

Fee: \$25.00

No. \_\_\_\_\_

# APPLICATION FOR PERMIT TO BUILD, REMODEL, MOVE OR DEMOLISH CITY OF NORTHWOOD, NORTH DAKOTA

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

Parcel # \_\_\_\_\_ Legal Description \_\_\_\_\_

General Contractor \_\_\_\_\_ Contractor's License # \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Type of Application: Build \_\_\_\_\_ Remodel \_\_\_\_\_ Move \_\_\_\_\_ Demolish \_\_\_\_\_ Other \_\_\_\_\_

Description of Project \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Sidewall Height \_\_\_\_\_ Roof Type \_\_\_\_\_ Construction Type \_\_\_\_\_

Distance from neighboring property on all sides \_\_\_\_\_ Distance from all utility lines \_\_\_\_\_

Estimated Cost of Project (excluding land) \$ \_\_\_\_\_

## **Property must be staked properly before submission of building permit**

### TERMS AND CONDITIONS

(1) Conformance with "Americans with Disabilities Act Accessibility Guidelines" (ADAAG). Federal law may require this construction project to conform with ADAAG for Buildings and Facilities. If any building or facility in this project is subject to the Americans with Disabilities Act of 1990, a "Conformance Statement" (available from City Auditor) must be attached, certifying that the plans and specifications are in conformance with ADAAG.

(2) Utility Locates. You must call North Dakota One-Call at 1-800-795-0555 before you dig anywhere. A 48-hour notice is required excluding Saturdays, Sundays, & Holidays. All construction must be 10' from all utility lines.

(3) Proximity to Property Lines. **A Plot Plan must be attached with all applications.** Plot Plan must show: (A) Existing and Proposed Property Lines; (B) Existing and Proposed Building Lines (including any projection or overhang of building). Any proposal that will project within five (5) feet of a property line must be accompanied by a signed approval statement from the adjacent property owner.

(4) Exclusions. Utility Services or Electric Heating shall require separate applications.

(5) Compliance. All permits expire one (1) year after date of filing by City Council. In the event that a project cannot be completed by the expiration date, the applicant may request an extension in writing.

(6) Penalties. Any person violating any of the terms or conditions of these regulations or other official control adopted by the City Council pursuant thereto may be punished by a fine of not more than One Hundred Dollars (\$100.00) for each day of violation.

*Separate permits are required for electrical, plumbing, and mechanical (HVAC). Work under this permit must commence within 180 days of permit issuance and once commenced, work may not be suspended for more than 60 days. All work must be complete within 12 months or another application must be submitted. Applicant must comply with all codes and ordinances applicable to the work. Issuance of this permit does not grant any authority to erect, modify or use any structure in violation of any code or ordinance. All required inspections, including a final inspection are the responsibility of the Applicant. In consideration for connection to City Utilities, Applicant agrees to pay all applicable utility fees and charges pursuant to City Ordinance and Policies. This permit creates no warranties with regard to construction or code compliance. The inspections under this permit are for the benefit of the public and not the Applicant and the inspections do not create a duty to the Applicant, the owner or to a subsequent purchaser with regard to quality of construction or code compliance.*

### ATTACHMENTS

Conformance Statement \_\_\_\_\_ Plot Plan \_\_\_\_\_ Approval by Adjacent Owner \_\_\_\_\_ Other \_\_\_\_\_

Signed by Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved by Planning Commission \_\_\_\_\_ Date \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

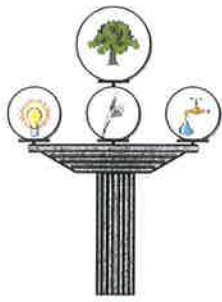
Reasons for Rejection \_\_\_\_\_

Filed by City Council \_\_\_\_\_ Date \_\_\_\_\_

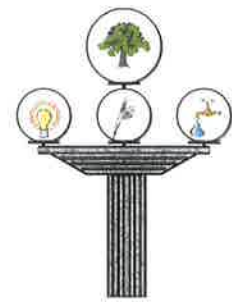
## Building Permit Check List:

- \_\_\_\_\_ All Contractors are required to obtain a Northwood City License prior to doing any work within City Limits.
- \_\_\_\_\_ All construction is subject to ALL ND State Building Codes.
- \_\_\_\_\_ Fines for building without an approved Building Permit; first written Warning will be hand delivered and the individuals will be notified to have an application submitted before the next scheduled P&Z meeting. If an application has still not been presented to P&Z the individual (s) will be subject to a \$100.00 fine each day until an application has been submitted. **This applies to both the contractor and the owner.**
- \_\_\_\_\_ Plot Plan
  - Show existing buildings and property lines
  - Show streets and alleys
  - Show proposed project
  - Show any utilities – transformers, poles, exterior meters
  - Note dimensions and distances on drawing
- \_\_\_\_\_ All distances marked
  - Must be 15' from edge of curb and 10' from edge of alley
  - Must be 5' from all neighboring property (including overhang)
  - Must be 10' from all overhead primary high voltage utility lines
  - Must be 3' from underground high voltage utility lines
- \_\_\_\_\_ Approval of adjacent owner if within 5 feet
- \_\_\_\_\_ All dimensions of project – Height, Width, Length, Sidewall
- \_\_\_\_\_ Construction type
- \_\_\_\_\_ Photo if item is a move in item
- \_\_\_\_\_ Signature
- \_\_\_\_\_ Payment

**The property must be staked properly, according to the building permit, before submitting the application. Failure to comply with this will result in denial of the Building Permit Application until it is completed. The staking process allows the Planning & Zoning Commission members to review the property before the scheduled meeting.**



***City of Northwood***  
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Northwood, ND 58267  
(701) 587-5370  
(701) 587-5829 fax  
[norcity@polarcomm.com](mailto:norcity@polarcomm.com)  
[www.discovernorthwood.com](http://www.discovernorthwood.com)



## **Building Permit Utility Line Disclaimer**

The City of Northwood assumes no responsibility or cost for any damages done to applicant's projects. The Responsibility falls upon the applicant to cover any and all costs or repairs to said project if the need arises to gain access to the utility lines that lie beneath the project.

# Planning & Zoning Commission

## OF

# City Of Northwood

Date:

Subject: Letter of Authorization to  
Obtain a Building Permit Located

At: \_\_\_\_\_ (the address of proposed building permit)  
Northwood, ND 58267

To Whom It May Concern:

I authorize \_\_\_\_\_ (the applicant) to apply for a building permit for  
\_\_\_\_\_ (type of structure), located at \_\_\_\_\_ (the address), Northwood  
ND 58267. I certify that I am the owner of the neighboring property and give my permission for  
\_\_\_\_\_ (the applicant's structure) to be constructed up to property line.

\_\_\_\_\_  
Signature of Authorizing Neighbor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Authorizing Neighbor's Address)

Northwood, ND 58267

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary public for \_\_\_\_\_  
County, North Dakota

My commission expires \_\_\_\_\_

**City of Northwood  
Information for Electric Service**

Date: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Account # \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax# \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of Project or Building: \_\_\_\_\_

Is there a Site Plan: \_\_\_\_\_ YES Or \_\_\_\_\_ NO

Contractor Information

Building Contractor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Heating Contractor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Person in Charge of Project: \_\_\_\_\_

Phone#: \_\_\_\_\_

Electrical Service Information

\_\_\_\_\_ Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Farm \_\_\_\_\_ Industrial

Service Size: Volts \_\_\_\_\_ Amp \_\_\_\_\_ 3 phase \_\_\_\_\_ 1 phase \_\_\_\_\_

Calculated Load: Amp \_\_\_\_\_ Kw \_\_\_\_\_

Electric Load: Number of circuits \_\_\_\_\_ Type of source \_\_\_\_\_

Electric off peak heat load: Kw of circuits \_\_\_\_\_ Type of back up \_\_\_\_\_

Air Condition Load: Amp \_\_\_\_\_ Kw \_\_\_\_\_

Heat Pump Load: Amp \_\_\_\_\_ Kw \_\_\_\_\_ Number of circuits \_\_\_\_\_

Electric Water Heater Load: Kw \_\_\_\_\_ Number off circuits \_\_\_\_\_

Total Meter Load : Hp \_\_\_\_\_

Largest Meter: Hp \_\_\_\_\_

City Council Approval Date: \_\_\_\_\_