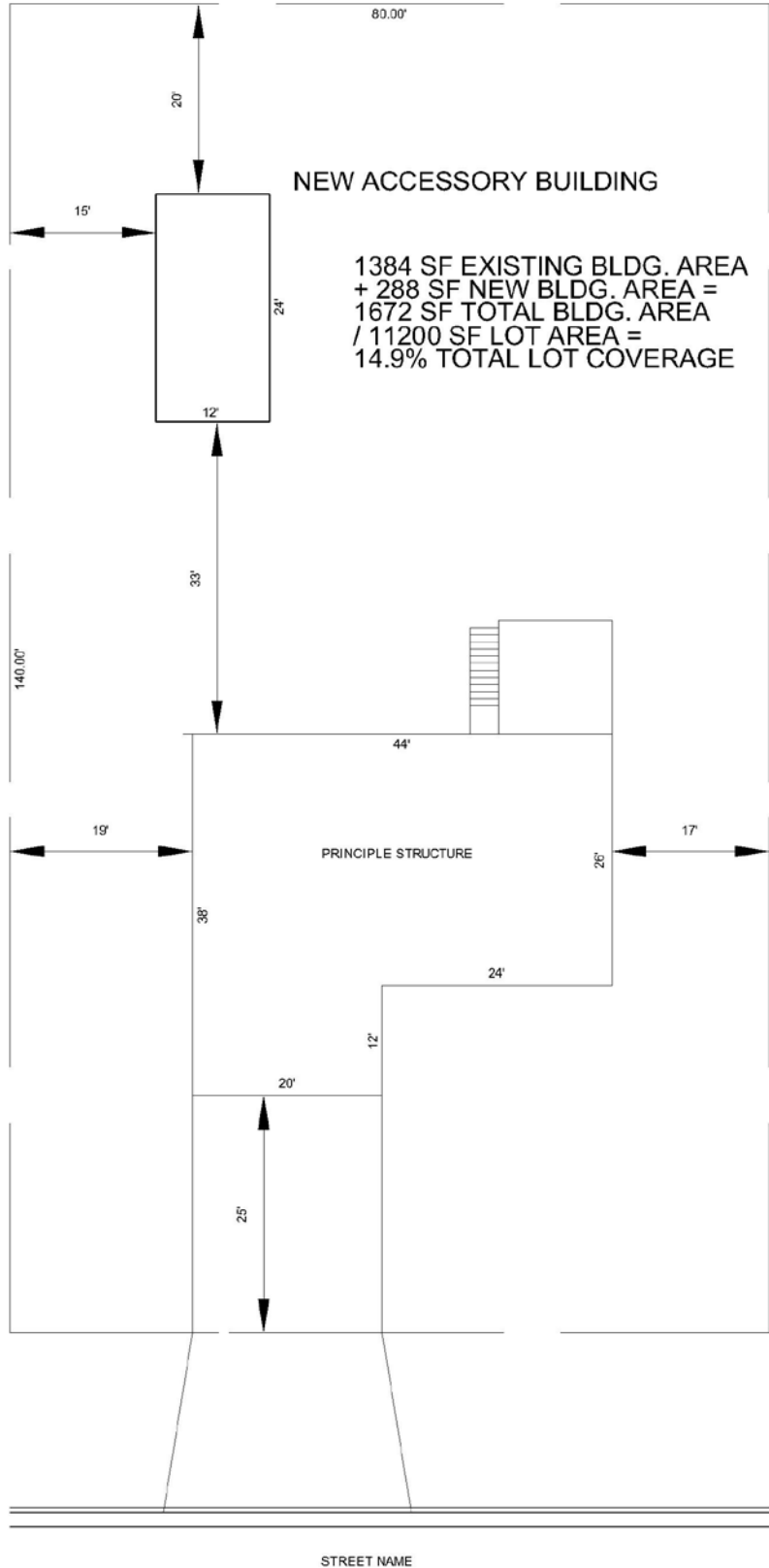
P.U.D.  Yes  No    Conditional Use  Yes  No    Overlay District  Yes  No  
Date Approved

*I hereby acknowledge that this application is not a Building Permit, nor does it authorize the start of construction.*

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

\_\_\_\_\_  
Date

Scale 1" = 20'



**NEW ACCESSORY BUILDING**

1384 SF EXISTING BLDG. AREA  
 + 288 SF NEW BLDG. AREA =  
 1672 SF TOTAL BLDG. AREA  
 / 11200 SF LOT AREA =  
 14.9% TOTAL LOT COVERAGE

SHOW ON SITE PLAN

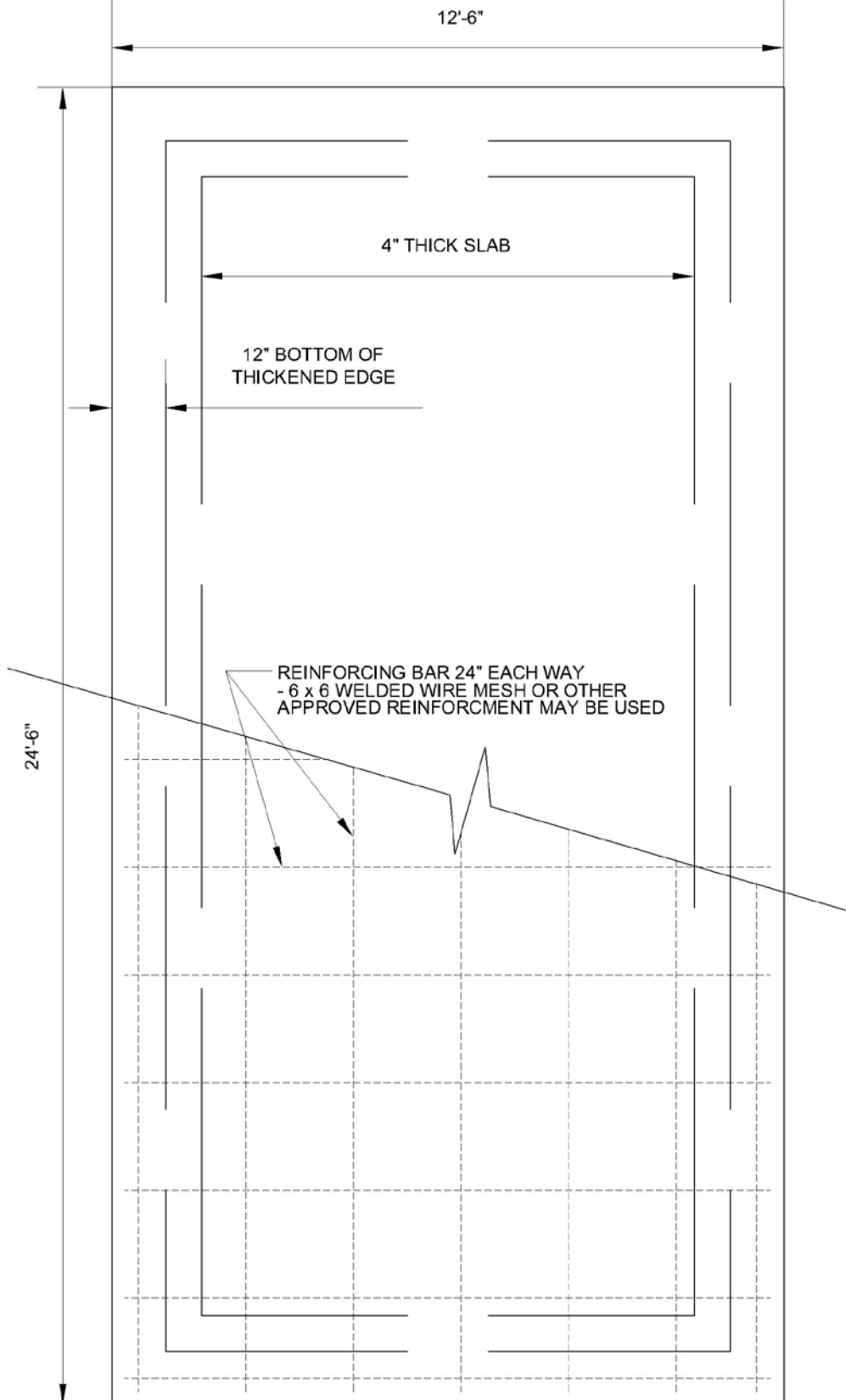
- Lot Lines
- Lot Dimensions
- Street Name(s)
- Address
- Owner Name
- All Existing Structure
- Pond/Lake/Stream
- Driveway
- Location of New Structure
- New Structure Distances to Lot Lines
- Distances to Other Structures

Note: If Site Plan is not complete, the review process will be delayed



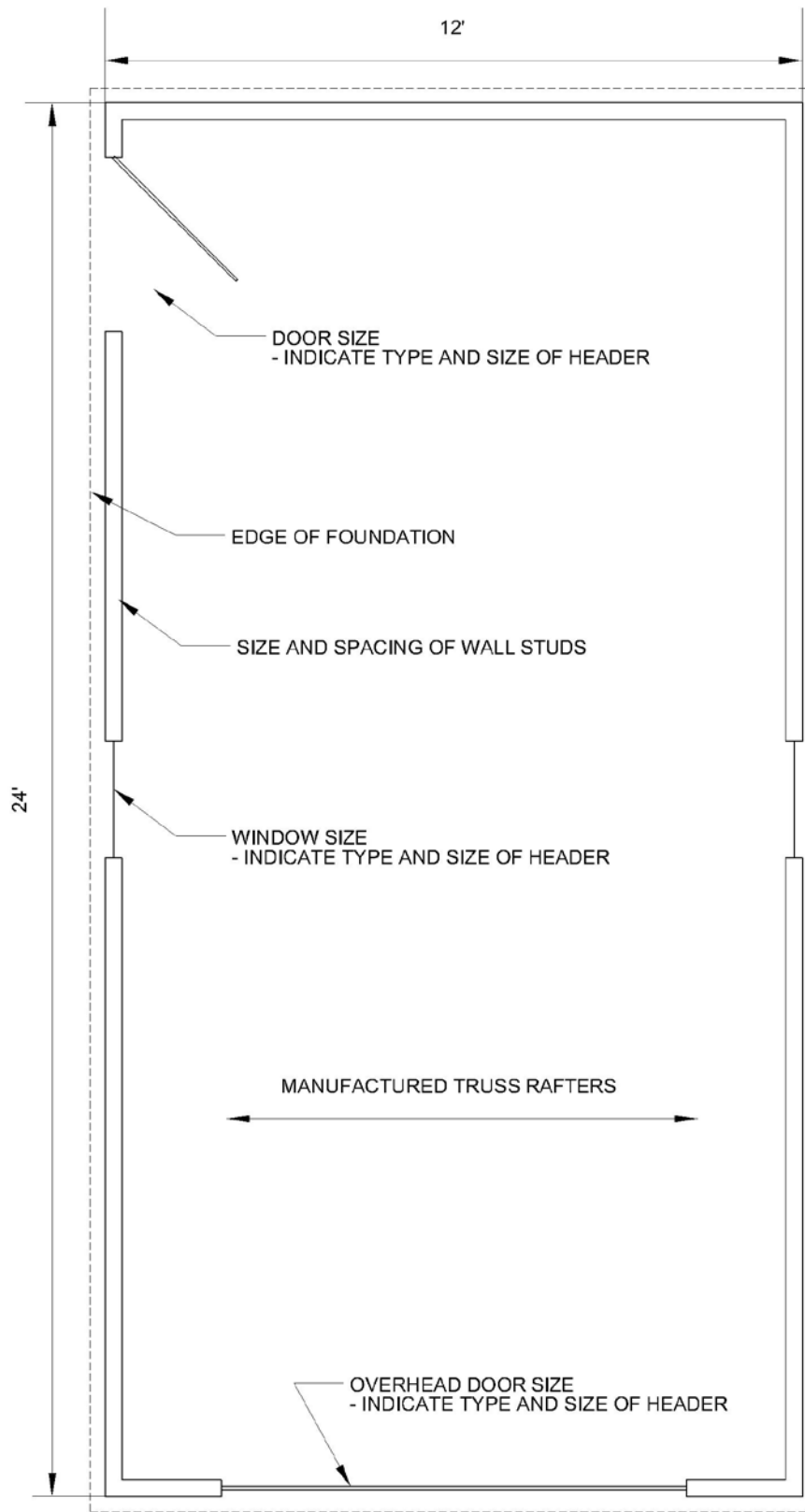
**TYPICAL ACCESSORY USE STRUCTURE SITE PLAN**

DATE AUG. 2006	REVISED	CHD BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1



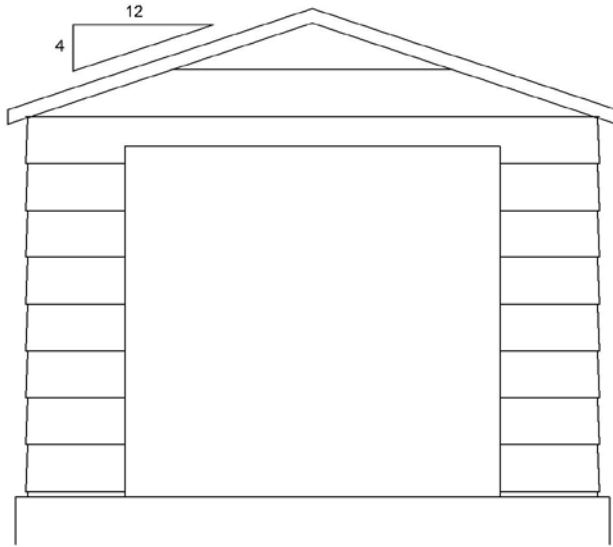
TYPICAL ACCESSORY USE STRUCTURE  
FOUNDATION PLAN

DATE AUG. 2006	REVISED	CH'D BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1

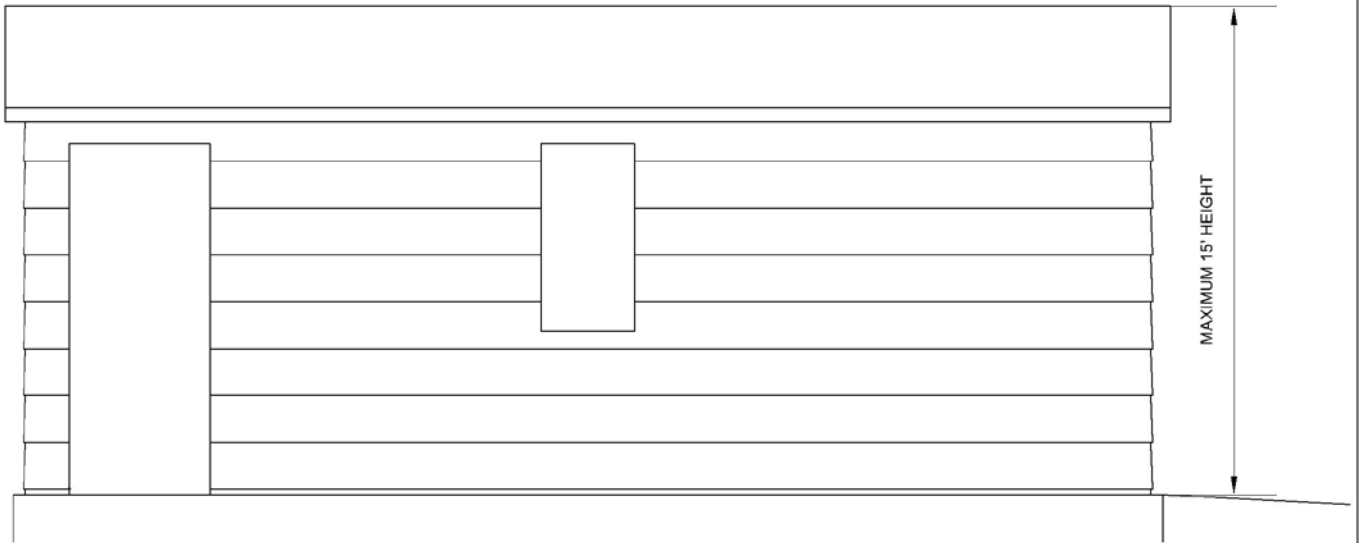


TYPICAL ACCESSORY USE STRUCTURE  
FLOOR PLAN

DATE AUG. 2006	REVISED	CH'D BY	DRAWING 1
DRAWN BY MAH	PROJ. NO.	SCALE N.T.S.	OF 1



SOUTH ELEVATION



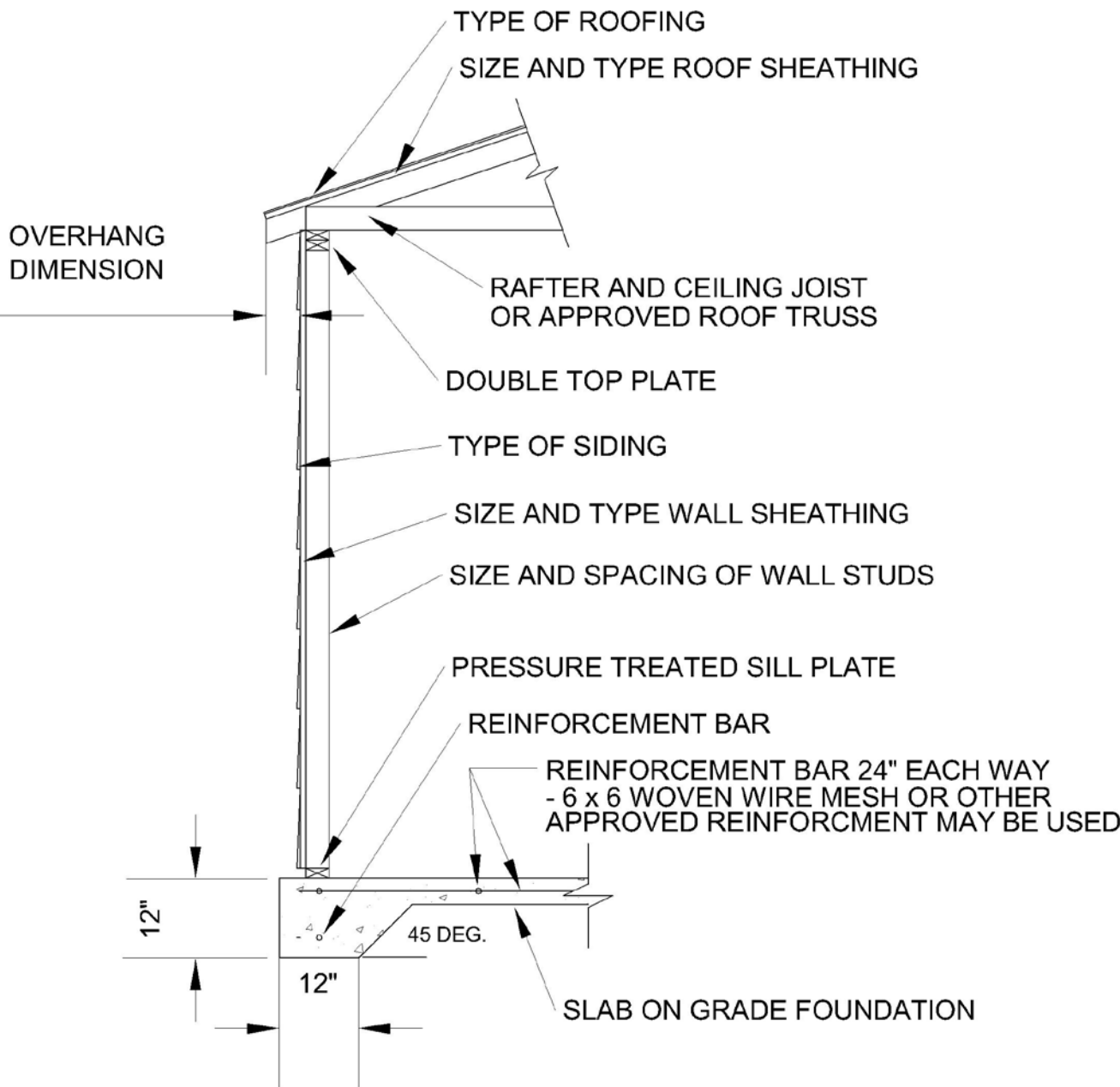
WEST ELEVATION



TYPICAL ACCESSORY USE STRUCTURE ELEVATIONS

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TYPICAL ACCESSORY USE STRUCTURE  
WALL SECTION DETAIL

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