

Checklist for Residential Application



Welcome to McKenzie County

Instructions for submitting a Building Permit Application

This application must be filled out completely and all supporting documents submitted at time of submittal.
Incomplete applications will not be accepted.

Any questions, contact the following:
 Building Questions 701-444-7496
 Zoning Questions 701-444-6494

Completed?

All areas of application must be completed
Applications must include proof of ownership.
One copy of a dimensioned site plan. Site Plan must show: <ul style="list-style-type: none"> * Direction of North * Lot lines, adjacent streets, roads, rights-of-way * Location of all existing structures, wells, and septic tanks on the site * Location of proposed construction and improvements * Motor vehicle access such as driveway
Verification of Zoning approval from either the County or township.
One complete set of construction plans, and one set of calculations (if applicable). Hard Copies need to be large enough that the fonts are easily readable. Any copies larger than 11"x17" or 30 sheets need to be provided in electronic format. Building plans should include the following: <ul style="list-style-type: none"> * Stamped Joist/Rafter Drawings * Framing Plans * Foundation Plans * Mechanical Plans (if available) * Electrical & Plumbing Plans (if available) * Architectural Plans
Remodels require a verifiable project valuation amount. This amount is to include time and materials.
Sewage treatment system permit: <ul style="list-style-type: none"> * North Dakota Waste Water: Karl Rockeman (701) 328-5225 * Upper Missouri District Health: Laurie Kok (701) 774-6407 or (701) 774-6400 * State Water Commission (private wells): (701) 328-2750 * McKenzie County Rural Water (701) 842-2821



McKenzie County Building & Planning Department

201 5th Street NW
Wayford City, ND 58854

inspector@co.mckenzie.nd.us
Phone: 701-444-6494

Permit No:

MANUFACTURED HOME APPLICATION

(ALL INFORMATION IS REQUIRED)

Received:

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Submittal Requirements

1. A **pier placement drawing** must be submitted for all manufactured homes.
2. A **plot plan** containing the legal description, site address, and name of builder
3. **Moving Permit** Required from County Tax Assessor's Office. (If relocating from within McKenzie County)
4. A **Road Approach Permit** must be submitted.
5. The address of the property must be **recorded**.
6. Provide a copy of an approved **Septic Permit** from Upper Missouri District Health Unit.

1. LOCATION INFORMATION

Site Address & Legal Description:

Approximate Set Date:

Contact Person:

Phone Number:

Email:

Home Owner:

Property Owner Name:

Owners Phone Number:

Owner Address:

City/State/Zip Code:

Owner Email:

Phone Number:

2. MANUFACTURED HOME INFORMATION

<input type="checkbox"/> Used	<input type="checkbox"/> New		
Year:	Make:	Model:	Size:
Manufacturer:	Serial #:	HUD Label #:	

Square Ft. of Building _____

Rough Basement _____

No. of Buildings _____

Finished Basement _____

No. of Stories _____

Garage _____

No. of Bedrooms _____

Deck _____

No. of Dwellings _____

Patio _____

Fire Sprinkler yes no

3. INSTALLER INFORMATION

Registered Installer

Name :

Company:

Installer ID Number:

Phone Number:

Email:

Email:

A member of the Building Department will inform you when the permit has been created. Any information the applicant has set forth in this application that is false or misleading may result in the rejection of the application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies.

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.

Signature _____

Date _____

This permit application and associated plans have been reviewed for compliance with the Code. All work associated with this permit is subject to field inspection by certified individuals during the course of construction. Issuance of this permit is in no way granting any portion of the proposed work to be completed in a manner contrary to the Code. Construction must commence within (six) months.

Signature _____

Date _____

Credit Cash Check Total Permit Fee: _____

4. OFFICE USE ONLY

Completion Date:

Inspector ID Number:

Zoning Approval Signature _____

Date _____

Minimum Setbacks in Feet (Zoning Dept. to fill out)

Zoning	Front	Sides	Rear

Applicant Signature _____

Date _____



McKenzie County Building Department
Permit Fee Schedule
Effective 9/15/15

Residential Permit Fees	Permit Flat Fee
'Stick Built' Single Family Home/Duplex	\$1,400
'Stick Built' Single Family Home/Duplex w/ garage (built during same period)	\$1,400
Accessory Building greater than 200 square feet, sf, (i.e. garage built at separate time from the house))	\$750
Multi Family building w/ more than 2 units	\$1,800 + \$0.50 / sf
Modular Homes (without garage at time of home building)	\$1,000
Modular Homes (with garage at time of home building)	\$1,200
Manufactured Homes	\$500
Decks greater than 30" higher than finished grade, less than 200 sf	\$150
Decks greater than 30" higher than finished grade, greater than 200 sf	\$250
Temporary Housing	Annual Permit Fee
Man Camps / Skid Units	\$1.50/square foot (per year)

PHYSICAL ADDRESS REQUEST FORM

Please supply the following information for McKenzie County to provide a physical address. This information will be used by McKenzie County for the purpose of subdivision planning, emergency management, E-911 service and county mapping.

*****Required*****

PLEASE PRINT LEGIBLY AND PLEASE INCLUDE A PLAT AND A VICINITY MAP

*Date of Application: _____ *

*Applicant Name: _____ *

*Email Address: _____ *

*Area Code & Telephone #: _____ *

*Name of Property Owner if different from Applicant Name: _____ *

Subdivision Name: _____

Lot #: _____ Block #: _____ IT # if Applicable: _____

*Road Name Providing Property Access: _____ *

Structure Location on the Road: North _____ South _____ / East _____ West _____

*Section: _____ Township: _____ Range: _____ *

Latitude: _____ Longitude: _____ (Decimal Degrees)

*Approach Permit Number _____ *

Building Purpose: Mark with an "X" and provide number of units, as applicable to this request. If a NEW RESIDENCE, the year the home/business was built.

Business:	_____	# of Units: _____	Year Built if New: _____
Single Family:	_____		Year Built if New: _____
Multi-Family:	_____	# of Units: _____	Year Built if New: _____
Industrial:	_____	# of Units: _____	Year Built if New: _____
RV or Trailer:	_____	# of Units: _____	
Construction Site:	_____		Year Built if New: _____
Oil Site:	_____		Year Built if New: _____
Mobile Home:	_____	# of Units: _____	
Other:	_____	Explain what type: _____	

Each residential multiple family unit, commercial structure unit and separate building at the same physical address, must have a separate unit number (e.g. A, B, etc..., Apartment XXX, or Suite XXX). ****The unit number must be clearly displayed and visible at the Primary entrance to each unit and needs to be 4" in size.****

Return this form to: Email: address@co.mckenzie.nd.us

Or
McKenzie County GIS
201 5th Street NW, Suite 705
Watford City, ND 58854

Date Received: _____

Address Assigned: _____ City: _____ Zip Code: _____

Date Assigned: _____

REQUIREMENTS FOR PHYSICAL ADDRESS REQUEST

Address requests at McKenzie County have become more frequent recently. In order to handle these requests in a timely and organized manner, we ask that the following protocol be followed.

- 1.) All physical address requests should include a physical address request form, which is accessible at www.mckenziecounty.net, click on McKenzie County, click on GIS, then click on Requirements & Physical Address Request Form. This application should be completed as thoroughly as possible in order to expedite your request. Using the county map which is located on the GIS website or at www.mckenzie.gisworkshop.com can assist in completing the form.
- 2.) Site plans, images, and other maps clearly depicting access, approaches, driveways, etc., should be sent with the address request form.
- 3.) Please make sure the appropriate approach permits have been acquired before requesting an address. This form is available at the county Road Dept/Engineer website at www.mckenziecounty.net, click on Road Dept/Engineer and click on the type of permit you are requesting.

Once these forms are complete, please email everything to:

address@co.mckenzie.nd.us

Requests for addresses will be processed in the order they are received. If there are any comments, questions, or concerns, please do not hesitate to contact me. We appreciate your patience and cooperation with this process for receiving a physical address.

Sincerely,

Bonnie Foster

GIS Coordinator
McKenzie County

bfoster@co.mckenzie.nd.us

(701) 444 - 7417