

# BUILDING PERMIT APPLICATION REQUIREMENTS

The following is required in order to process building permit applications in a timely manner:

- **Parcel ID Number:** This is a 14 digit number that is unique to every parcel. It can be found at <http://www.williamsnd.com/tax/search/default.asp>
- **Project Valuation:** Total cost of the project (materials, labor, etc.). This does not include the cost of the land.
- **Legal Description:** Township, Range, Section, and Quarter Description; Include block and lot number if located in a subdivision
- **Physical Address:** If the project site has not been assigned an address, one will be assigned when the permit is issued.
- **Contractor:** The contractor must be licensed in North Dakota. For residential projects, the owner can be listed as the contractor.
- **Building Plans:** Plans must be legible, drawn to scale, and show conformance to the applicable state building codes. Each set should include **2** copies of the following or **1** paper copy and 1 electronic copy- **AN ELECTRONIC COPY IS REQUIRED FOR ALL COMMERCIAL PROJECTS**
  - Foundation Plan: Show dimensions, anchor bolts, any hold-down types and locations, connection details, vent size and location, location and size of crawl space access
  - Floor Plans: Show all dimensions, room identification, window type and size, location of smoke and carbon monoxide detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks, location and construction details for stairs and handrails
  - Elevation Plans: Front, rear and side elevations of the proposed structure.
- **Site Plan:** This document will show what structures already exist on the property and the proposed structure. Two (2) copies of the plan is required showing the following:
  - North arrow
  - Footprint of proposed and existing structures
  - Lot and building dimensions
  - Setback dimensions for the following – building(s) to property lines, building to building, building to road(s)
  - Driveway location and required parking stalls.
- **Grading and Drainage Plans:** Two (2) copies. Additionally, two (2) copies of the Storm Water Prevention Plan may be required, along with a Hydrology Report, for commercial projects.
- **Township Application:** Some townships require a separate application. Contact the township to see if this is a requirement ([www.williamsnd.com](http://www.williamsnd.com))
- **Copy of Septic Permit Application:** Upper Missouri District Health Unit (701.774.6400)
- **Copy of Electrical Permit Application:** Mountrail-Williams Electric Cooperative (701.577.3765)
- **Copy of Water Supplier Agreement:** Williams Rural Water (701.774.8915)

\*\*\*\*\***Commercial Projects:** Everything above is required. Additionally, all building plans must be signed and sealed by a North Dakota licensed Engineer.

**NOTE:** These are the most common required documents. Depending on the particular project, more or less information may be required. For more information you can visit our website.





# Application for Building Permit

PO Box 2047 | 206 E. Broadway | Williston, ND 58802-2047 | 701-577-4567

Parcel ID #: \_\_\_\_\_  
(Required)

Project Valuation Amount: \_\_\_\_\_  
Total Cost (Materials, Labor, Etc.)

Legal Description T \_\_\_\_ N R \_\_\_\_ W Section: \_\_\_\_\_

Physical Address of Job Site: \_\_\_\_\_, \_\_\_\_\_, ND \_\_\_\_\_

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

**Applicant Contact Information:**

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contractor Contact Information:**

Contractor Name: \_\_\_\_\_  
ND License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Type of Permit:	Permit Requirements:		Office Use Only
<input type="radio"/> Commercial <input type="radio"/> Residential	<b>2 Paper Copies or 1 Electronic and 1 Paper</b>	<b>Other Documents Required</b>	Permit # _____
<input type="radio"/> Modular <input type="radio"/> Manufactured <input type="radio"/> Accessory <input type="radio"/> Remodel <input type="radio"/> Sign <input type="radio"/> Site Grading			<input type="radio"/> Grading + Draining Plans <input type="radio"/> Site Plans <input type="radio"/> Foundation <input type="radio"/> Floor Plan
<b>For More Information:</b> <a href="http://www.williamsnd.com">www.williamsnd.com</a> <b>Building Division</b>			

The Applicant certifies that all information given is correct and accurate and that all appropriate ordinances and building codes will be complied with. **\*This application/submittals will be deemed to have been null and void unless permit is issued within 90 days and work started within 180 days\***

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