



**WARD COUNTY**  
— NORTH DAKOTA —

# Building Permit Application

Ward County Courthouse  
225 SE Third St.  
Second Floor  
Minot, ND 58701

Aaron Rust  
Building Inspector  
[aaron.rust@wardnd.com](mailto:aaron.rust@wardnd.com)  
701-857-6429

Last Revised: 2022

**REQUIREMENTS:** Building Permits are generally required to construct, alter, repair, move, demolish, or change the occupancy of a building, or structure. Projects including, but not limited to buildings exceeding 120 sq.ft. in size, building foundations, load bearing walls, decks larger than 120 sq.ft. in area, and more than 7" above grade, and fences more than 8'-5" in height will require a Building Permit. Permits are also required to install, enlarge, alter, repair, convert, or replace any electrical, gas, mechanical, or plumbing system which is regulated by the Building Code. Contact the Building Official, and/or the jurisdiction providing oversight to obtain the required permits before starting the work. The Building Permit Checklist is to accompany this application if the proposed work requires a site plan.

## PROJECT SITE INFORMATION

PROPERTY ADDRESS:			DATE:	
PARCEL NUMBER:	LEGAL DESCRIPTION:	LOT #	BLOCK #	
EXISTING USE OF PROPERTY:	IS A VARIANCE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	LOCATED IN FLOODPLAIN? <input type="checkbox"/> YES* <input type="checkbox"/> NO		

\* FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.

## PROPERTY OWNER INFORMATION

OWNER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

## CONTRACTOR INFORMATION

CONTRACTOR BUSINESS NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		
NORTH DAKOTA CONTRACTORS LICENSE NUMBER:	CLASS:	NAME AND PHONE NUMBER OF CONTACT PERSON FOR CONTRACTOR:

## THIS PROJECT IS FOR:

CONSTRUCTION TYPE:	RESIDENTIAL    COMMERCIAL	SQUARE FOOTAGE:	NUMBER OF STORIES:
PROJECT TYPE: <i>(select one)</i>			
NEW CONSTRUCTION    BUILDING ADDITION    REMODEL    GARAGE    UTILITY BUILDING    DECK    OTHER			

## DESCRIPTION

Please give a *detailed* description of the proposed work.

## PROJECT SPECIFICATIONS

SINGLE FAMILY MULTIPLE FAMILY	NUMBER OF UNITS:	SEPTIC PERMIT REQUIRED ? YES*    NO
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\*permit #:

**ZONING DISTRICT (to be completed by County staff):**

DISTRICT 1    DISTRICT 2    ADP 3    DISTRICT 6    TOWNSHIP ZONING

COMMENTS:

**OCCUPANCY CLASSIFICATION (to be completed by County staff):**

**TYPE OF CONSTRUCTION (to be completed by County staff):**

TYPE I (Fire Resistive)    TYPE II (Non Combustible)    TYPE III    TYPE IV (Heavy Timber)    TYPE V-(A=1 hour, N=Unprotected)

PLEASE NOTE:

- Some Townships, and Cities have their own Permit, and/or Zoning regulations, that may be different from those in Ward County (you can check with this office, or your Township, or City officials, if you are not sure).
- If a Floodplain Permit is required, you must provide a surveyors stamped Certificate of Elevation.
- First District Health Unit approval for sewer, and water is required unless connecting to municipal services.
- The fee for a Building Permit is \$4.50 per \$1000 of estimated construction cost (based on current ICC Building Valuations).

**TOTAL PERMIT FEE: \$**

**NOTICE:** Building Permits are valid for 180 days from the date of issue. Permits may be renewed. All applications, fees, and plans are subject to review, verification, and approval by the County Planning, Building, and Engineering Departments prior to accepting payment and issuing permits.



**DO NOT SEND PAYMENT UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE COUNTY.**

**ACKNOWLEDGEMENT:**

I acknowledge that this application is not a Building Permit, nor does it authorize the start of construction.

I understand that separate permits are required for electrical, and plumbing.

As the owner of the above property, or a duly authorized agent, I hereby grant permission to enter the premises, and make all necessary inspections.

APPLICANT SIGNATURE:

DATE: