



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

DATE: December 2, 2022

TO: All Mechanical Contractors

SUBJECT: 2021 Code Requirement

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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.
  - 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.

**Fargo** THE CITY OF FAR MORE  
Start Help

Name, number, address Search Log in Register

# Get Started

Click on an item below to get started

## Pay

Search for payable fees with the new Fee Finder.

## Apply

Apply for a permit, project, or license.

## Your Items

Manage your applications, reports, and requests.

## Open Data

Use the many available filters to find what your looking for.

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**About This Site**  
This site allows you to search permit data on-line. You may also create an account to submit permit, track the progress, and make payments.

**Need help?**  
We've created a webpage that explains each permit or registration step-by-step and gives you detailed information about fees, required forms and related items.  
[Online Help >](#)

**Report a Problem**  
Trouble with your application or inspection request? Give us a call!  
[701.241.1561](tel:701.241.1561)

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).

# Apply

Choose from the available applications below to begin

All Structure Permits Accessory Permits **Trade Permits** Fire Protection Permits Engineering Permits Use Permits Sign Permits

Other Permits Business License Occupational License Zoning

Filter by keyword Clear

## Electrical Self-Wire

Electric work by home owner.

Start

## Mechanical

An HVAC, Refrigeration, or other mechanical-related permit.

Start 5

## Plumbing

Installation or repair of plumbing pipes or fixtures.

Start

## Sewer

This permit is for Adding, Repairing, Replacing, or Disconnecting Sanitary or Storm Sewer service lines.

Start

## Solar Energy System

Installation or modification of a solar energy system.

Start

## Water Heater

A Hot Water Tank Permit is required for any new installation, replacement or significant alteration of a gas hot water tank.

Start

## Wind Turbine



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 4<sup>th</sup> 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).

Permit Location Line 2

Permit Location Line 2, if applicable:

Ex: Suite 154

Back

Help

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Continue

Choose Location

225 4 Ave N, Fargo, ND 58102

225 4 St N, Fargo, ND 58102

If the desired location is not listed, click "Back" below, modify your search, and try again. For further assistance, click "Help".

Back

Help

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Choose

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).**

C. Service - C04 Mechanical

Type of Work \*

Building Remodel

Installation or Replacement of Mechanical Units \*

Yes

No

8

Choose YES when the project involves the installation, repair, or replace of a Mechanical Unit (Equipment) such as Furnaces, Air Conditioning Units, Dryers, Ranges, Fans, etc.

Installation of Underground or Above-ground Tanks \*

Yes

No

Indicate whether the project includes the installation or removal of an underground or above-ground tank.

Save and Continue

Continue

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 documents you already uploaded will show under Existing Documents but this does not update unless you click “Save Changes

C. Service - C06 Mechanical Units

Unit Type \* Service Type \* i  
Residential Heating Appliance Natural Gas

Size \* Size Units \* i Status \* Quantity \*  
60000 BTU Replace 1

Comments \*  
Gas Furnace Delete

Add 10

Submit Documents

Submit one or more document(s) relevant to the current application. Common documents include site plan/diagram, architectural drawing, elevation certificate, contract/quote for work, and/or proof of insurance (for licenses only).

Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office.

Files over 25MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.

**Applications will not be processed until all required documents have been submitted.**

Submit General Document(s) 11  
Browse... No file selected. Add  
12

Existing Documents:

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.

Review and Submit

Submit 14 View & Print Save Changes 13



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.

The screenshot shows the top section of a web application. At the top, there are three boxes: 'LXJ017 Permit', 'Mechanical Type', and a green vertical bar. Below these is a navigation bar with tabs: 'Overview', 'Documents' (highlighted with a red 15), 'Messages', 'Reviews', and 'Users'. The 'Overview' section contains the heading 'Overview' and a subtext: 'A listing of the key features of the permit. To print this information, use the button below.' Below this is a blue button labeled 'Printer Friendly Version'.

The screenshot shows the 'Documents' tab of the permit details screen. At the top, there are three boxes: 'LXJ017 Permit', 'Mechanical Type', and '225 4 Ave N Location'. Below these is a navigation bar with tabs: 'Overview', 'Documents' (highlighted), 'Messages', 'Reviews', and 'Users'. The 'Documents' section contains the heading 'Documents' and a subtext: 'View, download, and upload documents here.' Below this are two main areas. On the left, 'Existing Documents' shows a folder icon for 'Optional Submittals' and a list item 'Fargo Completion Cert.pdf (11/30/2022)' with a download icon. On the right, 'Upload Additional Document(s)' (highlighted with a red 16) contains a 'Browse...' button, the text 'No file selected.', an 'Add' button, and an 'Upload' button.

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”.