



THE CITY OF WATFORD CITY  
 213 2<sup>ND</sup> ST NE / PO BOX 494  
 WATFORD CITY, NORTH DAKOTA

# MOVING PERMIT APPLICATION

## REQUIREMENTS

APPLICATION FEE:  
 \$150.00

A Moving Permit is required in order for buildings or structures, including mobile homes, to be moved on or off of property located within the City Limits and ETA (Extra Territorial Area). The buildings or structures must meet all zoning, building, fire, safety, and health regulations. For buildings or structures moved off of property, a Site Restoration Plan must be submitted with this application.  
*City of Watford City Municipal Code of Ordinances: **CHAPTER XV ARTICLE XXIII SECTION 3-4.***

## PROPERTY INFORMATION

PROPERTY ADDRESS:		ZONING DISTRICT:	
PARCEL NUMBER:	SUBDIVISION:	LOT #	BLOCK #
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)	IS PROPERTY ANNEXED? <input type="checkbox"/> YES <input type="checkbox"/> NO / E.T.A.	LOCATED IN FLOODPLAIN? <input type="checkbox"/> YES* <input type="checkbox"/> NO <small>* FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.</small>	

## PROPERTY OWNER INFORMATION

OWNER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

## CONTRACTOR INFORMATION

CONTRACTOR BUSINESS NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		
NORTH DAKOTA CONTRACTORS LICENSE NUMBER: _____ CLASS: _____	WATFORD CITY CONTRACTORS BUSINESS LICENSE NUMBER: _____	

## PERMIT APPLICANT INFORMATION    Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

## DESCRIPTION

Please give a *detailed* description of the proposed work.

## RESTORATION

Please provide details of the site restoration plan for permits involving mobile homes or other structures being moved **OFF** the property.

## TRAFFIC CONTROL PLAN

If a road is required to be closed, please provide details of the temporary traffic control plan including signage, location, duration, etc.

## MOBILE HOME APPLICANTS

Mobile Homes dated prior to June 15, 1976 are **NOT** allowed to be moved onto property located within City Limits or ETA (Extra Territorial Area). The issuance of a Moving Permit does not warrant the mobile home to be safe for habitability, nor warrant the mobile home to be free from defects or any conditions that may be or may become dangerous or detrimental to occupants. This moving permit may only be relied upon to show proof that the mobile home is allowed to be moved on or off property located within City Limits or ETA. All mobile homes moved on to property must be inspected by the City Building Official within 48 hours, excluding weekends and holidays. It is the responsibility of the permit holder to notify the City when an inspection is needed. The mobile home may not connect to City utilities until a Water and Sewer Access permit has been issued by the City. Additionally, a Building Permit must also be issued for work such as, but not limited to, the construction of the mobile home's foundation, construction of entrance decks, etc. Per City Ordinance, a permit shall not be issued for a mobile home intended to have more than two adult occupants per bedroom and each occupant having less than 70 Sq. Ft of habitable space. If this Permit is denied, the owner shall have 168 hours to remove the mobile home from City Limits and ETA or submit a written request to appeal the denial decision to City Council. For further details, please refer to the City of Watford City Municipal Code of Ordinances: **CHAPTER IV ARTICLE 17**

HUD CERTIFICATION NUMBER:	DATE OF MOBILE HOME:	WIDTH OF MOBILE HOME:	LENGTH OF MOBILE HOME: <i>(excluding hitch)</i>
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### NOTICE:

Permits are valid for six (6) months from the date of issue. Permits may be renewed thereafter. All applications, fees, and plans are subject to review, verification, and approval by the City Planning, Building, Engineering, and Public Works Departments prior to accepting payment and issuing permits. ALL PAYMENTS MADE TO THE CITY WILL BE NON-REFUNDABLE, NON-TRANSFERRABLE ONCE THE PERMIT IS ISSUED.



**DO NOT SEND PAYMENT UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY.**

## SIGNATURE

As the applicant, I certify that all information given on this application is correct, all City Ordinances and Building Codes will be complied with and Utility Companies have been notified as necessary (811). Inspections are a required part of the permitting process and I understand that as a permit holder, it is my responsibility to notify The City when any such inspections need to be performed. Thus, I hereby give authorization to City Staff to access the permitted property as necessary and certify that the structure or property will not be occupied without first obtaining proper inspection(s) and/or the issuance of a Certificate of Occupancy or Final Inspection from the City Building Official. I understand that the City Building Official has the right to withhold the Certificate of Occupancy/Final Inspection until all said requirements and conditions have been deemed satisfactorily completed and all fees associated with the permitting and/or inspection processes have been paid in full. I also understand that once my permits are issued, all payments made to The City will be non-refundable and non-transferrable.

PROPERTY OWNER SIGNATURE: _____	DATE: ____/____/____
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APPLICANT SIGNATURE: _____	DATE: ____/____/____
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### ▼ OFFICE USE ONLY ▼

BUILDING DEPARTMENT

REVIEW DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED BY: \_\_\_\_\_  
*Building Inspector Signature*

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**PAYMENT:**

INVOICE NUMBER: \_\_\_\_\_

DATE CREATED: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

PAYMENT AMOUNT: \$ \_\_\_\_\_

CARD  CASH  CHECK # \_\_\_\_\_

PAYMENT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PERMIT #:**

\_\_\_\_\_

ISSUE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ENTERED: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_