



# COMMERCIAL BUILDING PERMIT APPLICATION

**REQUIREMENTS:** Commercial, Industrial, Community Facility, and Multi-Family developments are required to submit a Site Development Plan for review and approval before permits are issued. Building Permits are required for all projects in which a structure will be erected, converted, added, or structurally altered wherein the value of labor and materials is \$1,000.00 or more or an area over 10'x12' /120 Square Feet. A permit will still be required regardless of size or value for work including, but not limited to building foundations, load bearing walls, and concrete work. A sketch, drawing, and/or engineered plans, **as well as documentation pertaining to fire alarm sprinkler systems and annual fire inspections**, must be submitted with this application. The Commercial Building Permit Checklist is to accompany this application if a Site Development Plan is required.

*City of Watford City Municipal Code of Ordinances: **CHAPTER XV ARTICLE XXIX.***

## 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		

\* FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.

## 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.

## PROJECT SPECIFICATIONS

TOTAL SQUARE FOOTAGE:	BUILDING HEIGHT:	NUMBER OF STORIES:	OCCUPANT LOAD:	IS A LOT VARIANCE REQUIRED? <input type="checkbox"/> YES* <input type="checkbox"/> NO
				<small>*VARIANCE APPROVAL DATE: ___/___/___</small>
CONSTRUCTION TYPE: <input type="checkbox"/> I-A <input type="checkbox"/> I-B <input type="checkbox"/> II-A <input type="checkbox"/> II-B <input type="checkbox"/> III-A <input type="checkbox"/> III-B <input type="checkbox"/> IV <input type="checkbox"/> V-A <input type="checkbox"/> V-B				

OCCUPANCY CLASSIFICATION:

A  B  E  F  H  I  M  R  S  U

FIRE SAFETY:

SPRINKLER SYSTEM REQUIRED  NOT APPLICABLE

**HEIGHT VARIANCE**

This section is only applicable for projects in which the proposed structure will be built over the maximum height allowance within the property's specific zoning district. Prior approval from City Council is required.

VARIANCE APPROVAL  
DATE: \_\_\_/\_\_\_/\_\_\_

APPROVED  
HEIGHT: \_\_\_\_\_

HEIGHT VARIANCE FEE CALCULATIONS:  
\$2,500.00 x \_\_\_\_\_ FEET OF VARIANCE = \$ \_\_\_\_\_ TOTAL FEE

**PROJECT VALUE**

Please indicate the total value of the project consisting of labor + materials. The City may reference the Building Valuation Data (BVD) chart for valuations of projects consisting of new structures. A copy of the BVD Chart is available upon request. A detailed list/bid/estimate showing labor + materials may be required to be submitted.

TOTAL VALUE: \$ \_\_\_\_\_ (Labor + Materials or BVD Chart Value)

**PERMIT FEE**

The permit fee schedule is based on the total value of the project. Please feel free to calculate the permit fee however, payments will **not** be accepted until the fee calculations are verified by the City. ADOPTED BY CITY COUNCIL Exhibit A- Building and Excavation Permit Fees #2017-20 12/04/2017

APPLICATION FEE SCHEDULE	
TOTAL VALUATION	PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$25.00
\$501.00 to \$2,000.00	\$25.00 for the first \$500 plus \$3.00 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$65.00 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$390.00 for the first \$25,000 plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$640.00 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$1,015.00 for the first \$100,000 plus \$6.50 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$3,615.00 for the first \$500,000 plus \$5.50 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$6,365.00 for the first \$1,000,000 plus \$4.00 for each additional \$1,000, or fraction thereof.

FEE CALCULATIONS:

**PERMIT FEE TOTAL:**  
\$ \_\_\_\_\_

**NOTICE:** Building Permits are valid for six (6) months from the date of issue. Permits may be renewed. 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.

APPLICANT SIGNATURE: \_\_\_\_\_

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



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

# COMMERCIAL BUILDING PERMIT CHECKLIST

**REQUIREMENTS:** All applications must be legible, printed in ink or typed, and suitable for reproduction. This checklist is to accompany Commercial Building Permit Applications that require a Site Development Plan. The information detailed within the checklist is required to be submitted. Please complete the checklist within the "Applicant Checklist" column. For specific details regarding Commercial Building Permits, please refer to the *City of Watford City Municipal Code of Ordinances: CHAPTER XV ARTICLE XXIX.*

## PROJECT INFORMATION

PROJECT NAME:

PROJECT ADDRESS:

## COMMERCIAL BUILDING PERMIT REVIEW CHECKLIST

PERMIT SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
<b><u>GENERAL</u></b>		
Copy of Site Development Plan approval submitted with application.		
Completed and signed Floodplain Development Permit, if applicable. <i>Required for any construction or development within any special flood hazard area (floodplain)</i>		
Reports Contents section of the Erosion Control Review & Checklist from the Site Development Plan has been submitted along with any additional permits required.		
Submit certification that a Notice of Intent for Storm Water Permit has been or will be submitted to the North Dakota Department of Environmental Quality.		
Completed and signed Commercial Building Permit Application.		
Physical Address Request /Verification Form submitted to McKenzie County.		
Completed and signed Water and Sewer Access Permit Application, if applicable. <i>Required for all projects proposing a new connection to City Water and/or Sewer utilities, if the square footage of the building(s) connected to City water/sewer increases, or if the use of the square footage changes to a different use.</i>		
Completed and signed Construct/Repair Permit Application, if applicable. <i>Required in order to construct, reconstruct, alter, grade, or repair any public street, sidewalk, driveway, curb, or gutter inside of the public right of way</i>		
Documentation pertaining to fire sprinkler system shall be submitted. Annual fire inspection documentation shall be submitted to the City each year.		
Acknowledgement that if excavation occurs in City right of way (ROW), outside of items covered by the Construct/Repair Permit, that an Excavation Permit shall be required.		

### ▼ 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: \_\_\_\_\_