

## **GENERAL BUILDING PERMIT FAQ'S**

Valley City works to ensure construction of safe buildings and protect community character through building code regulations and zoning requirements. Valley City is partnering with Midwest Inspection Services for building code administration needs. The Building Department administers these regulations by issuing permits and conducting inspections. When you as a builder decide to build, remodel, or change the way you use the home or property, you may need to obtain a building permit.

**When do I need a permit?** Permits are required for:

- Additions
- Arbors
- Changing square footage
- Commercial projects and any commercial remodeling
- Decks with footings – attached or unattached to house; if over 10'x12' or over 29" high; stoop needs handrails and if 4 risers or more
- Garages
- HVAC systems – gas appliances, wood stoves, etc.
- Interior renovations that include structural modifications
- New Construction and/or Finishing Basements
- Porches – larger than 10x12 (120sq') & walking surface is 30" high or more; stoop needs handrails
- Replacing Furnace
- Storage Sheds – over 120 sq ft
- Sidewalks
- Windows & Doors (if changing the size of the opening)
- Demolition – asbestos inspection required for all commercial, industrial, institutional and public buildings – single family homes exempt from inspection



Separate plumbing and electrical system permits are required for the installation, alteration, relocation, replacement, or addition to any wiring, piping, or equipment or appliances associated with those systems.

**Electrical Permits** are issued and inspections are performed by the North Dakota State Electrical Board  
400-1115

**Plumbing Permits** are issued and inspections are performed by the North Dakota State Plumbing Board  
Dean Staska 701-799-1555

**NO Building Permit is needed for:**

- Carpet
- Cement slab if off boulevard
- Fence – (special instructions hand out)
- Kitchen cabinets if not adding or removing walls
- Paint (interior or exterior)
- Patios – poured or pavers
- Swimming Pools – in ground
- Porch – stone or masonry – 30" or less does not need handrails
- Re- Siding or Re-Shingling
- Storage sheds 120 sq. feet or less (no slab needed either)
- Sheet rocking
- Trailer houses modifications including additions & decks

**Why do I need permits?**

Valley City's building code requires building permits to be obtained before doing certain types of construction for all existing structures; all new residential and commercial and/or remodeling. Building permits allow the city to review all construction projects and ensure that they meet the minimum requirements of the Valley City Building Code and Zoning requirements such as yard coverage, setbacks and building height. A building permit also establishes a record of the construction and remodeling history of your property. Once the permits have been issued the building department will conduct on-site inspections to ensure compliance of the building code.

### **How do I apply for a permit?**

A building permit application can be found at [www.valleycity.us](http://www.valleycity.us), or you can pick one up from the Valley City office or from Midwest Inspection Services. After the Building Department approves the permit, The Valley City office will call you with the invoice amount. **Payment must be made and permit paperwork signed in the Valley City office before any work is started on the project.**

### **What information should I provide when applying for a permit?**

Information requirements can vary depending upon your specific project. Handouts and checklists are available which describe the information required to submit an application. For building permits for new construction and additions, you will need to provide a plot plan, together with detailed construction plans, drawn to scale, showing your proposed project.

Homeowners may prepare their own plans; however, the Building Inspection Division may require that an architect or engineer prepare plans if necessary to ensure accuracy and legibility. Allow adequate time for you or your representative to prepare the plans.

### **How long does it take to get a permit?**

Most permit applications that are complete and accurate, may take up to a week to process; however, it may take longer depending on the complexity of the project. Applications for permits should be submitted well in advance of your scheduled starting date so that staff can help you through the process and issue your permit before you are ready to start work. This is especially true during the summer construction season.

### **Is there a charge for a permit?**

There is a charge for permits. Building permit charges are based upon the value of the project.

### **Who inspects the work?**

With your permit, the Building Department will provide information about when and who to call for inspection(s). Their inspectors will inspect your work several times during the course of construction for things such as footings, framing, insulation, rough-in, mechanical work and building final inspection. You will need to contact their office to schedule an inspection; **no work shall proceed or be covered until the requested inspection has been signed off.** Call 701-532-1078, 8 a.m. to 4 p.m. to arrange inspections. An inspection card may be attached to your permits. You or your contractor should post the card on the site until completion of the final inspection. This card contains important information about the job and is used to record inspections performed.

### **How can I schedule a water and sewer inspection?**

You can schedule a water and sewer inspection by calling (701) 845-8122

### **How can I schedule a sidewalk and approach inspection?**

You can schedule a sidewalk and approach inspection by calling (701) 845-8122

## **Other frequently asked questions**

**Will the City locate my property lines?**

No, the city will not locate property corners for private properties. That is solely the property owner's responsibility. You may need to contact a land surveyor to have your property corners identified and located.

**Can I install my own HVAC equipment? (all gas & some electric heating and cooling appliances and equipment, as well as gas piping)**

Yes, you can install your own equipment, but that equipment must be installed as per the manufacturer's recommendations which typically meet and or exceed building code requirements. Keep in mind that a majority of these appliances will require a mechanical permit and inspections. Contact the building department with any questions on your HVAC equipment.

**How can I find if I am located in the flood plain?**

Contact the Valley City office and they will help you determine if your property is located in the flood plain.

**Do I need a building permit to build a deck onto my house or in my yard?**

Yes, most decks require a building permit. Decks that are 120sq' or smaller and are 29" or less from the ground to the walking surface do not require a building permit.

**Is it possible to turn my existing deck into a 3 season porch/addition?**

Any time you enclose a deck and attach it to the house, there needs to be an approved frost protected foundation system in place for the structure. Most decks will not meet the frost protection requirement for such structures.

**Are there size limitations for detached storage sheds and garages?**

There are size limitations for all accessory structures, but these limitations vary depending on the land use ordinance in place for the city.

**I want to add a parking slab alongside of my existing garage, is this allowed?**

Most residential areas can have parking slabs as long as there is enough space between the lot line and the structure to allow for such a slab. This refers to the setbacks on the property and are listed in the Casselton land use ordinance.

**Can I pour concrete for sidewalks & approaches that are located in the right of way of my property?**

Permits are required and can be obtained from the Valley City office for these types of projects. All concrete that is located in the right of way must be poured by a contractor that has a current contractor's license and is bonded within the city to pour said concrete.

**Is a building permit required to install a fence on my property?**

Building permits are not required for installing fences on your property that are under six feet in height, but the city does have fence installation guidelines.

**Do swimming pools require permits to be installed on my property?**

A permit shall be required for all swimming pools with a capacity of five thousand (5,000) gallons and/or two feet (2') or more of depth. Each application for a permit to construct or erect a swimming pool shall be accompanied by plans of sufficient detail to show:

- (1) The proposed location and its relationship to the other principal buildings on the lot.
- (2) The size of the pool.
- (3) Fencing and other fixtures existing on the lot, including utility location and trees.

- (4) All pools shall be provided with safeguards to prevent children from gaining uncontrolled access to the swimming pool.

**How can I get more information?**

There are various handouts on permit application procedures and requirements as well as detailed guidelines on

- Accessory structures
- Decks
- Building Additions
- Fence Requirements

that can be obtained by request or found on the Valley City website.

For any additional questions please contact:

Valley City  
PO Box 390  
Valley City, ND 58072  
Building Department 701-845-8122  
[lcoit@valleycity.us](mailto:lcoit@valleycity.us)

OR

Midwest Inspection Services LLC  
Michael Blevins  
16553 37<sup>th</sup> St SE  
Mapleton, ND 58059  
701-532-1078  
[MidwestInspectionServicesND@gmail.com](mailto:MidwestInspectionServicesND@gmail.com)

The Building Inspection Division is located at: 302 1<sup>st</sup> Avenue SE Mapleton, ND 58059. Or, by email at: [midwestinspectionsservicesnd@gmail.com](mailto:midwestinspectionsservicesnd@gmail.com)