

Welcome to McKenzie County



Checklist for Residential Application

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:

McKenzie County Planning & Zoning & Building: 701-444-6494

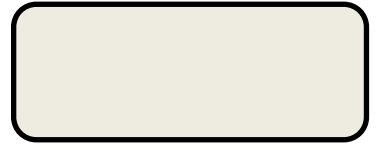
	All areas of application must be completed.
	Applications must include proof of ownership.
	GIS Address form must be completed.
	One Copy of a dimensioned site plan. Site Plan must show: <ul style="list-style-type: none">• Direction of North• Lot lines, adjacent streets, roads, right-of-way• Distance from lot lines to new structure/structures• 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 minimum size 11"x17" and please provide electronic format. Building plans should include the following: <ul style="list-style-type: none">• Stamped Joist/Rafter Drawings• Engineered Truss Drawings-If used• Framing Plans• Foundation Plans• Architectural Plans• Mechanical Plans (if available)• Electrical and Plumbing Plans (if available)
	Remodels require a verifiable project valuation amount. This amount is to include time and material.
	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 Suite 699
Watford City, ND 58854
Phone: 701-444-6494
Email: inspector@co.mckenzie.nd.us

Permit # _____

Received:



RESIDENTIAL BUILDING APPLICATION

(Incomplete information will delay approval of the application)

Submit Application Along with Submittal Requirements

1. PROJECT INFORMATION	
Project Title:	
Property Address:	City/State/Zip Code:
Name of Applicant:	
Applicant Address:	City/State/Zip Code:
Phone Numbers:	Email:
Contractor:	Phone Number:
ND Contractor License Number:	Email:
Owner Name:	Owners Phone Number:
Owner Address:	City/State/Zip Code:

2. PROJECT DESCRIPTION: Describe IN DETAIL work that is being done and total cost of building including electrical, plumbing and mechanical:
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<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition/Remodel	<input type="checkbox"/> Modular	
<input type="checkbox"/> Residential	<input type="checkbox"/> Single Family	<input type="checkbox"/> Two-Family	

Section:	Township:	Range:	Parcel No:
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Total Square Footage of Building: _____ Main Floor Sq. Ft.: _____ Upper Floor Sq. Ft.: _____ Basement Sq. Ft.: _____ Garage: _____ Deck: _____	Number of Stories: _____ Number of Dwelling Units: _____ Fire Sprinklers: <input type="checkbox"/> YES <input type="checkbox"/> NO
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3. Fees (Staff only) Fees are not assessed until after the application is approved.	
Plan Review Fee: _____	
Building Permit Fee: _____	
Total Permit Fee: _____	
Paid By: _____	<input type="checkbox"/> Credit <input type="checkbox"/> Card <input type="checkbox"/> Cash <input type="checkbox"/> Check

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

Minimum Setbacks in Feet (Zoning Department to fill out)

Zoning	Front	Sides	Rear
_____	_____	_____	_____

McKenzie County Building Permit Fee Schedule



Residential Permit Fees

'Stick Built' Single Family Home/Duplex	\$1,400.00
'Stick Built' Single Family Home/Duplex with garage (built during same period)	\$1,400.00
Accessory Building greater than 200 square feet, sf, (i.e. garage built at separate time form the house)	\$750.00
Multi-Family Building with more than two (2) units	\$1,800.00 + \$0.50/sf
Modular Homes (without garage at time of home building)	\$1,000.00
Modular Homes (with garage at time of home building)	\$1,200.00
Manufactured Homes	\$500.00
Decks greater than 30" higher than finished grade, less than 200sf	\$150.00
Decks greater than 30" higher than finished grade, greater than 200sf	\$250.00
Temporary Housing	Annual Permit Fee
Man Camps/ Skid Units	\$1.50/square foot (per year)

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 situation, 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. It is the applicant's responsibility to make sure all appropriate permits are obtained.

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 courthouse Public Works division to work with staff if desired.

Return this form and your site plan to: Email: address@co.mckenzie.nd.us

Or

McKenzie County GIS

201 5th Street NW, Suite 705
Watford City, ND 58854

There are no fees for
obtaining a 911 address.

Date of Application: _____ Contact Person: _____

Phone Number: _____ Email Address: _____

Property Owner: _____ Parcel Number: _____

Township: _____ Range: _____ Section: _____

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:

Latitude and Longitude coordinates can be found on various web mapping sites such as Google Maps or the Section & Parcel link on the McKenzie County GIS page (<https://county.mckenziecounty.net/Department/GIS>).

Road name providing property access: _____

Driveway approach starts at..... Latitude: _____ Longitude: _____

Structure location..... Latitude: _____ Longitude: _____

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

Signature of Applicant: _____