

City of Watford City

213 2nd St. NE

Po Box 494

Watford City, ND 58854

Ph. 701-444-2533

Fax 701-444-3004

www.cityofwatfordcity.com

Dear Permit Holder:

Your newly issued permit card(s) **MUST** be posted and kept easily accessible on your jobsite. Please be aware of your Permit expiration date. If additional time is needed, most Permits are renewable.

Inspections are a required part of the permitting process. It is the responsibility of the PERMIT HOLDER whether it be the property owner, applicant, and/or licensed contractor to notify the City when inspections need to be performed. Inspections must be scheduled at least 24 hours in advance. When calling for inspections, please provide your permit number. For new water meter issuance, please contact the Public Works Department. A Water/Sewer Access Permit Card will need to be presented in order to issue the meter. Upon completion of work, your Certificate of Occupancy may be held until ALL necessary inspections (building, electrical, water/sewer, etc.) have been successfully completed & signed off on your permit card(s).

For your reference, a list of general inspections for both Building and Water/Sewer Access Permits is attached. If you would like to schedule an inspection or if you have questions regarding the permit, inspection process or whether a particular inspection is required, please feel free to contact any of the following persons or departments:

- **City Hall Receptionist:** (701)444-2533
- **Planning & Zoning Department** (permitting): **(701)444-8402**
- **Building Department Building Inspector:** **(701)444-8414** (Office) or **(701)651-7826** (Cell)
- **Public Works Department** (water/sewer/meters/inspections): **(701)444-8404**
- **Engineering Department:** (utilities/excavations/roads/sidewalks/inspections) **(701)444-8433**

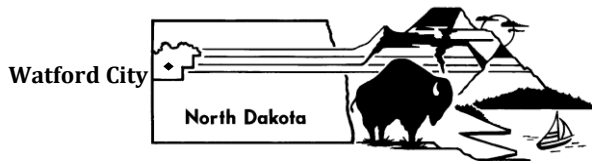
Please Note: Effective immediately, the State Electrical Inspector will be required to sign off on your City issued permit card for both Rough-in electrical work (before work/walls are covered) and the Final electrical inspection. Please keep your City permit cards on site at all times!

Please be aware that all project sites regardless of size, scope, and location within Watford City Corporate City Limits and Extra Territorial Area (ETA) must be properly maintained throughout the entire construction process. City Ordinance: Chapter IV, Article 16 pertains to drainage, debris, fugitive dust, and the track-out of material from a property on to a public roadway. These issues are subject to a fine of up to \$500.00 per violation per day. Please take the appropriate measures to ensure your jobsite is compliant with the City's regulations. For more information, please visit:

https://www.municode.com/library/nd/watford_city/codes/code_of_ordinances

All contractors whether general or sub working within Watford City and City Extra-Territorial Area (ETA) must be licensed by BOTH the State of North Dakota and The City of Watford City.

Again, please feel free to contact us using the information listed above if you should have any additional questions. Thank you very much for taking the time to read this information and for helping to make Watford City a great place to live and work!



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CITY OF WATFORD CITY BUILDING DEPARTMENT INSPECTION CHECKLIST

PERMIT CARDS **MUST** BE ON JOB SITE!

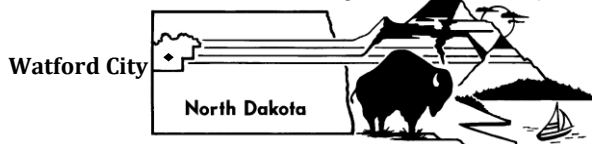
*All inspections must be scheduled **at least 24 hours in advance**. It is the responsibility of the permit holder to coordinate with the City Inspector as inspections are needed. To schedule an inspection or for questions regarding the inspection process or whether a particular inspection is required, please contact the City Building Inspector at Watford City Hall at (701)444-8414 or by cell at (701)651-7826. Please be sure to reference your permit number(s) when calling for inspections.*

Any criteria of the inspection not met or approved will be failed and will require a re-inspection. There will be a re-inspection fee. If for any reason a permit card is not posted or available on site during an inspection, a re-inspection may be required in order for the City Building Inspector to sign off on the particular inspection performed. All Fees must also be paid in full prior to final/occupancy. All signed permit cards must be returned to inspector upon Final Inspection.

Inspections*:

- Soil
- Excavation
- Footings/Piers (Before Pouring Concrete)
- Foundation Walls/Re-bar/Damp Proofing
- Anchor Bolts
- Framing (Before Interior Sheeting)
- Sheathing: Nailing/Shear walls
- Roof: Ice & Water barrier
- Insulation/Frost proofing
- Deck/Porch
- Firewall/ Fire Separation
- Fire Caulking
- Fire Protection/Sprinkler/Alarm Systems
- Stairs/Railings
- Egress
- Crawl Space/Venting
- Smoke/ CO Detectors
- Water Meter/Curb Stop
- Driveway Paving
- Finish Grade/Drainage
- Signs
- Fences

For Plumbing & Electrical Inspections: Please Contact the State.



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PUBLIC WORKS INFRASTRUCTURE INSPECTIONS

**** Any criteria of the inspection not met or approved will be failed and will require a re-inspection for a fee. Inspections must be scheduled at least 24 hours in advance. It is the responsibility of the permit holder to coordinate with the Public Works Department as inspections are needed. All applicable inspections must be completed and signed off on your permit card prior to the issuance of a Certificate of Final/Occupancy. To schedule an inspection or for questions regarding the inspection process or whether a particular inspection is required, please contact the Public Works Department at (701)444-8404. For new meter issuance, please bring your permit card to Public Works Department at Watford City Hall (213 2nd St NE) or call the Public Works Department (701)444-8404 to make arrangements.**

Please Note: Not all projects will require all inspections listed below.

- Tap is above center line (Size 2" and below)
- 6" minimum bury depth
- 10' spacing to sewer
- Poly Pipe
- Compression fittings
- Block under curb stop
- Curb box straight
- Existing service-replace the curb stop
- No leaks on charged line
- Saddle on top ½ of main
- 5' minimum bury depth
- 10' spacing to water
- No damage to main from tap (cracks, openings, etc.)
- No vertical drops into main (s/b at 45°)
- 4" PVC pipe
- Pipe bedded with gravel or sand
- Cleanout between main & building (200' Max)
- Existing service-must be replaced to main if not PVC. Fernco onto existing pipe.
- Water Main, Valve, Fire Hydrant
- Verify installations meet plans
- Proper thrust blocks
- 7 ½ ' bury
- All bolts tight
- Proper spacing to sewer reference
- Proper bedding
- Proper length & brand of fire hydrant
- Sewer Main, Manhole
- Proper bedding on manhole & pipe
- Proper gasket/sealing on manhole rings
- Proper spacing to water reference
- Proper fill material- reference specification
- 1' lifts max. thinner when required
- 90% compaction off of road
- 98% compaction on road
- Verify with nuke tester
- 12" gravel as top surface
- Verify meter numbers match address
- Meter in correct orientation
- No T's in line before meter
- Find curb stops/gate valves shown on plan
- Cover is easily accessible & ferrous metal
- Curb stop flush with grade
- Valve box flush to ½ " below grade
- Wrench can be installed
- Curb stop and valve operable
- Perform wire tracer (if tracer installed)
- As-built drawing provided
- Cover flush to ½" below finished grade
- Verify manholes are free of debris
- Witness pressure test
- Reference specification for parameters
- Witness pressure test
- Reference specification for parameters
- Witness mandrel test