

## **BUILDING PERMIT CHECK LIST**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or cause such work to be done, shall first contact the building official and or jurisdiction overseeing and obtain the required permits.

A permit is required for buildings 120 sq ft or larger any alteration of a structure, buildings with electricity, heating/cooling, any structure for habitation or public use, decks over 200 sq. ft area, decks 30" above grade at any point, fences higher than 8.5 ft.

\_\_\_\_\_A copy of your recorded plat or plat approval (required for newly divided properties, subdivisions, lots, and outlots).

\_\_\_\_\_A parcel number and a legal description of property. Parcels can be found on this link. <http://gis.wardnd.com/TaxParcelViewer/default.htm>

\_\_\_\_\_A 911 address established. (To receive a 911 property address contact Larry Haug 911 administrator 701-857-6422)

\_\_\_\_\_Township approval (some townships and cities may have their own permit and zoning regulations different than Ward County contact your township or city officials).

\_\_\_\_\_Approach and culvert permits (application through Township or Ward County Highway Dept). <http://nd-wardcounty.civicplus.com/164/Applications-Permits>

\_\_\_\_\_A storm water management plan may be required by Ward County Water Resource Board and is required when more than 1 acre of land is disturbed. 701-839-6840 A guide to temporary erosion control measures can be at this link. <http://www.ndhealth.gov/wq/wastewater/pubs/bmpmanual.pdf>

\_\_\_\_\_A surveyors stamped certification of soil elevation of floodplain area. (All habitable areas of a building in the floodplain must have the bottom of the floor joist 1 foot above the flood elevation). FEMA flood maps can be found at this link. <https://msc.fema.gov/portal>

\_\_\_\_\_A plot plan of the lot. Draw area showing the location of the structure/s and the setbacks from the lot lines, roads or section lines. Here is a link with that info. <http://nd-wardcounty.civicplus.com/416/Information-and-Building-Requirements>

\_\_\_\_\_A First District Health Unit approval for sewer and water unless connecting to municipal services. First District Health Unit 801 11<sup>th</sup> Ave SW Minot 701-852-1376

\_\_\_\_\_A variances and or special use permit application's, approval will be required from the Ward County Planning Commission which conducts public hearing meetings on the third Thursday of every month and with final approval at the next County Commission meeting. Applications for variances or special use permits can be found here. <http://nd-wardcounty.civicplus.com/420/Planning-Resources>

\_\_\_\_\_List all contractor's, subcontractor's names, phone and license numbers. To see if your contractor is licensed go to North Dakota Secretary of State Contractor licensing webpage. <https://apps.nd.gov/sc/busnrch/busnSearch.htm>

\_\_\_\_\_Blueprints of the structure/s along with rafter and floor truss load design requirements.

\_\_\_\_\_A completed building permit application. <http://nd-wardcounty.civicplus.com/415/Applications>

\_\_\_\_\_The fee for a building and or alteration permit are \$4.50 per \$1,000 of the estimated construction cost.

## FAQ's

**I'm going to put in new windows and doors do I need a permit?** If you are replacing all the same size windows or doors you do not need a permit. You will need a permit if you add or change the size of any window or door which will make a structural change to the structure.

**Which building codes are required in Ward County?** North Dakota State Building Code. 2012 International Code Council codes IRC, IBC, IFGC, IMC, IFC. Ward County Ordinances. Local ordinances may supersede the State Building Code and International Code as long as the code is not lessened.

**What is the ground snow load and live snow load for Ward County?** 36lb ground snow load in the South 40lb ground snow load in the North. (NOTE: Local experience has accepted a live load requirement of 30lb live snow load which brings it closer to the 40lb ground load calculations. The City of Minot is only less than 25 miles southwest of the 50lb ground snow load.)

**What is the wind design load for Ward County?** 90 MPH

**Are permits required in the county?** Yes all of Ward County's Townships and Cities have required permits. If your Township or City doesn't issue permits you will need to permit through the County. Call the Building Inspection office (701-857-6429) to find out the correct jurisdictions and contact persons to which you are building.