



208 Main Street North
PO Box 5
Belfield, ND 58622
auditor@cityofbelfield.com
701-575-4235

Residential Building Permit Application

New Single and Two-Family Dwellings, Decks, Garages, Remodels

Date _____

Property Owner _____ Address _____

Owner Phone _____ Cell Phone _____

Legal Description _____

Contractor _____ ND License # _____ City License # _____

Contractor Phone _____

Type of Project _____ Valuation _____

Describe Work _____

Garage Addition Interior Remodel Exterior Remodel Deck

Fence/New or Existing Storage Shed

Garage: Attached Detached Sq. Ft. _____

Deck: Replace Existing New Sq. Ft. _____

Fence: Replace Existing New Sq. Ft. _____

Storage Shed Replace Existing New Sq. Ft. _____

Single Family Townhouse Condo Twin Home Duplex

Property Line Wall? (2 family dwellings only) Yes No

Type of Property Line Wall: 2 – 1HR FR Walls 1 – 2HR FR Wall

Heating: Forced Air Hot Water Air Conditioning

Truss Design Submitted Yes No

Foundation: Concrete PWF ICF

Basement Sq. Ft. _____ Finished _____

1st Floor Sq. Ft. _____ Finished _____

2nd Floor Sq. Ft. _____ Finished _____

Subcontractors

Electrical _____ ND License # _____

Plumbing _____ ND License # _____ City Lic. if tie into City System

Concrete _____ ND License # _____

Mechanical _____ ND License # _____

Excavator _____ ND License # _____ City Lic, if Exc. City Property

(This permit creates no warranties with regard to construction or code compliance. Any inspections under this permit are for the benefit of the public and not the permit recipient, and any inspections do not create a duty to the permit recipient, the owner, or to a subsequent purchaser with regard to quality of construction or code compliance) Code questions should be referred to the Building Inspector, Mel Zent at 701-260-1867

NOTICE: Proof of ND Licensure, City Licensure, insurance, and bonding as required by state and local authority for all contractors and subs must accompany this application. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits for residential construction shall expire in 365 days.

I have carefully read the complete application and know the same is true and correct. I understand the ordinances governing the construction activity described in this application, and agree to comply with all provisions of the City ordinances, State laws, and all property restricts, whether herein specified or not. As the owner of the above property or a duly authorized agent, I hereby grant permission to enter the premises and make all necessary inspections requested by the City.

Signature of Applicant

Printed Name

Date

Site and Sketch Plan Requirements:

The site and sketch plan is a drawing, to scale, on one sheet of paper (minimum of 8 ½ x 11") Remember that the staff is not familiar with the property and will need this information to evaluate your project. The plans must accompany your application. If the plans are not legible or do not contain the information listed below, your application will be returned.

1. Names, address and telephone number of the record owner, applicant and the person preparing the map (if different than owner).
2. Legal description of the property involved (Lot, Block & Addition or Metes and Bounds).
3. North point, date of drawing and engineer's scale (suggest 1:20, 1"=20')
4. Location, width and names of streets and recorded easements on property. Locate all existing and proposed road improvements and driveway locations.
5. Dimension and location of property lines and boundary of project.
6. Location, size and use of all existing and proposed buildings, including dimensions, square footage, distance from property lines and building separations.
7. Show parking spaces in detail (each space to be 9 x 18.5' min) Refer to the City of Belfield Zoning Ordinance for detailed information regarding parking requirements for your use.
8. Indicate any unusual drainage or hilly terrain that might affect the building site, parking area or access by flow line arrows and contour lines.
9. Vicinity map as a separate page.
10. All structures and parking shown with required setbacks.
11. The boundaries of any floodway, floodway fringe, 100-year floodplain, streams and/or wetlands

Office Use Only

Zoning _____ In Flood Plain Yes No Date Approved _____

Set Backs Correct _____ If yes, Elevation Cert _____ Permit No. _____