



This guide to the site plan review process includes:

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For additional information regarding the site plan process, contact the Planning Department at 701-355-1840 or planning@bismarcknd.gov.

Site Plan Review Projects

A site plan is a detailed graphic document that shows how a site will be developed. Approval of a site plan is required for:

- New multi-family projects (any structure with three (3) or more units)
- Commercial projects
- Industrial projects
- Institutional projects
- Building additions/expansions and/or accessory structures greater than 200

square feet or associated with the above project types

- Expansion or installation of parking lots with five (5) or more off-street parking spaces
- Parking lot reconstruction
- Change of occupancy permit (as determined by the Planning Division)
- Private roads with private utilities
- Private utility structures, greater than 200 square feet (gas, electric, telephone, communication) and communication towers.
- Utility connection(s) to commercial, industrial, and/or multi-family projects.
- EV Charging Stations
- Any project as deemed necessary for review by the City Engineer and/or Planning Director due to unique circumstances.

Major Site Plan: A major site is required for projects that are greater than 2,000 square feet in area.

Minor Site Plan: A minor site plan may be acceptable for buildings, additions, structures, and parking lot projects that are greater than 200 square feet but less than 2,000 square feet in area.

Site Plan Amendment: A site plan amendment may be acceptable for minor changes to a previously approved site plan within two years of the site plan (minor or major) approval date.

Site Plan Twinhome: Site plans are required for 2-unit residential buildings but follow a different process from what is outlined in this document. Reviews for 2-unit residential buildings should be submitted to the Engineering Department at 701-355-1505 or by applying for a new site plan twin home project in eTRAKiT. For additional

information contact the Engineering Department at 701-355-1505.

Pre-Submittal Requirements

All site plan projects start by submitting the required pre-submittal [stormwater management scoping sheet](#) (SM-04) via the [development project scoping](#) online portal submitted a minimum of seven (7) days prior to full site plan submittal. You can also utilize this online portal to schedule a pre-application meeting (necessary for large-scale or complex projects).

After completion of the development project scoping online form, you will be emailed with a request to upload relevant files. Once uploaded Planning staff will schedule a pre-application meeting (if necessary) and Engineering staff will begin reviewing the stormwater management scoping sheet.

Stormwater Scoping Sheet submittal: The scoping sheet must be submitted utilizing the above referenced development project scoping online form a minimum of seven (7) days prior to the site plan submittal. The City Engineer will review the basic project information submitted and will add information to the scoping sheet regarding the required point(s) of analysis and level of effort required for the post-construction stormwater management permit (PCSMP). This project will be created in TRAKiT for your review and ability to upload additional information as required by City Engineering.

After the review is completed and the SM-04 is approved, you will receive an email from the Engineering Department notifying you that the site plan can be submitted. A copy of the returned scoping sheet is a required submittal item for a site plan and is a required component of the post-construction stormwater permit application. Conditional approval of a post-construction stormwater management permit is required prior to approval of a site plan. See more information on page 8 (Stormwater Management).

Submittal Requirements

The site plan submitted for review includes six separate submittal requirements:

- [Application](#)
- Site plan (civil drawings)
- Landscape plan and opinion of cost
- Returned stormwater scoping sheet (SM-04)
- Building plans (if applicable)
- Building code summary (if applicable)

Only complete submittals will be processed.

Application: The application will provide staff with sufficient information to understand the scope of the project as well as how the submitted site plan meets all requirements for review and approval and include contact information for anyone needing to see review comments or be notified of project status changes.

Site Plan: Drawn to scale, identifying all property boundaries and easements and depicting the development of a parcel including, but not limited to, the location and relationship (required setbacks) of structures, streets, driveways, sidewalks, open space, fire hydrant(s), parking areas, mechanical equipment (rooftop and ground mounted) and solid waste collection and required screening, free standing signs, fuel tanks, and utilities.

Landscape Plan: Drawn to scale, depicting the placement of required landscape materials, including size, species, quantities, and method of installation.

An opinion of cost for installation of required landscape materials must be included. See more information on page 7 (Landscape Plan).

Returned Stormwater Scoping Sheet (SM-04): The returned scoping sheet is the only stormwater related item to be included with the site plan submittal, obtained on eTRAKiT – PCSMP project. The full stormwater management submittals (SM-01, SM-04, SM-05, and SM-06) are submitted

through a separate process with the City's Engineering Department and are required for site plan approval. See more information on page 8 (Landscape Plan).

Copies of the City's landscaping and screening ordinance and stormwater management ordinance can be obtained from the Planning Department or [City of Bismarck Zoning Ordinance](#).

Building Plans: Plans must include the following: Building elevations of all sides of the proposed structure. Locations of windows, doors, projections, equipment serving the building, and location of proposed adjacent grade plane. A complete floor plan of each floor and roof, including fixture and equipment layout. Plans must also identify the following: Compliance with the means of egress requirements; including but not limited to, the number of required exit signs, location of emergency lights, areas of refuge, elevators, and accessible routes. Plans must also include the location and hourly rating of fire-resistance rated assemblies; including but not limited to, exterior walls, fire walls, fire barriers, horizontal assemblies, shafts, fire partitions, smoke barriers, and smoke partitions.

Building code summary. This is a summary of general building code characteristics of a proposed project. The summary must include the following: applicable codes and standards used in the design of the project, building occupancy classification and use groups, separated or non-separated use (include hourly rating of occupancy separation if applicable), type of construction (include hourly rating of building elements and fire separation distance, if applicable), building height and area calculations, including number of stories above and below grade. Occupancy load of the building (include calculations and occupant load counts for each area). Fire protection features such as fire suppression details (sprinkled or non-sprinkled), standpipes, fire detection alarms, smoke control, emergency lighting, and emergency power must also be included.

Review Fees

Site plan review fees for a major site plan, minor site plan, and a site plan amendment* can be found [HERE](#).

**Additional review fees apply for the stormwater review process and building permits. These reviews and charges are separate from the site plan review.*

Application Submittal

Site Plan applications can be submitted via the City of Bismarck's digital land records management system, [eTRAKiT](#). If you are unfamiliar with TRAKiT, Planning Department staff are able to assist you at 701-355-1840 or planning@bismarcknd.gov

All applications will be reviewed using eTRAKiT. Architects, engineers, and contractors must be set up with a registered account and password prior to using this system. If owners/developers wish to view and respond to review comments they must also request a registered account and password, and request to be added to the project as a contact. Requests can be submitted at 701-355-1840 or planning@bismarcknd.gov. If you have already set up a registered account, you can log into [eTRAKiT](#) and select "apply for new project" and follow the application steps.

Please provide contact information for the applicant and/or owner as well as any consultants or contractors who need to be involved throughout the review process. Identify the party/company responsible for the site plan review fee in the contact information to allow online payment.

Review Process

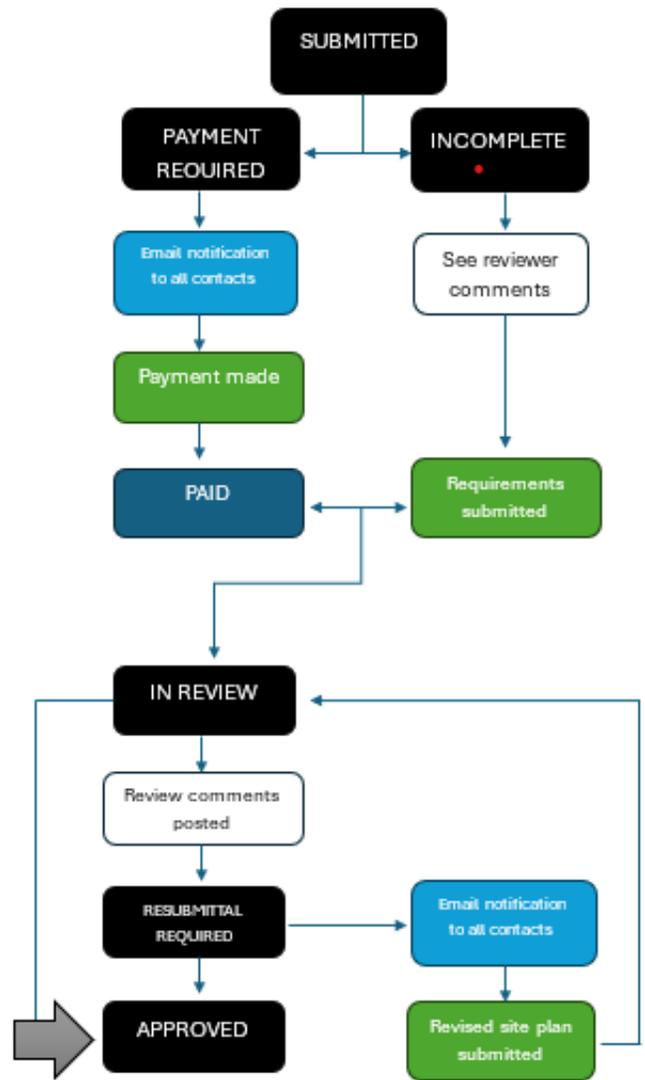
The Planning Department - receives application submittals and the following departments and divisions will review all site plans: Building Inspections, Engineering, Fire, Forestry, Planning,

Public Works, County Engineer (if ETA) and Rural Fire (if ETA).

Upon receipt of a complete submittal, staff's initial review of the site plan (minor site plan and major site plan) which may include comments for revisions, will typically be made within ten (10) working days; however, a complex project will require additional review time. The initial review of a site plan amendment where staff will make their first set of review comments typically takes five (5) working days. If revisions are required, additional review time will also be required.

During the review process, City staff may request additional items for review or request revisions be made to the site plan in order to be compliant with all City requirements. If a revision is requested, the project status will be changed to REVISE AND RESUBMIT once all initial reviews have been completed in eTRAKiT . An auto-email to all contacts is sent when the project status changes. A resubmittal of the entire site plan set and an updated application indicating all revisions made to the site plan is required.

The following infographic outlines the site plan review process from application submittal to approval.



LEGEND

TRAKIT PROJECT STATUS	City Staff will place the Site Plan Project Status into one of these categories.
TRAKIT Auto-Email	TRAKiT will automatically send an email to inform applicants of actions needed.
Applicant Action	Applicant will take appropriate follow-up action based on posted comments and project status notification email.
City Staff Action	City Staff will leave leave comments for applicant's review and action

Plan Review Inactivity

A site plan that has been in the review process with no activity by the owner, applicant and/or consultant for a period of six (6) months will be deemed inactive and the project will be closed.

If it is the desire of the owner or applicant to reactivate the site plan, a new site plan and all applicable submittal items and fees must be resubmitted for review and approval.

Site Plan Approval

A complete / final site plan addressing all review comments must be submitted prior to site plan approval. Once received, the City Engineering Department will stamp 'approved' on the complete/final set and issue a site plan approval letter to the property owner, with a copy forwarded to the applicant or other designated contact person. The complete / final site plan will become part of the official project record.

Approval of a site plan is valid for a period of two (2) years from the date of the approval letter. A building permit will not be issued by the Building Inspections Department until it receives a copy of the site plan approval letter. The City of Bismarck accepts no responsibility for any losses, incurred costs, or damages of any kind by approval or non-approval of a site plan.

The owner, applicant and/or consultant shall submit record drawings for sanitary sewer, storm sewer and water lines if any deviation from the approved site plan occurs.

Revision to Approved Site Plan (Site Plan Amendment)

For any changes being considered for an approved site plan (such as changes to the parcel size, building size or location, access (size or location), parking, sidewalks, City utilities and connections, hydrant locations, grading or drainage or landscaping). A revised entire site plan set and application outlining all changes must be submitted to the - Planning Department at 701-355-1840 or planning@bismarcknd.gov to determine if a revised submittal will be required.

At the discretion of the City of Bismarck, any revision to an approved site plan, landscape plan, or stormwater management features may require a full resubmittal of the site plan, landscape plan, or post-construction stormwater management permit and could result in suspension or revocation of the

building permit until the revised plan(s) is approved. The owner, contractor and/or consultant shall promptly notify the Planning Department of any deviation from the approved plans so that City staff may determine if a resubmittal is required. Failure to promptly notify the Planning Department of any deviation from the approved site plan, landscape plan, or stormwater management plan may result in the delay of permit or issuance of the certificate of occupancy.

In order to expedite the review process for amendments to a previously approved site plan, the following information is required:

- Previously approved site plan with referenced callouts
- Revised application indicating proposed changes and justifications
- Amended site plan
- Phasing (if proposed)

If only a revision to an approved landscape plan is requested, an additional \$50 review fee is required.

Technical Requirements

The following items are required for all site plans submitted for approval.

General Information:

1. Digital (PDF) plan sets of non-reduced sheets (minimum scale of 1" = 50'). If more than one sheet is submitted, all sheets must be numbered, be of the same size and include match lines along with an index.
2. Project summary information (must be the same as application form):
 - a. Company Name
 - b. Name, address, email and telephone number of owner/developer;
 - c. Name of proposed development;
 - d. Legal description of property (Lot, Block, Addition); and
 - e. Address of property.
3. Name, address, email and telephone number of engineer, surveyor and architect.
4. North direction indicator.

5. Scale including both a graphic and numeric scale (engineer's scale preferred).
6. Date (original and all revisions) shown on all sheets.
7. All dimensions, both linear and angular. Linear measurements should be expressed in feet and decimals of a foot. Angular land measurements should be expressed by bearings. Curved land measurements should be defined by radius, central angle, and arc distances.
8. Datum used for elevations.

Existing Conditions:

1. Parcel boundary lines of the property with dimensions and area.
2. Location of any non-access control lines, with dimensions.
3. Location, width and identification of existing easements (both public and private).
4. Building setback dimensions.
5. Existing topographical conditions shown with contour lines and labels at 1-foot increments and existing drainage patterns.
6. Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, private sewage disposal systems and any other man-made features, dimensioned and clearly distinguished from proposed improvements.
7. All adjacent and on-site street names, including dedicated right-of-way widths, pavement widths, curb and gutter locations, sidewalk widths and curb ramps with or without detector panels.
8. Within and/or adjacent to property: existing municipal utilities including light poles, water and sewer mains, fire hydrants, service lines, connections, curb stops and valves, manholes, hydrants, inlets, electrical, cable and phone boxes and any stormwater facilities (location and size).
9. The boundaries of the Special Flood Hazard Area (SFHA), including the floodway and floodway fringe, and streams and/or wetlands.

Proposed Conditions:

1. Proposed new and/or relocated municipal utilities including mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with distance to building), inlets and any other stormwater facilities (location and size), including sidewalk trench drains. Sidewalk trench drains are discouraged where feasible. Proposed relocated private utility services such as cable or phone boxes.
2. Location of any streetlights.
3. Limits of any proposed demolition.
4. Proposed street cuts and any street and/or sidewalk closures.
5. Proposed signing and pavement markings.
6. Proposed buildings and structures shall indicate locations, footprints, entrances, area by floor, height and number of stories, finished floor elevation, and distance of buildings from other buildings and/or property lines. The fire resistance of exterior walls, location and rating of fire walls, location of all openings and the use of automatic fire suppression systems should be clearly indicated. Underground water fire lines shall have piping size included.
7. Proposed driveways, including distance from lot lines, width at sidewalk and relationship to non-access control lines.
8. Proposed off-street parking areas, including dimensions, elevations, setbacks and number of spaces. List number of parking spaces provided and how calculated.
9. Proposed sidewalks and/or trails, both on-site and within adjacent rights-of-way, with locations and width dimensions. Proposed crosswalk ramps at corner lots and elevations of the back edge of the sidewalk every 50 feet.
10. Proposed fencing and all proposed retaining walls (location and height).
11. Trash enclosure screening material (specify material), location, size of dumpster (verify need with Public Works Department – Service Operations), dimensions of concrete pad (must be level and a minimum

of 4" concrete), and any proposed screening labeled with height and material (there must be a 24" clear zone on all sides of pad and no overhanging structures, vegetation, or utilities). If access to dumpster is not directly accessible from the city right-of-way, a damage claim waiver is required before service can begin.

12. All rooftop and ground mounted mechanical equipment shall be designed and located so to be as unobtrusive as possible. If this is not possible, ground equipment shall be screened from view of adjacent properties and public rights-of way by landscape plantings, fencing or other screening treatment compatible with the principal building.
13. Proposed fire access features, including location of hydrants, location and dimension of fire lanes (minimum width of 20 feet required when any portion of an exterior wall of the first story of the building is located more than 150 feet from the Fire Department access) and height of any overhead obstructions. If the building is greater than 30 feet in height, a fire lane minimum width of 26 feet is required. An approved turn-around for dead-ends greater than 150 feet in length is required. A 45-foot turning radius is needed for adequate clearance for turns. A minimum vertical clearance of 13.5 feet is needed to accommodate vehicles.
14. Where required, fire access roads shall be installed prior to beginning construction. Access shall be approved and be an all-weather surface prior to and during construction. Documentation shall be provided for the timing of installation and maintenance throughout the project.
15. Copy of recorded common use agreement if multi-family, commercial, or industrial with separate ownership (common water, sanitary or drainage facilities, common access drives, lanes, and lots; access easements to backyard area).
16. Proposed contour lines and labels at 1-foot increments.

Landscape Plan:

The following items are required for all landscape plans submitted for approval:

1. North point and scale.
2. The boundary lines of the property with dimensions and area.
3. The location of all existing and proposed driveways, parking areas, sidewalks, structures, utilities, or other features affecting the landscaping of the site.
4. Sight triangles at driveways and intersections.
5. The location, common name, scientific name, and size and quantity of all existing trees, shrubs or other vegetation intended for use in meeting the requirements of the City's landscaping and screening requirements.
6. The location, common name, scientific name, size and quantity of all proposed landscape materials.
7. The location and height of any proposed earthen berms, masonry fences, or other features used to meet the City's landscaping or buffer yard requirements.
8. The location of any existing and/or proposed easements.
9. Street frontage (linear feet) north, east, south and west.
10. Required street trees (quantity) north, east, south and west.
11. Required perimeter parking lot trees (quantity) north, east, south and west.
12. Required parking lot trees (quantity).
13. Required interior parking lots shrubs (quantity).
14. Required area (in square feet) for interior landscape islands.
15. Buffer yard width (linear feet).
16. Buffer yard length (linear feet).
17. Required buffer yard evergreen trees (quantity).
18. Required buffer yard shade trees (quantity).
19. Required buffer yard shrubs (quantity).
20. Buffer yard fence material (if proposed).
21. Opinion of cost of all required landscape materials and installations.

Other Required Submittals

1. Building Plans
2. Landscaping waiver requests and required associated exhibits

Stormwater Management

The stormwater application process follows the [Stormwater Design Standards Manual \(SWDSM\)](#) and [Title 14.1 of the City Code of Ordinances](#). The stormwater management review and approval process are separate from the site plan approval process but runs concurrently with it. A separate project will be created in TRAKiT for stormwater reviews and project submittals.

- Prior to submitting a site plan, a pre-submittal [stormwater management scoping sheet](#) (SM-04) must be submitted to the City Engineer. The scoping sheet must be submitted a minimum of seven (7) days prior to the site plan submittal. The City Engineer will review the basic project information submitted and may add information regarding the required point(s) of analysis, masterplan requirements, and level of effort required for the post-construction stormwater management permit application. A copy of the completed scoping sheet is a required submittal item of the site plan application and also a required component of the Post-Construction Stormwater Management Permit (PCSMP) application.
- At the time of site plan submittal, a separate review of the PCSMP submittal, as outlined in the Stormwater Design Standards Manual, will occur. Required documents for review of the PCSMP include:
 - [Application, Fee, and Checklist](#) (SM-01)
 - [Mandatory Scoping Sheet](#) (SM-04)
 - [PCSMP Checklist](#) (SM-05)
 - [Basis of Design](#) (SM-06)
 - Construction Plans
- The site plan will not be approved until conditional approval of the PCSMP has been given.

- Following conditional approval of the PCSMP and approval of the site plan, the applicant is required to obtain a large site Construction Stormwater Management Permit (CSMP) by submitting the [CSMP application](#) (SM-03). Full submittal requirements for the SM-03 can be found in Section 3.3 of the SWDSM.
- The requirements for the termination of the large site [SM-03](#) can be found in Section 7.1.4 and Section 3.3.3 of the SWDSM.
- Following construction of stormwater BMPs, a [Certification Report](#) (SM-07) and record drawings are required to be submitted to the Engineering Department.
- The Engineering Department will perform a final inspection of the site stormwater BMPs prior to the final approval of the PCSMP.

Stormwater Management Review Fees

- Scoping Sheet Review - \$100
- Post Construction Stormwater Management Permit Review - \$300 up to 10 acres (\$20 for each additional acre)

Contact the Engineering Department at 701-355-1505 or engineering@bismarcknd.gov for more information.

Required Permits, Approvals and Agreements

The following permits and agreements may be required in addition to site plan review.

Building Permits: The Building Inspections Department will not issue a building permit until the site plan has been approved. The Building Inspections Department requires a separate building plan review application that may run concurrently with the site plan review process. For more information regarding the building plan review application contact the Building Inspections Department t 701-355-1465 or buildinginspections@bismarcknd.gov.

Utility Capital Charges: Utility Capital Charges (UCC) may apply if new water and/or sanitary sewer service or modification to the existing water and sanitary sewer services is proposed. The UCC is proportional to the proposed water meter size requested. Parcels with existing development are vested at the current water meter size and any additional or upsized meters would require an additional UCC based on water meter size selected. Existing vacant parcels without a metered service may or may not carry a vesting. Any water meters selected greater than the property's vested capacity would be subject to a UCC. Contact Public Works – Utility Operations at 701-355-1700 or publicworks@bismarcknd.gov for more information.

Traffic Control Permit: The request for lane closures, or the placement of job trailers, dumpsters, and building materials within the City right-of-way, requires a permit issued by the City Engineer. Contact the Engineering Department at 701-355-1505 or engineering@bismarcknd.gov for more information.

Excavation Permit: Excavation permits are required to allow a City-bonded contractor to connect to municipal water, sanitary sewer, or stormwater facilities or to install gas, electric, or communication facilities, and relocate light poles in City right-of-way or City owned lands. The Engineering Department will not issue an excavation permit in the City of Bismarck until the site plan has been approved by the City. In instances where NDDEQ approval is required, the City will not issue an excavation permit until NDDEQ approval is obtained. An excavation permit and fee are required for each connection, discharge to, or use of City utilities such as water, sanitary sewer or stormwater facilities. Contact the Engineering Department at 701-355-1505 or engineering@bismarcknd.gov for more information.

Concrete Permit: The Engineering Department will not issue a concrete permit in the City right-of-way for concrete work, such as sidewalk, driveway, or curb and gutter, until the site plan has been reviewed and approved by the City. A permit fee based on the contractor's estimate for right-of-way concrete costs is required for each site. Contact the

Engineering Department at 701-355-1505 or engineering@bismarcknd.gov for more information.

Agreement to Encroach in the City Right-of-Way: Sites which may request private structures or facilities, such as footings, fences, sidewalks, trench drains, communication lines etc. on, under, or above City right-of-way or easements are required to apply for an encroachment agreement and waiver. When recommended by City staff, the agreement will be submitted to the Board of City Commissioners for approval. Connections to City water, sanitary sewer or drainage facilities that run parallel to the street within the boulevard or in front of parcels owned by others will likely require an encroachment agreement. Contact the Engineering Department at 701-355-1505 or engineering@bismarcknd.gov for more information.

Grading Permit: Any surface grading in the City right-of-way or an easement not otherwise included in an excavation or concrete permit will require a grading permit. This permit is applicable when moving earth in the right-of-way for elevation and soil compaction controls. Contact the Engineering Department at 701-355-1505 or engineering@bismarcknd.gov for more information.

Construction Stormwater Management Permit (CSMP): A detailed erosion and sediment control plan will include locations and dimensions of all proposed land disturbing activities by phases, locations of all stockpile areas, locations, and description of all best management practices (BMPs) and a maintenance schedule for all BMPs. Land disturbance within Bismarck city limits and the City's ETA must obtain an CSMP permit from the Public Works Department. Contact the Stormwater Program Coordinator, at 701-355-1740 or publicworks@bismarcknd.gov for more information.

North Dakota Department of Environmental Quality Construction General Permit: Projects that disturb one or more acres must obtain coverage under the North Dakota Department of Environmental Quality's construction general permit (NDPDES Permit – NDR 100-000). This also includes projects that disturb less than one acre but

are part of a larger development, such as phased residential construction. Contact the North Dakota Department of Environmental Quality at 701-328-5210 for more information.

North Dakota Department of Environmental Quality Approval of Water Works and Sewerage Systems:

ND Administrative Code 33.1-03-08 requires all plans and specifications prepared for water works and sewerage systems contemplated for use by the general public be reviewed and approved by the ND Department of Environmental Quality prior to construction of the facility. [NDDEQ Division of Municipal Facilities](#)

Approach Permit: A private approach within the city right-of-way to a roadway requires a permit. The City Engineering Department issues permits for property in city limits. Contact the City Engineering Department at 701-355-1505 for more information. The Burleigh County Highway Department issues roadway approach permits for properties located within the City's ETA. Contact the Burleigh County Highway Department at 701-204-7748 for more information.

Street Tree Permits: Property owners may plant street trees by obtaining a permit to plant trees on City right-of-way from the Public Works Department - Forestry Division. Permits are free of charge. A member of the Forestry Division will conduct an on-site inspection to determine where the trees can be placed, recommend species that are best suited for each site and issue the permit. A list of accepted species, cultivars, varieties, and minimum width between the street-side edge of the sidewalk and the face of the curb is available on the [Forestry Division's](#) website.

Placement of trees in the boulevard area must accommodate proper spacing and minimum distances from intersections, fire hydrants, streetlights, overhead wires, driveways, mailboxes and water service lines.

Contact the Forestry Division at 701-355-1733 to obtain a permit and schedule an appointment for planting trees on City right-of-way and to inquire

about the cost share incentive program, Partners in Planting. The Forestry Division will begin scheduling appointments for street tree planting permits in mid-April. In most cases it is not necessary for the property owner to be present.

Fire Alarms Permit: Fire alarms permits are only required if a fire alarm control panel will be installed as part of the fire alarm system. Applications can be submitted online using eTRAKiT. Contact the Fire Marshal at 701-355-1400 for more information.

Fire Sprinkler Permit: Modifications of existing systems will require a permit. The fee will be waived if the system modification is 20 heads or less. All new fire suppression systems, regardless of size, will require a permit with applicable fees. Applications can be submitted online using eTRAKiT. Contact the Fire Marshal at 701-355-1400 for more information.

Hood Suppression Permit: A permit is required for suppression systems for areas such as special storage, computer server rooms, paint booths, kitchen hoods, etc. The installer is required to take out a fire suppression hood permit and submit a detailed diagram with supporting documentation. Fees are based on the cost of the system. Once the installation is complete, the installer is required to contact the Bismarck Fire Department for an appointment to complete an acceptance test for the system before it can be used by the facility. Applications can be submitted online using eTRAKiT. Contact the Fire Marshal at 701-355-1400 for more information.

Industrial Pretreatment Permit: New food service establishments will need to fill out a [Grease Control Questionnaire](#) and submit it to the Public Works Department's Pretreatment Program. Facilities may need to install, operate, and properly maintain grease removal devices. Before installation, the size of the grease removal device needs to be approved by the Public Works Department's Pretreatment Program.

New construction using oil separators and sand interceptors need to have sizing reviewed by the

Pretreatment Program to prevent impacts to the sanitary sewer and treatment facilities.

The Pretreatment Program regulates facilities whose operations result in discharges of industrial wastes to the sanitary sewer. Facilities are subject to Federal pretreatment regulations and City of Bismarck discharge ordinance limitations and pretreatment requirements. An industrial waste discharge permit may be required. For more information, contact the Pretreatment Program at 701-355-1760.

Downtown Design Review: Developments and improvements within the DC - Downtown Core or DF – Downtown Fringe zoning districts are subject to the City’s Downtown Design Review procedures and must be approved by the Renaissance Zone Authority, acting as the Downtown Design Review Committee, prior to issuance of any permits. For more information, contact the Planning Division at 701-355-1840 or planning@bismarcknd.gov

Other Considerations

Opinion of Cost (landscape plan): An opinion of cost must be provided with all landscape plans. The opinion of cost shall be sufficient to guarantee the installation of all the required landscaping elements and materials, including trees, shrubs, perennials, ornamental grasses, ground cover, rock mulch, wood mulch, topsoil, edging material or any other material necessary to install the required landscaping, as well as all labor costs to implement the landscape plan.

Property owners are required to install the required landscaping prior to issuance of a certificate of occupancy. If the landscaping cannot be installed due to extenuating circumstances, such as seasonal concerns, the City will require financial assurance in an amount sufficient to guarantee the installation of the landscaping according to the approved landscape plan as outlined in Section 14-

03-11 of the City Code of Ordinances (Landscaping and Screening).

If the owner does not install the required landscaping according to the approved site plan by the specified deadline, the City of Bismarck may utilize the funds to install the landscaping according to the approved landscape plan.

Municipal Utilities: Municipal services (sanitary sewer, water, drainage, and street improvements) must be installed on all rights-of way adjacent to the parcel being developed. Should municipal services not be installed, per Section 14-09-06 of the City Code of Ordinances, a building permit may not be issued until funding to install the required water and sewer is secured; occupancy may not be issued until the street installation is completed to the satisfaction of the City Engineer.

If the adjacent roadway(s) is not in conformance with City roadway standards (curb and gutter, drainage, street lighting, etc.), the City may require the full width of the roadway(s) be improved prior to occupancy or may require a petition and agreement to reconstruct the roadway at a later date.

If the project is located within two miles of the corporate limits in the City’s ETA and rural water services are desired, an agreement between the City, South Central Regional Water District and the property owner may be necessary. For additional information on petitions and development agreements, contact the Engineering Department at 701-355-1505 or engineering@bismarcknd.gov

Traffic Issues: Traffic issues should be considered when submitting a site plan. In addition, submittal of potential trip generation information for the proposed use(s) may be required. Based on the trip generation information submitted, a traffic impact analysis may be required. For more information contact the City Traffic Engineer in the Engineering Department at 701-355-1505 or engineering@bismarcknd.gov