

# 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
- **Zoning Designation:** If you do not know what your property is zoned, you can contact the Planning and Zoning Department (701.577.4565), or visit their website (<http://www.williamsnd.com/DepartmentDisplay.aspx?ID=26>).
- **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 two (2) copies of the following:
  - 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
- **Grading and Drainage Plans:** Two (2) copies. Additionally, for commercial projects, a Storm Water Management Plan, approved by the Williams County Water Resource Board, is required prior to issuance of a building permit.
- **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.



Development Services – Building Division

PO Box 2047 | 220 2<sup>nd</sup> Ave. E. | Williston, ND 58801-2047 | Phone 701.577.4567 | [www.williamsnd.com](http://www.williamsnd.com)



PO Box 2047 | 220 2nd Ave. E. | Williston, ND 58802-2047  
 williamsnd.com | 701-577-4567

# Application for Building Permit

\*\*\*Please fill in all available sections or application will not be accepted.\*\*\*

Office Use Only	
Permit #:	_____
Permit Fee:	_____
Plan Review Fee:	_____
Other Fee:	_____
Date Permit Issued:	_____

Parcel ID # (Required for **all** applications) : \_\_\_\_\_ Project Valuation: \$ \_\_\_\_\_  
Can be found online. Total Cost of Project. (Material, Labor, etc.)

Legal Description: T \_\_\_\_\_ N R \_\_\_\_\_ W Section: \_\_\_\_\_ Quarter Description: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_  
Legal Descriptions are associated with all property - Legal Descriptions can be found on Plats for Subdivisions.

Subdivision Name: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_  
Subdivision information is needed to cross check location.

Location Information: GPS in Decimal Degrees (48.154154-103.167814): \_\_\_\_\_  
We need to be able to accurately map your location for new construction. Information not required if you have a physical address for Remodel or Demolition Applications.

Physical Address of Job Site: \_\_\_\_\_ City: \_\_\_\_\_ ND Zip: \_\_\_\_\_  
Addresses for **new** construction are assigned as part of this Application. If you have an existing address, enter it - otherwise put pending - application will be routed for addressing.

**Applicant Contact Information:**  
 Owner Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Contractor Contact Information:** ND License #: \_\_\_\_\_  
 Contractor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Type of Permit:	Permit Requirements:		Brief Description of Use:
Residential <input type="checkbox"/>	<b>2 Copies Required</b> <input type="checkbox"/> Grading & Drainage Plans <input type="checkbox"/> Site Plan <input type="checkbox"/> Foundation <input type="checkbox"/> Building	<b>Other Required Documents</b> <input type="checkbox"/> Township Application <input type="checkbox"/> Septic Permit <input type="checkbox"/> Rural Electric <input type="checkbox"/> Water Supplier	_____
Modular <input type="checkbox"/>			_____
Manufactured <input type="checkbox"/>			_____
Commercial <input type="checkbox"/>			_____
Demolition <input type="checkbox"/>	<b>For more information:</b> Please visit the Williams County Building Department's webpage at <a href="http://www.williamsnd.com">www.williamsnd.com</a> , Go to "Department", then click "Building Department"		_____
Remodel <input type="checkbox"/>			
Site Grading <input type="checkbox"/>			
Sign <input type="checkbox"/>			

Office Use Only

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 180 days\*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_