



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

# RESIDENTIAL BUILDING PERMIT APPLICATION

**REQUIREMENTS:** 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 showing the proposed work, must be submitted with this application. The Residential Building Permit Site Plan Checklist is to accompany this application if the proposed work requires a site plan.

*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?  
 YES     NO / E.T.A.    LOCATED IN FLOODPLAIN?  
 YES\*     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      WATFORD CITY CONTRACTORS  
 LICENSE NUMBER: \_\_\_\_\_ CLASS: \_\_\_\_\_      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: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_ IS A VARIANCE REQUIRED?  
 YES\*     NO

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

## UNIT FEE

This fee is only applicable for new residential building projects in Subdivisions with a Developer's Agreement that specifically states Unit Fees are to be required by the City. A \$2,500.00 fee contribution will be collected per new residential unit. (i.e. Single-Family Home = 1 Unit) The fee is divided as follows: \$500.00 Police Services, \$500.00 Fire Protection, \$500.00 Ambulance Services, \$500.00 Public Parks, and \$500.00 School District.

### UNIT FEE CALCULATIONS:

NUMBER OF UNITS: \_\_\_\_\_ x \$2,500.00 = \$ \_\_\_\_\_ 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. APPROVED 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:

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

**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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



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# RESIDENTIAL BUILDING PERMIT SITE PLAN CHECKLIST

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

## PROJECT INFORMATION

PROJECT NAME:

PROJECT ADDRESS:

## RESIDENTIAL BUILDING PERMIT REVIEW CHECKLIST

SITE PLAN REVIEW SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
<b><u>GENERAL</u></b>		
Completed and signed Residential Building Permit Application.		
Physical Address Request /Verification Form submitted to McKenzie County.		
Completed and signed Water and Sewer Access Permit Application and Utility Payback Zone 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>		
Completed and signed Floodplain Development Permit, if applicable. <i>Required for any construction or development within any special flood hazard area (floodplain).</i>		
Applicant shall acknowledge that they are familiar and have reviewed the approved subdivision plans (if available) and will conform to the approved storm water management plan.		
Acknowledgement that if excavation occurs in City right of way (ROW), outside of items covered by the Construct/Repair Permit, that an Excavation Permit Application shall be submitted.		
If access to City sanitary sewer is not available, the Upper Missouri District Health Septic Permit approval shall be submitted.		
<b><u>SITE PLAN</u></b>		
North Arrow.		
Lot lines, adjacent streets, roads, easements, and ROW.		
Existing and proposed buildings, accessory structures, and any other man-made features within the property ( <i>i.e.: retaining wall, berms, fences, exterior stairs, decks, patios, sidewalks, trash enclosures</i> )		
Distance from property lines to the leading edge of all structures, new and existing.		
Indicate required front, rear, and side yard setbacks from structure(s) to property lines.		

SITE PLAN REVIEW SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
Location and dimensions of proposed construction and improvements.		
Existing and proposed water and sewer stub outs shall be shown on the site plan. The actual location of stub outs and curb stops shall be surveyed.		
If multiple utility services serve the same lot, the site plan shall identify which services will be abandoned.		
Actual or proposed driveway and sidewalk locations shall be shown along with applicable dimensions (from ROW or Lot Lines).		
Driveways shall meet the City of Watford City Standard Drawings and Driveway/Access Management Guidelines: <a href="https://www.cityofwatfordcity.com/usrfiles/2020-AccessMgmt-Guide-1.pdf">https://www.cityofwatfordcity.com/usrfiles/2020-AccessMgmt-Guide-1.pdf</a> .		
Top of foundation and/or top of slab elevation shall be provided. Lot drainage shall conform to the building codes, approved subdivision plans, and storm water management plan.		
Conceptual landscaping shall be depicted on the site plan or submitted as a separate drawing and must meet the requirements of the City Landscaping Ordinance: <i>Chapter XV, Article XXXII</i> .		
Unimproved areas of front, sides, and rear yards must be indicated to be landscaped with grass, vegetative ground cover, or xeriscaping.		
The location, size, and quantity of all existing and proposed trees, shrubs, and any other vegetation intended to be use for landscaping or screening should be indicated within the plan.		
Landscape materials and structural items placed within the sight triangle of a corner lot shall not have a height of more than 3 feet above the curb level during all stages of plant growth. Deciduous trees may be planted within the sight triangle provided they are not an obstruction of vision between 3 and 10 feet above the curb level.		
Landscaping and structural items at driveway entrances must be verified to not obstruct sight visibility for vehicles and shall be approved through the Construct and Repair Permit Application process.		

▼ OFFICE USE ONLY ▼	
<p data-bbox="90 1249 1578 1291">BUILDING DEPARTMENT</p> <p data-bbox="90 1291 1578 1354">REVIEW DATE: ____/____/____      <input type="checkbox"/> APPROVED BY: _____  <span style="float: right;"><i>Building Inspector Signature</i></span></p> <p data-bbox="90 1354 1578 1501">NOTES: _____  _____</p>	
<p data-bbox="90 1501 836 1543"><b>PAYMENT:</b></p> <p data-bbox="90 1543 836 1585">INVOICE NUMBER: _____</p> <p data-bbox="90 1585 836 1648">DATE CREATED: ____/____/____      BY: _____</p> <p data-bbox="90 1648 836 1711">PAYMENT AMOUNT: \$ _____</p> <p data-bbox="90 1711 836 1774"><input type="checkbox"/> CARD    <input type="checkbox"/> CASH    <input type="checkbox"/> CHECK # _____</p> <p data-bbox="90 1774 836 1837">PAYMENT DATE: ____/____/____</p>	<p data-bbox="836 1501 1578 1543"><b>PERMIT #:</b> _____</p> <p data-bbox="836 1543 1578 1606">ISSUE DATE: ____/____/____      BY: _____</p> <p data-bbox="836 1606 1578 1669">EXPIRATION DATE: ____/____/____</p> <p data-bbox="836 1669 1578 1732">ENTERED: ____/____/____      BY: _____</p>