



# **Building Waiver Checklist**

McKenzie County Building Department  
1300 12th Street SE, Suite 214  
Watford City ND 58854  
(701) 444-2420, [building@co.mckenzie.nd.us](mailto:building@co.mckenzie.nd.us)

On March 20, 2018 the McKenzie County Board of Commissioners approved an amendment to the Building Code pursuant to NDCC 54-21.3 subsection 6 allowing amendments to the Building Code to conform to local needs. The amendment allows for certain oil and gas processing and storage facilities to apply for a permit waiver. It is recognized that certain facilities are designed and constructed according to standards outlined by multiple codes and jurisdictions including federal, state, and local governments and agencies. There are overlapping codes and jurisdictions regulating the safe construction and operation of these facilities. Each waiver is specific to the structure described therein and does not apply to replacements, expansions, changes in use, or major alterations to the structure.

**All items listed below need to be submitted to the McKenzie County Building Department [building@co.mckenzie.nd.us](mailto:building@co.mckenzie.nd.us) in 1 packet.**

**If project does NOT begin within 1 year from approval, it will expire and you will need to reapply for a building permit.**

1.  Completed Application (attached)
2.  GIS Address request form (attached) [gisdept@co.mckenzie.nd.us](mailto:gisdept@co.mckenzie.nd.us)
3.  One Copy of dimensioned site plan – must include the following
  - North Arrow and Scale
  - Lot lines, adjacent streets, roads, right-of-way
  - Location of all existing structures, wells and septic tanks on the site
  - Location of proposed construction and improvements
  - Road Access and Utility Permit from McKenzie County Road Department [permits@co.mckenzie.nd.us](mailto:permits@co.mckenzie.nd.us)
4.  One complete set of floor plans for each building.
  - 11x17 Hard Copies – Floor Plans
  - Location of any office or control rooms (These cannot be waived)

## **Prior to Commencement of Operations**

1. A fire and safety inspection is required prior to commencement of operations within the structure and thereafter on an annual basis or as requested by the County Fire Inspector or Planning Director.
2. The facility operator shall certify in writing that American Petroleum Institute construction, safety and operational standards and procedures have and shall be maintained.

# Building Waiver Checklist

## ADDITIONAL CONTACT INFO

### Water and Sewer:

- McKenzie County Rural Water: <https://county.mckenziecounty.net/Department/Water> (701) 842-2821
- ND Dept. of Health (Water, Sewer for 15 or more (subdivision): Karl Rockeman [krockema@nd.gov](mailto:krockema@nd.gov) (701) 328-5225
- Upper Missouri District Health: Dana Brekhus [danab@umdh.org](mailto:danab@umdh.org) (701) 774-6407 or (701) 774-6400
- State Water Commission (private wells): (701) 328-2750
- Watford City Water: (701) 444-2533

**Township:** - <https://county.mckenziecounty.net/Department/Townships> **choose your district**

**ND DOT:** - (Highway Road Approach Permit) <https://www.dot.nd.gov/>

- **Dickinson:** 1700 3rd Ave W Ste. 101 Dickinson, ND 58601 (701) 227-6500
- **Williston:** 605 Dakota Pkwy W. PO Box 698 Williston, ND 58802 (701) 774-2700

**School Districts:** - <https://econdev.mckenziecounty.net/why-mckenzie-county/education/> **choose your district**

- McKenzie County #1: PO Box 589 Watford City, ND 58854 (701) 444-3626
- Alexander: PO Box 66 Alexander, ND 58831 (701) 828-3334
- Yellowstone: 301 2nd St S. Fairview, MT 59270 (406) 844-5649
- Earl: 995 E Bennie Pier Rd Sidney, MT 59270 (406) 565-2249
- Horse Creek: 1812 Horse Creek Road Cartwright, ND 58838 (701) 828-3080

**Fire Districts:** - <https://county.mckenziecounty.net/Department/Emergency/Emergency-Management/Local-Area-Fire-District-Information> **choose your district**

### Other Resources:

- Tax Director: (701) 444-3616 Ext 4 [kpaulson@co.mckenzie.nd.us](mailto:kpaulson@co.mckenzie.nd.us)
- McKenzie County Treasurer: (701) 444-3616 Ext 3 [ejohnsrud@co.mckenzie.nd.us](mailto:ejohnsrud@co.mckenzie.nd.us)
- Recorder: (701) 444-3616 Ext 4 [kpaulson@co.mckenzie.nd.us](mailto:kpaulson@co.mckenzie.nd.us)
- Montana Dakota Utilities: (800) 638-3278
- McKenzie Electric: (701) 444-9288
- Reservation Telephone Company (RTC): (701) 862-3115
- Auditor: (701) 444-3616 Ext 3 [ejohnsrud@co.mckenzie.nd.us](mailto:ejohnsrud@co.mckenzie.nd.us)
- US Post Office: June Pemberton (406) 450-5480 (**Suggested if assigned a new address**)
- Army Corps of Engineers: 204 1st St Riverdale, ND 58565 (701) 654-7414
- City of Alexander: 701-828-3461-Brandi Gillespie [cityofalexander@ruggedwest.com](mailto:cityofalexander@ruggedwest.com)
- City of Arnegard: (701) 586-3500
- City of Watford: (701) 444-2533
- ND Department of Health: 600 E Boulevard Ave Bismarck, ND 58505 (701) 328-2368

**McKenzie County Website:** <https://county.mckenziecounty.net/>

**McKenzie County GIS:** <https://mckenziecounty.maps.arcgis.com/home/index.html>

**McKenzie County Address Request:** <https://county.mckenziecounty.net/usfiles/AddressRequestForm.pdf>

# Building Waiver Application



Fee: \$2,500.0 Per Building

Building Waiver #: \_\_\_\_\_ (office use only)

Application Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

Project Title: \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Phone# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Operator Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Township: \_\_\_\_\_

<https://county.mckenziecounty.net/Department/Townships>

Parcel Number(s): \_\_\_\_\_

Legal Description of property:

Quarter Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

\_\_\_\_\_

# Building Waiver Application

**Project Description** – List ALL buildings which the Waiver will apply and the use of each building:

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Fee per Building: \_\_\_\_\_

Total Number of Buildings: \_\_\_\_\_

Total Permit Fee: \_\_\_\_\_

**Federal Law may require this construction project to conform to the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.**

I hereby declare and affirm that all matters and facts set forth in this application are true and correct to the best of my knowledge, information and beliefs.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Zoning Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Building Waiver Application

Please send completed application to [building@co.mckenzie.nd.us](mailto:building@co.mckenzie.nd.us)

Payments may be made under Planning and Zoning online at  
[https://trx.npspos.com/payapp/public/ECSale.html?  
siteId=17084&urlKey=4c57128363a5ebee709d7f5b29387c4807d9da6](https://trx.npspos.com/payapp/public/ECSale.html?siteId=17084&urlKey=4c57128363a5ebee709d7f5b29387c4807d9da6)

Please use                      as a reference number when making your payment.

**Notes** – Please initial below that you have read and agree to the following:

Prior to commencement of operations and each year thereafter the applicant is required to have a Fire/Safety inspection by the County Fire Inspector. \_\_\_\_\_ (initial)

Prior to commencement of operations the facility operator shall certify in writing that American Petroleum Institute construction, safety and operational standards and procedures have and shall be maintained.  
\_\_\_\_\_ (initial)

Any replacements, expansions, changes in use or major alterations beyond routine maintenance shall require a waiver for those changes. \_\_\_\_\_ (initial)

Printed Name: \_\_\_\_\_

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

# McKENZIE COUNTY ADDRESS REQUEST FORM

## INTENT:

Any structure where emergency services may be needed (residential, commercial, oil industry site, etc.) or any structure used in emergency services (cell towers, water holding sites, etc.) require a unique physical street address. The assigning of 911 addresses will follow national & state guidelines in addition to local ordinances. Each residential building unit, commercial structure unit, and separate building at the same physical address must have a separate unit number.

**The unit number must be clearly displayed and visible at the primary entrance to each unit and needs to be 4" in size.**

Depending on location, addresses may not be assigned until all permitting processes have been approved. This includes, but is not limited to, approach permits, building permits, and / or conditional use permits. **(select one)**

Approach Permit

Building Permit

Conditional Use Permit # \_\_\_\_\_

## DIRECTIONS:

To request an address, submit this form along with a site plan showing driveway and all structure locations. Feel free to stop by the McKenzie County Public Works building to work with staff if desired.

Return this completed form and site plan to: [gisdept@co.mckenzie.nd.us](mailto:gisdept@co.mckenzie.nd.us)

Mail to: McKenzie County Public Works  
GIS Department  
1300 12th ST SE  
Watford City, ND 58854

There are no fees for  
obtaining a 911 address.

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Date of Application: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Quarter Section: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

If this is an oil industry site, name of  oil pad  oil wells  salt water disposal  compressor station  gas plant, etc: is required **(select one)**

Site Name: \_\_\_\_\_

Latitude and Longitude coordinates can be found on various web mapping sites or McKenzie County GIS resources here (<https://mckenziecounty.maps.arcgis.com/home/index.html>).

Road name providing property access: \_\_\_\_\_

Driveway approach starts at..... Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Structure location..... Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

A site plan or aerial photo must be submitted, with the driveway access clearly marked as this will determine the address. If this approach changes in the future, the address **WILL** change. All structures need to be clearly located on site plan or photo submitted.

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