

Matt Thorpe  
Mayor

**CITY OF ELLENDALE**  
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Ellendale, ND 58436



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The completion of a building permit application is required for alterations or additions to a permanent or accessory structure, any new construction, concrete work, storage buildings, decks and fences. Certain maintenance projects may not require a building permit, however an application must be completed and placed on file for review by the building inspector and City Council. Demolition projects may require a fee for permit and have an associated cost for disposal in the city landfill. All work must be completed within **TWO** years of the approval date and **no work may start until application has been approved by the City Council**. Application must be submitted **at least one week prior** to City Council meeting to be placed on agenda for approval.

The current process for obtaining a building permit is as follows:

1. Applicant completes required form and pays any necessary fees.
2. Applicant should have project area marked for pre-construction inspection.
3. Public Works Department and Building Inspector will be contacted to review application.
4. Building Inspector reviews application and project based on City Zoning Ordinances and makes recommendation to City Council for approval.
5. Letter/Notice sent to applicant to proceed as stated in application and listing any comments or conditions by City Council OR a notice to halt any planned action due to concerns.
6. Applicant to notify Building Inspector prior to any construction to schedule start day inspection.
7. Building Inspector verifies approved application is being followed.
8. Permit is presented to applicant.
9. Applicant is required to obtain the curb box, corporation cock, curb valve and 5/8" water meter from the City. Any substitutions need City approval. The City will tap water main.
10. Applicant or contractor is responsible for all repairs related to plumbing and sewer work, all excavations in the public streets or alleys, the cutting and replacing of pavement, laying of water and sewer connections and connections to storm water sewers and all construction of private sanitary drains and cesspools within the corporate city limits.
11. Such repairs to be executed only by a North Dakota Licensed master plumber or other persons as have obtained a North Dakota general contractors license for such work.
12. Jobs shall be completed under the direction of City employees and costs will be borne by the property owner.

**Demolition:** For demolition of a building, the foundation must be removed at least 1 foot below grade and filled to include 6 inches of black dirt on top. Concrete, brick and rubble must be taken to the south landfill. Capping of water and sewer lines is required. Asbestos inspection is required for commercial property.

"This institution is an equal opportunity provider and employer."

# BUILDING PERMIT APPLICATION

City of Ellendale, ND

Box 267, Ellendale, ND 58436

Phone: 701-349-3252 Fax: 701-349-3333 Email: ellendal@drtel.net

## For City Use Only:

Building Permit #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

### Legal Description:

Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Addition \_\_\_\_\_ Parcel # \_\_\_\_\_

### Description of Proposed Work :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Use of Structure:

\_\_\_\_\_

### New – Residential

- House or House Addition
- Remodel
- Attached Garage
- Detached Garage/Shed
- Modular/Manufactured Home
- Deck/Porch

### Maintenance – Residential

- Mechanical/Structural
- Reroof
- Siding
- Windows/Door – Same Size/Smaller
- \*\* Enlarged Size – Requires a remodeling permit
- Miscellaneous Repair

### Commercial

- Architect - Required
- Non-Architect (includes maint. permits)

### Demolition (Asbestos inspection and lab fees not included)

- Residential
- Commercial

Refer to Ordinances 5.0101 through 5.0801 for all Building Permit Applications.

Fence: (refer to Ordinance 5.0502)  Wood  Chain  Vinyl  Other: \_\_\_\_\_

### Please print:

Job Site Address: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Owner's Address: \_\_\_\_\_ P.O. Box \_\_\_\_\_  
Contractor: \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_  
Electrician: \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_  
Plumber: \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_  
HVAC: \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

I hereby certify that the facts as set forth and attached in this permit application are true and correct. If a Building permit is issued, all work to be done in, around, and upon said property or any part thereof, shall conform in all respects to Ordinances of the City of Ellendale regarding the construction, alterations, erection, repairing, or demolition of said buildings in the City Limits and that this permit if granted, may be revoked at any time upon violation of any provisions of said Ordinances. This permit is valid for a period of two (2) years from the date of issuance. Application for permit shall include two complete sets of plans and Building Permit application forms.

Signature of Applicant: \_\_\_\_\_  
\*Signature of Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

\*Required if different than applicant

**Note: Submit two sets of Plans and Building Permit application forms.**

Please complete applicable items and submit two copies.

**New House or House Addition**

- Site plan showing existing and proposed structures.
- Elevation drawing (exterior view) of front, rear, sides of structure.
- Floor plan of and each floor (as applicable).
- Section drawing showing footing, foundation, wall section detail.
- Manufacturer's engineered truss drawings (acceptable upon delivery).

**Attached Garage**

- Site plan showing existing and proposed structures.
- Elevation drawing (exterior view) of front, rear, sides of structure.
- Floor plan of structure.
- Section drawing showing footing, foundation, wall section detail.
- Manufacturer's engineered truss drawings (acceptable upon delivery).

**Deck**

- Site plan showing existing and proposed structures.
- \*Section drawing showing footing size, post size, beam size, joist size, decking, height above grade, guardrail, cantilevers, anchoring, flashing, connectors, and hanger types, grade and species of lumber.
- \*Plan view showing length & width of deck, beam location, post and joist spacing, stair location and type of lumber.

**Porch**

- Site plan showing existing and proposed structure.
- \*Section drawing showing footing size, post size, and post placement.

**Detached Structure (Garage, Pole Building or Shed)**

- Site plan showing existing and proposed structures.
- Elevation drawing (exterior view) of front, rear, sides of structure.
- Floor plan of structure.
- \*Section drawing showing footing, foundation, wall section detail.
- Manufacturer's engineered truss drawings (acceptable upon delivery).

**Modular/Manufactured Home**

- Site plan showing existing and proposed structures.
- Floor plan of the home (including basement) showing length and width of the home, room layout, and use of each room.
- Installation instructions showing the anchoring and support system as designed by the manufacturer.
- Section drawing showing footing and foundation detail. Provide manufacturer's design for the footing size, foundation type, anchoring system, center bearing wall design, damp proofing, foundation insulation and roof slope.

**Fence**

- Survey of property lines
- Easement/written Agreement
- Permissible fence type \_\_\_\_\_
- Site plan of existing and proposed structures
- Proposed Structures meet setback and height requirements

**\* Complete a drawing using Appendix A if applicable drawings are unavailable**

Valuation: \$ \_\_\_\_\_  
 Building Permit Fees: \$ \_\_\_\_\_  
 City Charges: \$ \_\_\_\_\_  
**Total Sum of Charges:** \$ \_\_\_\_\_

**Fee for Building Permit**

Fence Permit.....\$5.00  
 Improvements.....\$5.00  
 Improvements of \$2500 To \$20,000.....\$0.00  
 Each Additional \$10,000.....\$0.00

**For use by City of Ellendale offices only**

City Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_  
 Order of city Council: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:  Approved  Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Issued Date: \_\_\_\_\_

Building Official Notes/Special Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Appendix A

Please Complete Detailed Site Drawing:

