

## 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**

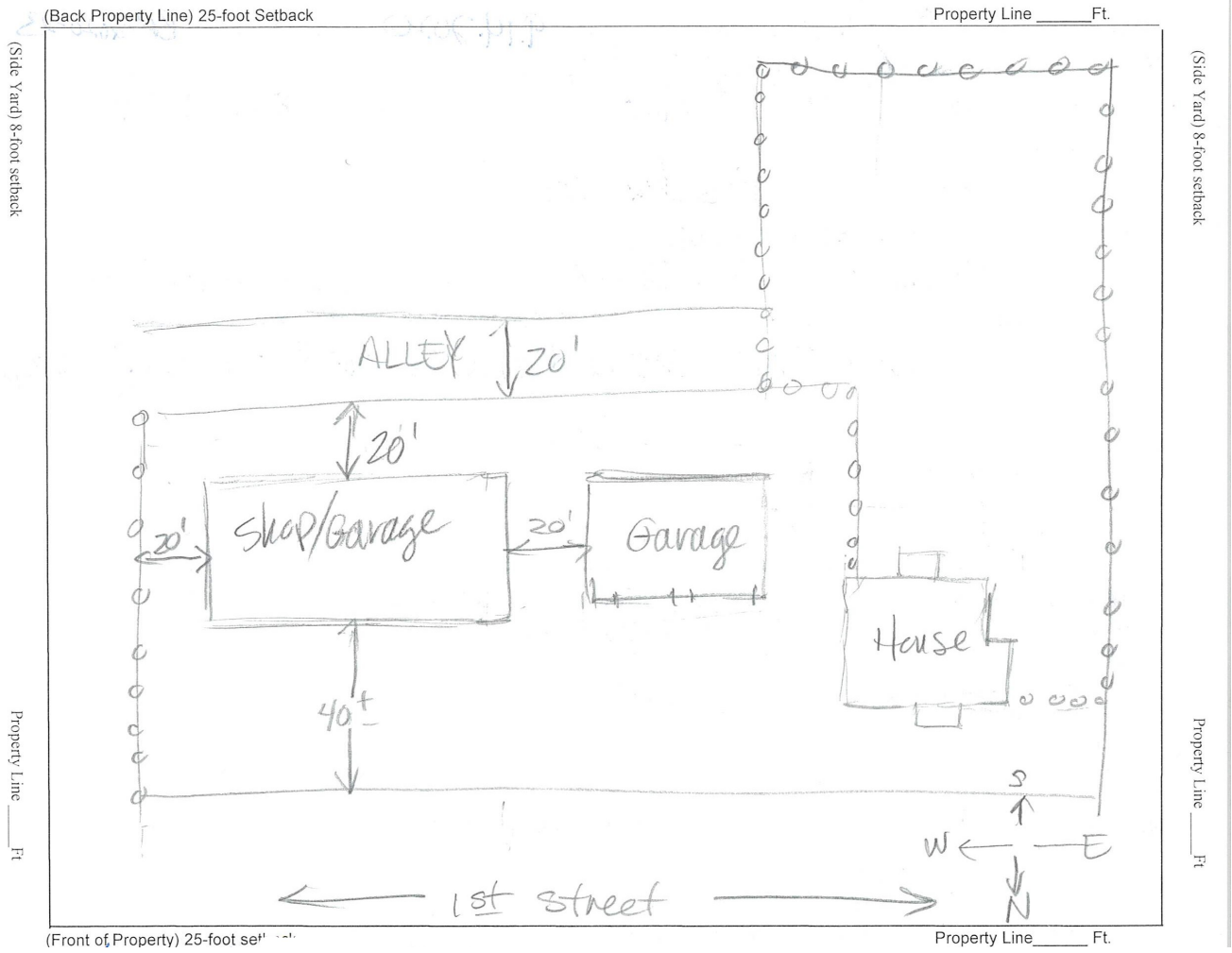
Office Use Only:

Requirements Fulfilled

1     2     3

Permit Accepted Date: \_\_\_\_\_

# Example Setback Drawing



# Example Setback Drawing

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