

Building Inspections Department 225 4th Street North Fargo ND 58102 701.241.1561 https://permits.fargond.gov

DATE: December 2, 2022

TO: All Mechanical Contractors

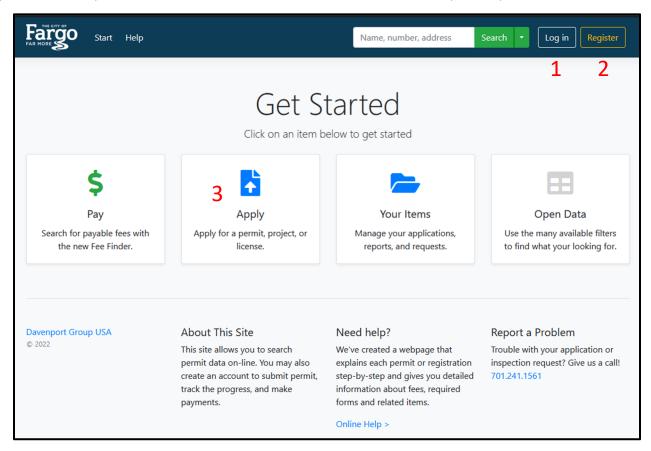
SUBJECT: 2021 Code Requirement

The City of Fargo adopted the 2021 International Mechanical, Fuel Gas, and Energy codes in August of this year. We have been slowly implementing a few new requirements since then. Starting January 1, 2023, these will all be mandatory and required documents submitted to our staff no later than the final inspection.

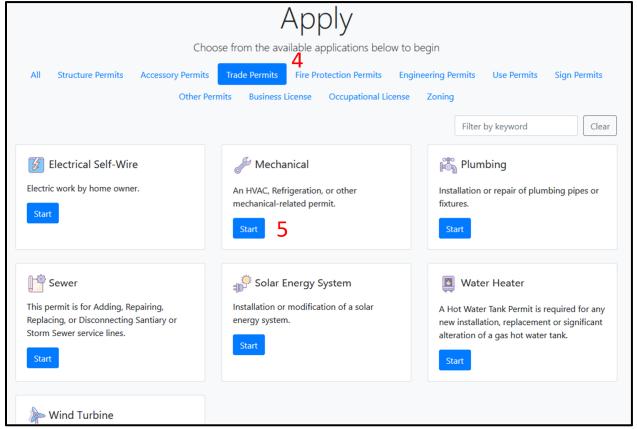
- Manuals J and S: Manual J calculations are required. If you have them when you submit the permit, please attach them when you apply. In any case, we need a digital copy before the final inspection can be performed.
 - o Please note that the ACCA has a list of approved software specifically approved for Manual J calculations. As noted on their web site, https://www.acca.org/standards/approved-software, if they have not approved the software it does not comply with the standard that they publish, which means it does not comply with code.
- Air exchangers, HRVs, or ERVs are required only when your calculations show an active system is needed,
 otherwise an automatic passive system is allowed. Outdoor air intakes and exhausts are required to have
 automatic or gravity dampers per Section N1103.6. The ventilation system should be designed so as to facilitate
 the installation of an active system should one be desired at a later date.
- Information showing compliance with the manufacturer's installation instructions shall be supplied for equipment, particularly demonstrating that any duct or filter cleaning requirements listed by a manufacturer have been performed. This information must be on site at the final mechanical inspection or attached to the permit via our on-line portal.

The guide following will walk you through submitting a permit application on the City of Fargo's web portal. Much of this may be a review for you but the site has been updated and most of you do not currently upload documents as part of the permitting process. Hopefully we can help you navigate both the updated buttons and the file attachment. There are red numbers on the screen shots to help you follow along in the description.

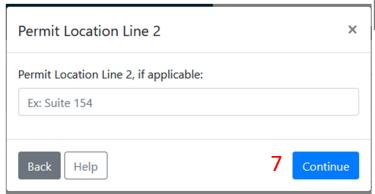
Go to https://permits.fargond.gov. If you already have an account, log in (1). If not, please register for an account (2). The system will send you an e-mail for confirmation, which must be done before you can proceed.

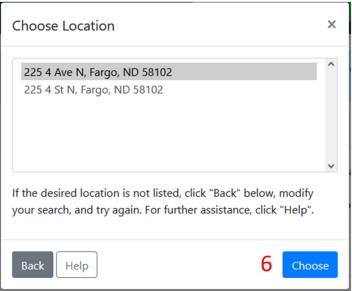


Once you are logged in, click Apply (3). Select Trade Permits (4) from the categories to narrow down the long list of options and the click "Start" under Mechanical (5).



A confirmation box will appear that relates mostly to building permits but includes the notice that a permit fee is required upon issuance. Click "Continue" in that box. This brings you to the standard permit application page. Click "Choose Location" and enter a portion of the address where you will be working. Note that the system is very particular about how addresses are typed. If no matches are found, try including less information. For instance, if you typed in 225 4th St N, you would get no matches because official addressing does not include the "th" despite the example given. However, if you typed in 225 4 you would get two possibilities. Select the correct address if there is a list and click "Choose" (6).





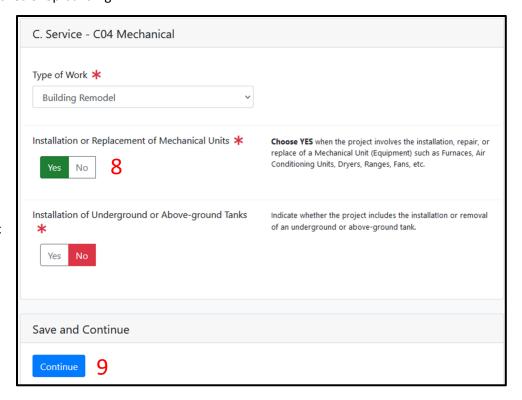
If there is an apartment, suite, or unit number in which you will be working, include this in the Permit Location Line 2 box which pops up next. If not, leave that box blank. Either way, click "Continue" (7).

This brings you back to the permit information page. Fill in the boxes as you scroll down the page. Anything with a red asterisk is a required field.

Please note that the Land Use box is not concerned with the use of the *building* but the general zoning category for the property. A house or its detached garage will be Single Family Detached and a townhome will be Single Family Attached even if you're putting heat in a detached shop building.

Fill in the Description box with a list of all of the equipment you will be installing and their respective sizes. This helps staff verify that you have been charged the correct fees. Those fees are determined by the boxes that follow. Make sure you have clicked "Yes" in at least one of the next two boxes.

In particular, if you are installing or replacing any equipment, you must answer Yes (8) before you click "Continue" at the bottom of the screen (9).

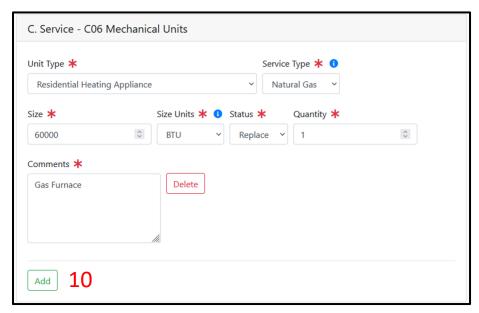


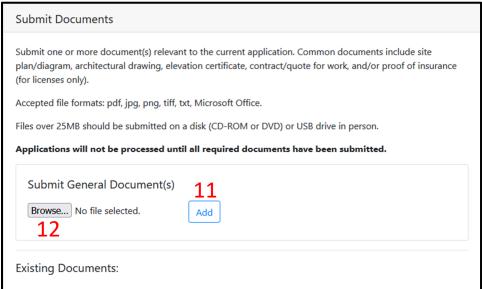
After you click "Continue" those boxes will be replaced with Contractors and Mechanical Units. If you are a contractor, you do not need to add yourself as a contractor! This box is only for adding sub-contractors or for homeowners to specify if a contractor is doing a portion of the work covered by the permit. Note that there is no red asterisk in this box, allowing you to ignore it. Not so, with the next section.

This box is the meat of the permit, where you specify what work you are doing. If you are installing more than one type of equipment, click "Add" (10) to pull in another blank set of fields for each additional piece.

The next box is where you will submit your calculation documents for Manual J. It is set up for a single document by default, so you do not need to click the "Add" button (11) unless you have more than one document to include. Note that you are not limited to adding the calculations; you can upload plans, engineered design, or manufacturer's instructions as well. Your inspector will have access to all of these documents during the inspections.

To upload, click "Browse..." (12). This will bring up the files on your computer. Navigate to the document you would like to attach, click it, and then click "Open". You do not need to click add unless you have another file to include. Any docuemnts you already uploaded will show under Existing Documents but this does not update unless you click "Save Changes

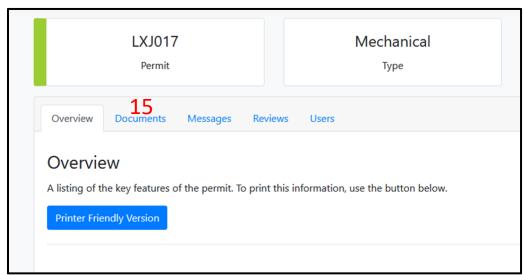




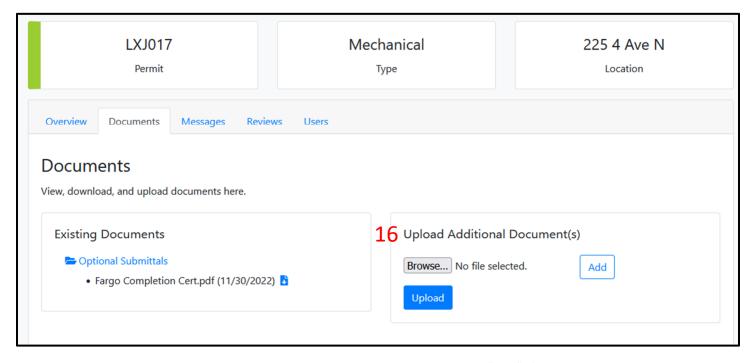
You may save your application (13) if you would like to return to edit it later, but it does not submit the permit to our office. In order to complete the application process, you must click "Submit" (14). Otherwise it does not appear in the queue for review on our permitting system. Note that the Print Name box in the e-signature pop-up is required, and you must click "Submit" at the bottom of this box, as well.



If you have doubts or want to verify your submittal, click "Your Items" in the confirmation screen that follows. Your latest permit should appear at the top of the list. Check the status to verify that it has been submitted. If you want to check that your document(s) uploaded, click "View" under the permit address. In the details screen, you can see tabs for various information. Click



"Documents" (15) and check to see if your file(s) appear. If not, you can upload from this screen as well (16). You can use this form to add documents such as load calculations and duct cleaning receipts.



Note that this works like the application window, in that you only need to click "Add" if you want to upload more than one document. Otherwise just "Browse" to your document and click "Upload".