

Building Permit Requirements

1. Building permit application must be completed in full, absent any sections labeled for Office Use Only.
 - a. Total cost of construction must be filled out, total cost includes all materials and labor for the project. (There is no fee for fencing projects)
2. A drawn site plan that includes: *(see example on the back)*
 - a. Lot dimensions and setback requirements for the property in which the construction will take place.
 - b. The location of all existing buildings and structures along with their dimensions.
 - c. The location of all new construction with dimensions.
 - d. Any existing right-of-way or easements.
3. The site must be marked with the location of the new construction using either stakes, flags, or paint.

Any building permit submitted without the above requirements will be rejected.

Building permits require a minimum processing time of 3 days, but can take up to several weeks. All applications must be approved before work can begin.

All contractors and homeowners must ensure their projects conform to the ND State Building Codes. Any structure found not conforming to proper codes must be brought up to code. The City of Washburn does not provide building inspection services.

City employees are not licensed surveyors and do not perform property surveys. City employees will make a good faith effort to locate intact property pins for checking zoning setback requirements for building permits. Any pins located in this manner or any other guidance on a property line location does not constitute a legal opinion on the part of the City of Washburn. Property owners are solely responsible for determining the legal status of their property boundaries. The City of Washburn will not take sides in a dispute over private property lines.

For any construction hooking up to the city water or sewer system, a licensed water/sewer installer is required to perform the work. Additionally, a city employee must be notified and be on-site when the connection to the service is made. Failure to do so will result in the forfeiture of the deposit. An additional fee is required if such a connection inspection is required outside of normal business hours.

Sign below that you have read and understand these instructions.

Signature of Applicant

Date Signed

Office Use Only:

Requirements Fulfilled

1 2 3

Permit Accepted Date: _____

City of Washburn
907 Main Avenue
Washburn, ND 58577
Washburnnd.com

Application for Building Permit

(See Ordinance 117A-2 for additional information)

Contractors and Home Owners are responsible for following North Dakota Building Code.
The City of Washburn does not provide building inspection services.

Note: Permit shall expire one year from date of issuance.

Date of Application: _____ (Office Use) Date permit issued: _____ (Office Use) Permit Number: _____

Name of Owner: _____

Telephone #: _____ E-mail Address: _____

Street Address: _____

Legal Description: _____

General Contractor: _____

Address: _____ Telephone #: _____

Permit Application for: New Construction: _____ Accessory Structure: _____

Description of Work: _____

Will curb/street be cut? (**Deposit required**) Yes _____ No _____ Deposit: \$ 750.00 (Ordinance #133)

Water main connection Yes _____ No _____ Hook-up Fee \$ 750.00

Sewer hookup Yes _____ No _____ Hook-up Fee \$ 750.00

Variance Requested? Yes _____ No _____ (application for planning & zoning variance form required if yes)

Main Structure

Type: _____

Width: _____

Length: _____

Wall Height: _____

Roof Pitch: _____

Accessory Structure

Type: _____

Width: _____

Length: _____

Wall Height: _____

Roof Pitch: _____

Office Notes

Please initial that you understand these instructions _____

Roof Material: _____ Siding Material: _____

Fencing Material: _____ Lot Size: _____
Square Feet

Total Cost of Construction (exclusive of land): _____

Permit Fee: \$ _____

Water Fee: \$ _____

Sewer Fee: \$ _____

Total of all Fees: \$ _____

Curb/Street Deposit \$ _____

The Permit Fee is based on the Cost above:

\$0 to \$999.99 = \$25.00 (base fee), add \$1.00 for every
additional \$1,000 of value.

(Ex. \$350,000 divided by 1,000 = \$350)

\$350 + 25.00 = \$375.00)

**Please write two separate checks if there is a Curb/Street Deposit, this deposit will be returned once you have repaired the curb/street.

Sketch a drawing showing the following **must be completed**:

1. The lot dimensions shall be shown on the drawing, along with setback requirements for the district in which the building will take place.
2. Location of all buildings, structures, and gross square footage.
3. Existing right-of-way and easements.

Inspection Notes: _____

 Please initial that you understand these instructions. _____

(Back Property Line) 25-foot Setback

Property Line _____ Ft.

(Side Yard) 8-foot setback

(Side Yard) 8-foot setback

Property Line _____ Ft

Property Line _____ Ft

(Front of Property) 25-foot setback

Property Line _____ Ft.

Signature of Applicant

Date Signed

All applications shall be approved before work begins.

(Processing of this applications takes a minimum of 3 days but can take up to several weeks)

Administration/Office Use Only

Site Inspection by Public Works Staff: _____ Date _____

City Administrator: _____ Date _____

Fee Paid: _____ Receipt #: _____