

Checklist for Residential Permit Building Application

McKenzie County Building Department
1300 12th Street SE, Suite 214, Watford City ND 58854
(701) 444-2420, building@co.mckenzie.nd.us



All items listed below need to be submitted to the McKenzie County Building Department, building@co.mckenzie.nd.us in 1 packet in order to begin the application process.

Incomplete applications will not be accepted. Please allow 10-15 business days for processing from date of receipt of complete application packet.

1. Completed Application (attached)
2. Completed GIS Address form (attached) gisdept.@co.mckenzie.nd.us
3. Proof of Ownership
4. One copy of dimensioned site plan – **must include the following**
 - Direction of North
 - Lot lines, adjacent streets, roads, and right-of-way
 - Distance from lot lines to **all** structures, existing and new
 - Location of existing wells and septic tanks
 - Location of proposed construction and improvements
 - Motor vehicle access permits@co.mckenzie.nd.us
5. One set of hard copies of complete construction plans and one set of calculations (if applicable) – **must include the following**
 - Hard copies must be a minimum of 11x17 – Please provide an electronic copy for larger size or more than 30 sheets
 - Roof Plans
 - Framing Plans
 - Foundation Plans
 - Architectural Plans
 - Mechanical Plans
 - Electrical & Plumbing Plans
 - Structural Plans, Specification and Engineering detail
6. Verification of Zoning approval from either McKenzie County and your township <https://county.mckenziecounty.net/Department/Townships>
7. Sewage Treatment System Permit (attached) danab@umdhu.org

ADDITIONAL CONTACT INFO

Water and Sewer:

- McKenzie County Rural Water: <https://county.mckenziecounty.net/Department/Water> (701) 842-2821
- ND Dept. of Health (Water, Sewer for 15 or more (subdivision): Karl Rockeman krockema@nd.gov (701) 328-5225
- Upper Missouri District Health: Dana Brekhus danab@umdh.u.org (701) 774-6407 or (701) 774-6400
- State Water Commission (private wells): (701) 328-2750
- Watford City Water: (701) 444-2533

Township: - <https://county.mckenziecounty.net/Department/Townships> **choose your district**

ND DOT: - (Highway Road Approach Permit) <https://www.dot.nd.gov/>

- **Dickinson:** 1700 3rd Ave W Ste. 101 Dickinson, ND 58601 (701) 227-6500
- **Williston:** 605 Dakota Pkwy W. PO Box 698 Williston, ND 58802 (701) 774-2700

School Districts: - <https://econdev.mckenziecounty.net/why-mckenzie-county/education/> **choose your district**

- McKenzie County #1: PO Box 589 Watford City, ND 58854 (701) 444-3626
- Alexander: PO Box 66 Alexander, ND 58831 (701) 828-3334
- Yellowstone: 301 2nd St S. Fairview, MT 59270 (406) 844-5649
- Earl: 995 E Bennie Pier Rd Sidney, MT 59270 (406) 565-2249
- Horse Creek: 1812 Horse Creek Road Cartwright, ND 58838 (701) 828-3080

Fire Districts: - <https://county.mckenziecounty.net/Department/Emergency/Emergency-Management/Local-Area-Fire-District-Information> **choose your district**

Other Resources:

- Tax Director: (701) 444-3616 Ext 4 kpaulson@co.mckenzie.nd.us
- McKenzie County Treasurer: (701) 444-3616 Ext 3 ejohnsrud@co.mckenzie.nd.us
- Recorder: (701) 444-3616 Ext 4 kpaulson@co.mckenzie.nd.us
- Montana Dakota Utilities: (800) 638-3278
- McKenzie Electric: (701) 444-9288
- Reservation Telephone Company (RTC): (701) 862-3115
- Auditor: (701) 444-3616 Ext 3 ejohnsrud@co.mckenzie.nd.us
- US Post Office: June Pemberton (406) 450-5480 (**Suggested if assigned a new address**)
- Army Corps of Engineers: 204 1st St Riverdale, ND 58565 (701) 654-7414
- City of Alexander: 701-828-3461-Brandi Gillespie cityofalexander@ruggedwest.com
- City of Arnegard: (701) 586-3500
- City of Watford: (701) 444-2533
- ND Department of Health: 600 E Boulevard Ave Bismarck, ND 58505 (701) 328-2368

McKenzie County Website: <https://county.mckenziecounty.net/>

McKenzie County GIS: <https://mckenziecounty.maps.arcgis.com/home/index.html>

McKenzie County Address Request: <https://county.mckenziecounty.net/usfiles/AddressRequestForm.pdf>

Residential Building Permit Application



Building Permit #: _____ (office use only)

Application Date: _____ Date Received: _____

Project Title: _____

Name of Applicant: _____ Phone # _____

Mailing Address: _____

Email Address: _____

Project Address: _____ Lot # _____

City, State, Zip Code: _____

Contractor: _____ Phone # _____

Mailing Address: _____

Email Address: _____

ND Contractor License Number: _____

Name of Property Owner: _____ Phone# _____

Mailing Address: _____

Email Address: _____

Township: _____

<https://county.mckenziecounty.net/Department/Townships>

Parcel Number(s): _____

Legal Description of property:

Quarter Section _____ Section _____ Township _____ Range _____

Residential Building Permit Application

Project Description – Describe in **DETAIL** the work that is being done, including electrical, plumbing and mechanical:

Total Cost: _____

New Construction

Addition/Remodel

Modular

Single Family

Multi Family

Total Square Footage of Building: _____

Main Floor sq. ft: _____

Upper Floor sq. ft: _____

Basement sq. ft: _____

Garage sq. ft: _____

Deck sq. ft: _____

Number of Stories: _____ Number of Dwelling Units: _____ Fire Sprinklers: Yes No

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:** _____

This section to be completed by Staff

Minimum Setback Requirements:

Zoning: _____ Front: _____ Side: _____ Rear: _____

November 1, 2017

McKenzie County Statement of Clarification

Re: ND State Code regarding Exemption of Building Permit Requirement

NDCC 54_21.3-04. NDCC 54-21.3-04. Exemptions.

1. Except as specifically provided in this chapter, the following statewide codes are exempt from this chapter:

- a. The Standards for Electrical Wiring and Equipment, as contained in North Dakota Administrative Code article 24-02.*
- b. The State Plumbing Code, as contained in North Dakota Administrative Code article 62-03.*
- c. The State Fire Code, as contained in the rules of the state fire marshal as provided in section 18- 01-04.*

2. The following buildings are exempt from this chapter:

- a. Buildings which are neither heated nor cooled.*
- b. Buildings used whose peak design rate of energy usage is less than one watt per square foot [929.0304 square centimeters] or three and four-tenths British thermal units an hour per square foot [929.0304 square centimeters] of floor area.*
- c. Restored or reconstructed buildings deliberately preserved beyond their normal term of use because of historical associations, architectural interests, or public policy, or buildings otherwise qualified as a pioneer building, historical site, state monument, or other similar designation pursuant to state or local law.*

3. Any building used for agricultural purposes, unless a place of human habitation or for use by the public is exempt from this chapter.

McKenzie County Building and Planning Department interprets the exemption found in subsection 2a, which reads, "Buildings which are neither heated nor cooled", as follows:

A building that does not have a heating unit or an air conditioner unit for the purpose of artificially modifying the temperature of the building shall not be required to have a building permit in McKenzie County. Fans used to circulate air within the building or to introduce outside air into the building or to exhaust air from the building are not considered as either heating or cooling of the building, even though a fan may have the effect of temperature modification in the building.

McKenzie County Building and Planning Department interprets the exemption found in subsection 3, which reads, "Any building used for agricultural purposes, unless a place of human habitation or for use by the public is exempt from this chapter", as follows:

Any building which is used for agricultural purposes, which is interpreted as buildings that are used in conjunction with the production of agricultural crops, livestock or livestock products, poultry or poultry products, milk of dairy products, or fruit and other horticultural products. Property that is zoned Agricultural is not automatically considered an agricultural use but only those properties that being used expressly for agricultural purposes as described above. Family gardens and group gardens are not considered for agricultural in nature.

Therefore, barns, sheds, detached garages, out buildings, corrals, coops, and shelters that are being used for agricultural purposes as described above are exempt from needing a building permit. However, any home, residence, trailer or structure used as living quarters shall be required to obtain a building permit from the county. There are no exemptions to the requirement of obtaining a building permit for any home, residence, trailer or structure used as living quarters regardless of the size of the parcel of land that the home is occupying.

McKenzie County Building Department

Permit Fee Schedule

Effective September 15, 2020

RESIDENTIAL BUILDING PERMITS

Residential Permit Fees	Permit Flat Fee
'Stick Built' Single Family Home/Duplex	Permit Required but no Fee
'Stick Built' Single Family Home/Duplex w/ garage (built during same period)	Permit Required but no Fee
Attached Accessory Building greater than 120 square feet, sf, (i.e. garage built at separate time from the house)	Permit Required but no Fee
Detached Accessory Building greater than 120 square feet, sf, heated or cooled	Permit Required but no Fee
Attached Accessory Building less than 120 square feet, sf (i.e. breezeway built at separate time from the house)	Permit Required but no Fee
Multi Family building w/ more than 2 units	\$1,800 + \$0.50 / sf
Modular Homes (without garage at time of home building)	Permit Required but no Fee
Modular Homes (with garage at time of home building)	Permit Required but no Fee
Used Manufactured Buildings	\$250
One-story detached accessory structures less than 120 sf used as tool and storage sheds, playhouses and similar	No permit required
Decks greater than 30" higher than finished grade	Permit Required but no Fee
Structures used exclusively for agriculture in Agriculture District – farming and ranching only – not including dwelling units – see Statement of Clarification below	No permit required
Temporary Housing and Offices	Annual Permit Fee
Man Camps / Skid Units / Modular	\$400 per unit (per year)
Other Inspections, Fees Outside Jurisdiction, and Penalties	
1. Inspections outside of normal business hours	\$100.00 per hour ³ (minimum charge – two hours)
2. Re-inspection fees	\$100.00 per hour
3. Additional plan review required by changes, additions or revisions to plans	\$100.00 per hour (minimum charge – one-half hour)
4. For use of outside consultants for plan checking and inspections, or both	\$100.00 per hour
5. Penalty for commencing construction before obtaining Building Permit	\$500

McKenzie County Required Inspection Checklist



IBC 2018(A) 110.5 Inspection Requests. It shall be the duty of the holder of the Building Permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access and means for inspection of such work that are required by this code

IBC 2018 (A) 110.6 Approval Required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portions shall not be covered or concealed until authorized by the building official.

<u>Required Inspection</u>	<u>Date Completed</u>	<u>Inspected By</u>
Footing	_____	_____
Foundation	_____	_____
Structural Slabs	_____	_____
Shear Walls	_____	_____
Framing/Bolting	_____	_____
Interior Framing	_____	_____
Roof/Window Nailing	_____	_____
Mechanical Rough	_____	_____
Fuel Gas Piping	_____	_____
Insulation	_____	_____
Mechanical Final	_____	_____
Building Final	_____	_____

McKenzie County Required Inspection Checklist

Contact Information

McKenzie County Building Inspections – Office - 701-444-2420

North Dakota Electrical Inspections – Office - 701-328-9522
Cell – 701-214-8006

North Dakota Plumbing Inspections – 701-391-1204

McKenzie County Building Department – building@co.mckenzie.nd.us

Note – Plumbing and Electrical codes are inspected and enforced by the State of North Dakota plumbing and Electrical boards.

Required Design Criteria

Frost Depth – 48"

Roof Snow Load – 21psf

Ultimate Design Wind Speed – 115mph, Surface Roughness C

Seismic Design – Category A

Mean Annual Temperature – 40F

Winter Design Temperature – Negative 21F

Elevation - +2400'

Ground Snow Load – 30

Anti-Freezing Index – 4000

Ice Barrier Underlayment required – Yes

GEOTECHNICAL: Calculations for footings shall include the presumptive load bearing values contained in IBC Table 1806.2. Where vertical pressure values greater than 1500psf are used, a geotechnical report shall be provided to verify that the values are justified.

McKenzie County Required Inspection Checklist

Required Inspection Timeline

- **Footings** - After footings have been dug or formed and re-bar has been placed.
- **Foundation** - After forms have been set and re-bar has been placed.
- **Ground Plumbing** – After all piping has been installed, system is being tested, and **before** backfilling. Inspected by ND State Plumbing Inspector **701-391-1204**
- **Rough Plumbing** – After all drains, vents and water piping has been installed and is being tested. Inspected by ND State Plumbing Inspector **701-391-1204**
- **Rough Mechanical** – After vents, chimneys, heat ducts and combustion air ducts have been installed, that will not be exposed for final inspection.
- **Rough Electrical** – After wire has been run and boxes, including breaker panels have been made. Inspected by ND State Electrical Inspector **Office - 701-328-9522, Cell – 701-214-8006**
- **Framing** – After framing is complete, including installation of doors and windows. **Before** starting brick, stone, stucco, siding, insulation, electrical, plumbing and mechanical.
- **Insulation** – After insulation (except blown in attic) has been installed and foam has been applied around windows, doors, floors and ceiling penetration etc.
- **Fire sprinklers** – (When Applicable) After piping and test required.
- **Sheetrock** – After sheetrock has been nailed or screwed. **Before** taping.
- **Stucco** – After all-weather barriers, flashing and wire has been installed. **Before** brown coat has been applied.
- **Final** – After the building is complete and ready for occupancy. This included grading, concrete, floor coverings, painting, caulking, house numbers (in correct location) and landscaping (when required). This also includes the repair or replacement of damaged off-site improvements that are adjacent to your lot.

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 location, 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. **(select one)**

Approach Permit

Building Permit

Conditional Use Permit # _____

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 Public Works building to work with staff if desired.

Return this completed form and site plan to: gisdept@co.mckenzie.nd.us

Mail to: McKenzie County Public Works
GIS Department
1300 12th ST SE
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: _____

Quarter Section: _____ Section: _____ Township: _____ Range: _____

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: is required **(select one)**

Site Name: _____

Latitude and Longitude coordinates can be found on various web mapping sites or McKenzie County GIS resources here (<https://mckenziecounty.maps.arcgis.com/home/index.html>).

Road name providing property access: _____

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

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

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

Signature of Applicant: _____ Date: _____

Upper Missouri District Health Unit

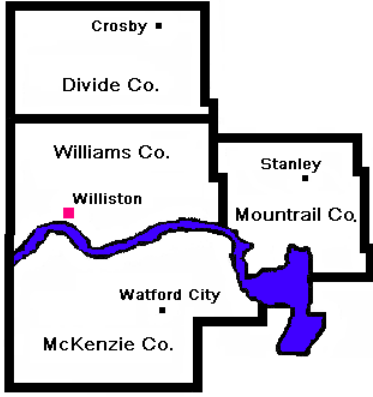
"Your Public Health Professionals"

Date: _____

Check #: _____

- _____ \$150.00 Individual Permit Fee
- _____ \$300.00 Multi-dwelling up to 20 bedrooms
- _____ \$550.00 Multi-dwelling more than 20bedrooms
- _____ \$125.00 Holding Tank
- _____ \$100.00 Rebuilding Fee

UMDHU Williston Office
 110 W. Bdwy, Ste 101
 Williston, ND 58801-6056
 Phone 701-774-6400
 Fax 701-577- 8536
 Toll Free 1-877-572-3763



SEWAGE TREATMENT SYSTEM PLANS PERMIT

OWNER _____ phone _____

INSTALL ADDRESS _____

MAILING ADDRESS _____

DIRECTIONS TO PROPERTY _____

EMAIL _____

COUNTY _____ TWP _____ RNG _____ SEC _____

SUBD _____ LOT _____ BLOCK _____

LOT SIZE _____ # OF BEDROOMS _____ or # OF EMPLOYEES _____ WELL DEPTH _____

If you do not include lot size, township, range and section and number of bedrooms there will be a delay in processing your permit while we have to contact you. The building owner, contractor, plumbing contractor, and/or installer are jointly responsible for compliance with U.M.D.H.U.'s Regulations for Individual Sewage Treatment Systems. In addition, it is your responsibility to follow all city, township and county regulations.

Owner: _____ Date: _____

DEPTH TO RESTRICTING LAYER _____ SOIL TYPE _____

SEPTIC TANK (WORKING CAPACITY) _____ GAL.

TREATMENT AREA:

TRENCH IN SQUARE FEET

6" GRAVEL _____ 12"GRAVEL _____ 18"GRAVEL _____ 24"GRAVEL _____

GRAVELLESS PIPE IN LINEAR FEET:

8" _____ 10" _____

CHAMBER SYSTEM IN LINEAR FEET:

12" TALL _____ 15" TALL _____

MOUND IN SQUARE FEET _____

ISTS PERMIT GOOD FOR 12 MONTHS FROM DATE OF ISSUE.

APPROVED BY: _____ DATE: _____

NOTIFY THIS OFFICE AT LEAST 2 BUSINESS DAYS PRIOR TO INSTALLATION FOR INSPECTION.

