

RESIDENTIAL PERMIT APPLICATION

(ALL INFORMATION IS REQUIRED)

Plans Shall include:

1. (2) sets of plans to scale, (1/4" or 1/8"). Plans must list total square footage of finished and unfinished space for every level and garage. They must also list square footage for decks, porches and entry ways. Plan must also show exterior elevations, including all sides of building and all openings in walls such as doors and windows.
2. A plot plan containing the legal description, site address, and name of builder. The plot plan must also show the proposed building footprint including distances to property lines, streets, roads, alleys, and easements. It must also include lot dimensions, lot square footage, driveway location and location of existing street light poles, junction boxes, hydrants, storm inlets, and utility boxes in the lot, boulevard or curb. The plot plan must be completed and stamped and signed by a Registered Land Surveyor.
3. The attached Residential Plan Submittal checklist must be completed. Any missing items on this checklist must be accompanied by an explanation.

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Other Submittal Requirements:

1. An approved road approach permit must be submitted.
2. The address of the property must be recorded.
3. Provide a copy of an approved Septic Permit from South Western District Health Unit.

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1. PROJECT INFORMATION			
Owner:			
Contractor:		Phone Number:	
Property Owner:		Phone Number:	
ND Contractor License Number:			
Property Address:			
Legal Description:			
Email Address:			
Property Use	<input type="checkbox"/> Single Family	<input type="checkbox"/> Two-Family	<input type="checkbox"/> Townhouse \ Rowhouse

2. DESCRIPTION OF WORK (check all that apply)			
Construction Type	<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition
Foundation Type	<input type="checkbox"/> Slab on Grade	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Basement

Description of Proposed Work:

4. PERMIT FEE CALCULATION (for office use only)

	Sq. Ft.		
Garage		Total Valuation	
1st Floor		Base Permit Fee	
2nd Floor		Plan Review Fee	
Unfinished Basement		Other Fees	
Finished Basement			
Decks/Patios/Entryways			
Accessory Buildings			
Total Square Footage		Total Permit Fee	

Credit Card

Check

Cash

Paid: _____

Received By: _____

A member of the Building Department will inform you when the permit has been created. Your signature is required when you pick up the permit. The property must be clearly identified with an address prior to inspection. Any information the applicant has set forth in this application that is false or misleading may result in the rejection of the application or revocation of the permit. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies.

I hereby declare and affirm that all matters and facts set forth in this application are true and correct to the best of my knowledge, information and beliefs.

Signature _____ Date _____

This permit application and associated plans have been reviewed for compliance with the Code. All work associated with this permit is subject to field inspection by certified individuals during the course of construction. Issuance of this permit is in no way granting any portion of the proposed work to be completed in a manner contrary to the Code. Construction must commence within (six) months.

