

City of Washburn
907 Main Avenue
Washburn, ND 58577
Washburnnd.com

Application for Building Permit

(See Ordinance 117A-2 for additional information)

Contractors are responsible for following North Dakota Building Code. The City of Washburn does not provide building inspection services.

Note: Permit shall expire one year from date of issuance.

Date of Application: _____ Date permit issued: _____ Permit Number: _____

Name of Owner: _____

Street Address: _____ Telephone #: _____

Legal Description: _____

Zoning Description: _____

General Contractor: _____

Address: _____ Telephone #: _____

Permit Application for: New Construction: _____ Accessory Structure: _____

Description of Work: _____

Will curb/street be cut? (**Deposit required**) Yes _____ No _____ Deposit: \$ 750.00 (Ordinance #133)

Water main connection Yes _____ No _____ Hook-up Fee \$ 750.00

Sewer hookup Yes _____ No _____ Hook-up Fee \$ 750.00

Variance Requested? Yes _____ No _____ (application for planning & zoning variance form required if yes)

Main Structure

Type: _____

Width: _____

Length: _____

Wall Height: _____

Roof Pitch: _____

Accessory Structure

Type: _____

Width: _____

Length: _____

Wall Height: _____

Roof Pitch: _____

Office Notes

Please initial that you understand these instructions _____

Roof Material: _____ Siding Material: _____

Lot Size: _____

Square Feet

Total Cost of Construction (exclusive of land): _____

Permit Fee: \$ _____

Water Fee: \$ _____

Sewer Fee: \$ _____

Total of all Fees: \$ _____

Curb/Street Deposit \$ _____

The Permit Fee is based on the Cost above:

\$0 to \$999.99 = \$25.00 (base fee), add \$1.00 for every additional \$1,000 of value.

(Ex. \$350,000 divided by 1,000 = \$350)

\$350 + 25.00 = \$375.00)

**Please write two separate checks if there is a Curb/Street Deposit, this deposit will be returned once you have repaired the curb/street.

Sketch a drawing showing the following **must be completed**:

1. A site plan drawn to scale.
2. The lot dimensions shall be shown on the drawing, along with setback requirements for the district in which the building will take place.
3. Location of all buildings, structures, and gross square footage.
4. Existing right-of-way and easements.

Office Notes:

Please initial that you understand these instructions. _____

(Back Property Line) 25-foot Setback

Property Line _____ Ft.

(Side Yard) 8-foot setback

(Side Yard) 8-foot setback

Property Line _____ Ft

Property Line _____ Ft

(Front of Property) 25-foot setback

Property Line _____ Ft.

Signature of Applicant

Date Signed

All applications shall be approved before work begins.

(Processing of this application takes a minimum of 3 days)

Administration/Office Use

Site Inspection by Public Works Staff: _____ Date _____

City Administrator: _____ Date _____

Fee Paid: _____ Receipt #: _____