



**WARD COUNTY**  
— NORTH DAKOTA —

# Checklist

Ward County Courthouse  
225 SE Third St.  
Second Floor  
Minot, ND 58701

Building Inspector  
Aaron Rust  
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701-857-6429

**REQUIREMENTS:** SUBMIT THIS CHECKLIST WITH ALL BUILDING PERMIT APPLICATIONS THAT REQUIRE A SITE PLAN.

**CODES:** North Dakota State Building Code 2023, International Code Council: IRC, IBC, IFGC, IMC, IFC, and Ward County Ordinances.

\*Note: Plumbing, and Electrical codes in Ward County are enforced, and inspected by the State of North Dakota Plumbing, and Electrical Boards.

## CONTACT INFORMATION

WARD COUNTY BUILDING INSPECTOR: Aaron Rust – Office (701)857-6429, Cell (701)721-3245

NORTH DAKOTA ELECTRICAL INSPECTIONS: Kevin Huber (District 8) – Cell (701)319-7221

NORTH DAKOTA PLUMBING INSPECTIONS: Scott Samuelson – Cell (701)509-7772

WARD COUNTY PLANNING & ZONING: Doug Diedrichsen – Office (701)857-6405

## ▼ REQUIRED DESIGN CRITERIA ▼

Frost Depth – 48”  
 Ultimate Wind Speed – 115 mph (exposure category C)  
 Seismic Design – Category A  
 Mean Annual Temperature – 40F  
 Winter Design Temperature – Negative 20F  
 Ground Snow Load – 36 psf  
 Air Freezing Index – 4000  
 Ice Barrier Underlayment Required - Yes  
 Flood Hazards – FIRM 2000  
 Geotechnical:  
 Calculations for footing shall include the presumptive load bearing values contained in the IRC Table 401.41.1. Where vertical load bearing pressure values greater than 1500 psf are used, a geotechnical report shall be provided to verify that the values are justified.

## RESIDENTIAL BUILDING PERMIT REVIEW CHECKLIST

| SITE PLAN REVIEW SUBMITTAL REQUIREMENTS   | APPLICANT CHECKLIST | CITY STAFF REVIEW |
|---|---------------------|-------------------|
| <b>SITE PLAN</b>  |                     |                   |
| Arrow indicating the direction North.   |                     |                   |
| Lot lines, adjacent streets, roads, easements, and right of way.  |                     |                   |
| Existing, and proposed buildings (with dimensions). Distance from the lot lines to the leading edge of the buildings.   |                     |                   |
| Check for required setbacks: <a href="https://www.co.ward.nd.us/416/Information-and-Building-Requirements">https://www.co.ward.nd.us/416/Information-and-Building-Requirements</a>  |                     |                   |
| Location of existing wells, and septic systems.   |                     |                   |
| Existing, or proposed driveways, approaches, or motor vehicle access. If a new approach is required, approach and culvert permits are available at this link: <a href="https://www.co.ward.nd.us/164/Applications-Permits">https://www.co.ward.nd.us/164/Applications-Permits</a> |                     |                   |

