

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:

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.

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 applications takes a minimum of 3 days)

**Administration/Office Use**

Site Inspection by Public Works Staff: \_\_\_\_\_ Date \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_