



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

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|---|---|---|------------------|--|
| 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

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|---|------------------|--------------------|----------------|--|
| 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

RENOVATIONS, REMODELS, OR ADDITIONS

This section is only applicable for renovations, remodels, or additions.

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| AGE OF BUILDING: | Applicant shall review the North Dakota Department of Environmental Quality Division of Waste Management notification requirements for Asbestos Notification of Demolition and Renovation to determine if the SFN 1798 (https://deq.nd.gov/forms/WMM/asbestos/SFN17987.pdf) is required. Should asbestos be determined to be present, additional inspections may be required. |
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| IS A SAND/OIL/GREASE SEPARATOR PRESENT AT LOCATION? <input type="checkbox"/> YES* <input type="checkbox"/> NO | A sand/oil/grease separator is required at the following locations, including but not limited to: restaurants, car washes, laundromats, commercial vehicle parking bays that have a floor drain, and any place that commercially prepares food. |
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| *If yes, provide the size. | SIZE OF EXISTING SAND/OIL/GREASE SEPARATOR: _____ |
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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.

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|-------------------------------------|------------------------|---|
| 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. Fees will be calculated by City Staff. Payments will **not** be accepted until the fee calculations are completed by the City. The Commercial Application Fee Schedule has been adopted by the City Council on March 7, 2022 as Resolution 2022-05 Application Fee Schedule: Exhibit B.

FEE CALCULATIONS:

| | |
|--|--|
| <p>PERMIT FEE TOTAL: \$ _____</p> | |
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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.

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| APPLICANT SIGNATURE: _____ | DATE: _____/_____/_____ |
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THE CITY OF WATFORD CITY
 213 2ND 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 |
|--|---------------------|-------------------|
| <u>GENERAL</u> | | |
| Copy of Site Development Plan approval submitted with application. | | |
| Completed and signed Floodplain Development Permit, if applicable. | | |
| 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. | | |
| Documentation showing a sand/oil/grease separator is being installed, if required. <i>A sand/oil/grease separator is required at, including but not limited to, the following: restaurants, car washes, laundromats, commercial vehicle parking bays that have a floor drain, and any place that commercially prepares food.</i> | | |
| 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. | | |
| Submitted plans are stamped by a North Dakota Registered Architect and/or Engineer. | | |
| Building design meets the requirements of the Corridor Overlay District, if applicable. <i>Ordinance Chapter XV, Article XXII(A)</i> | | |

▼ 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: _____