



**North Dakota**

**Commercial Building Permit Application**

Permit Applicant Is:    \_\_\_ Owner    \_\_\_ Designer    \_\_\_ Contractor    \_\_\_ Other \_\_\_\_\_  
 Type of Construction:    \_\_\_ Wood    \_\_\_ Metal    \_\_\_ Masonry    \_\_\_ Other \_\_\_\_\_  
 Type of Work:    \_\_\_ New\*\*    \_\_\_ Addition\*    \_\_\_ Alteration    \_\_\_ Other \_\_\_\_\_  
 Description of Project: \_\_\_\_\_

<b>Site</b>	Project Site Address (**all new construction must have address verification from Stark County Emergency management. Contact Jolyn Bliss 456-7607):	
<b>Owner</b>	Owner:	Contact Person:
	Owner Address:	Phone Number:
	City, State, Zip:	Fax Number:
<b>Contractor</b>	Contractor:	Contact Person:
	Owner Address:	Phone Number:
	City, State, Zip:	Fax Number:
<b>Design Firm</b>	Designer:	Contact Person:
	Owner Address:	Phone Number:
	City, State, Zip:	Fax Number:
	Structural Engineer:	Mechanical Engineer:
<b>Project</b>	Anticipated Start Date: _____	
	Sub Contractors:	Plumbing: _____
	(If Applicable)	Mechanical: _____
		Electrical: _____
		Excavation: _____
	Concrete: _____	

<b>Zoning</b>	Zoning District (see Zoning Map @ www.dickinsongov.com)	Land Use for Property
	Proposed Landscaping Width (see Section 39.08 for standards)	Describe Landscaping (submit landscape plan)
	Existing Zoning Approvals (SUP, Variance, Ect.)	
	New or Expansion of Existing Use	Other Information
<b>Zoning</b>	Actual Setbacks (North, South, East, West)	Height of Building(s)
	Total Square Footage of Building	Number of Paved Parking Spaces
	Driveway Width	
	Easements Shown on Plans	Building Coverage % and Impervious Surface %

I hereby certify that I have read and examined this application and know the same to be true and correct. I hereby certify that I have been authorized by the owner to act as his agent in applying for and obtaining this permit. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I further apply for a Building Permit and acknowledge that the information above is complete and accurate and this application is not a permit and all work will be performed in accordance with the conditions of the permit, the approved plans and specifications, and the North Dakota State Building Code. I will also allow work to remain accessible and exposed for inspection purposes. Furthermore, I grand City Staff access onto the subject property.

Applicant Signature: _____	Date: _____
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Once the application has been reviewed and processed, we will contact you (or the other contact person). Please provide contact information for this application. **Building Permits must be picked up 30 days from notification, or they will be cancelled!**

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_



## Items Needed to Accompany Commercial Building Permit Application

### Required Items:

(plans must be 1/4" scale)

- MEP's
- Plans
  - 1 hard copy, 1 PDF
- Engineering Checklist
  - Must be submitted along with application (not required for interior alterations)
- Site Plan
- Footing & Foundation Details
- Floor Plans (all levels)
- Elevations
- Structural
- Landscape Plan
- Pictures of Site
  - Prior to NEW construction – colored & labeled
  - From street towards lot (from entrance of site), and from lot (all directions)
- \$60.00 Deposit (minimum plan review fee)

Estimated Cost:

\$ \_\_\_\_\_

All applications must have ALL information completed and all plans submitted at the same time.  
**Partial plans and or applications will not be accepted.**