Williams County Development Services

Development Guide







Williams County Administrative Building
206 East Broadway
Williston, ND 58801

Planning Division: 701.577.4565
Building Division: 701.577.4567

Updated: August 2, 2022

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PURPOSE

The purpose of the development guide is to provide general guidance through the land development and building process in Williams County. However, this guide is not intended to provide every requirement or technical detail of each phase of land development. This guide is intended to help you understand the various requirements and secure the appropriate land entitlements to develop a property.

PLANNING AND ZONING REVIEW PROCESSES

The Planning and Zoning Division regulates land uses and subdivisions in the unincorporated areas of Williams County to ensure that development in Williams County happens in accordance with the goals, objectives, and policies set forth in the Williams County Comprehensive Plan. Processes that are used to regulate land uses and subdivisions are Conditional Use Permits, Temporary Use Permits, Zone Changes, Variances, Administrative Variances, and Major and Minor Subdivisions.

LOCATION

Williams County Administrative Building (WCAB)
Development Services – Building Division
206 East Broadway, Williston, ND 58801

HOURS

Monday – Friday, 8:00am to 5:00pm

PHONE

Planning Division – 701.577.4565

PRE-APPLICATION

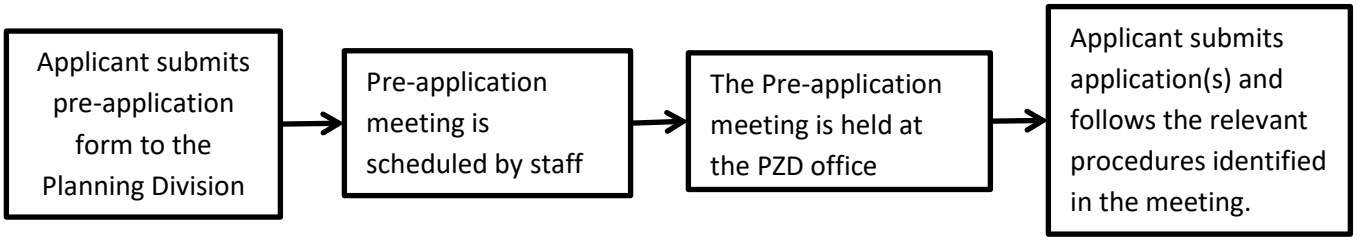
Pre-applications are required prior to formal submittal and review of any Planning and Zoning applications. The purpose of the pre-application process is to help the Planning and Zoning Division understand what it is you want to do, i.e. the land uses, timeline and scale of the project, and to provide the applicant information as to how the project does or does not comply with this ordinance and how the project may be altered to bring it into compliance. **The pre-application meeting does not mean pre-approval of any project nor does it guarantee a project will be approved.**

INFORMATION TO PROVIDE

The pre-application package must include the following:

- □ Completed pre-application form
- □ Location map
- □ Plat or survey (if applicable)
- □ Site plan (if applicable)
- □ Copies of state permits (if applicable)
- □ Any information deemed necessary by the applicant
- □ Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Division staff

HOW THE PRE-APPLICATION PROCESS WORKS



HOW LONG WILL IT TAKE

The average time of processing a pre-application form and having a pre-application meeting is 1-5 days, depending on the complexity of the project.

CONDITIONAL USE PERMIT

The conditional use permit (CUP) procedure implements the comprehensive plan and this ordinance by requiring public review of developments that may have significant impacts on public facilities or neighboring land uses, but that could be made compatible if measures are taken to minimize the impacts. A CUP application may be submitted along with other land use applications so that review may take place concurrently.

INFORMATION TO PROVIDE

The conditional use permit application package must include the following:

- □ Completed application form, with signatures of all property owners, authorizing the CUP request. If ownership is a corporation or partnership, a resolution authorizing the CUP, signed by officer, partners, or general partner should be provided. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner is required
- □ Fee – $200
- □ Location map showing the boundaries of the property or portion of the property involved in the CUP
- □ Plat or survey (if applicable)
- □ Site plan (if applicable)
- □ Copies of state permits (if applicable)
- □ Statement of proposed land use and justification for CUP request with identification of surrounding uses
- □ Any information deemed necessary by the applicant
- □ Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff during a pre-application meeting

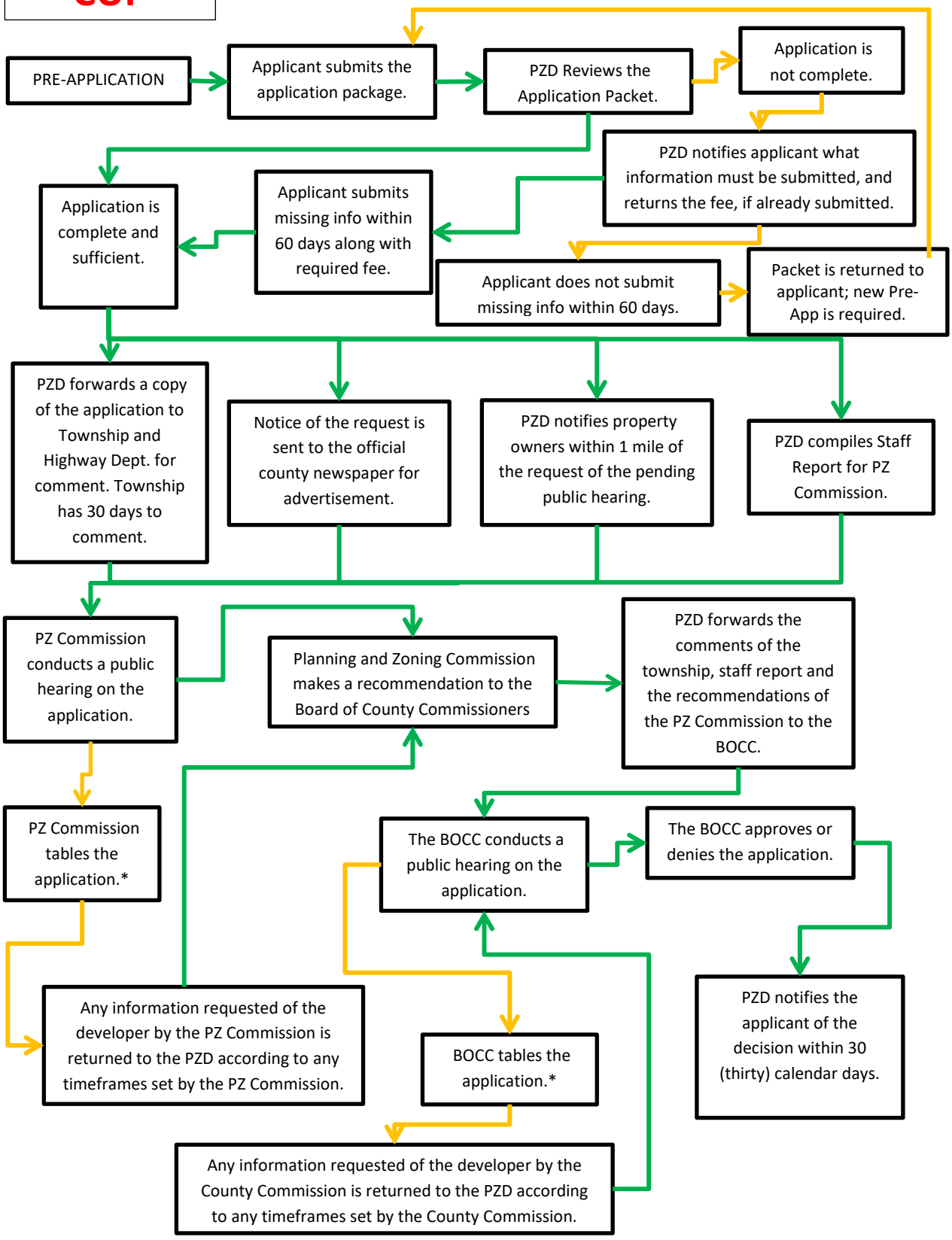
HOW THE CONDITIONAL USE PERMIT PROCESS WORKS

See figure #CUP

HOW LONG WILL IT TAKE

The time required to process a CUP application varies; however, the average time is 8-10 weeks, depending on the complexity of the project.

CUP



*The applicant may table the request for up to 6 months.

CONDITIONAL USE PERMIT RENEWAL

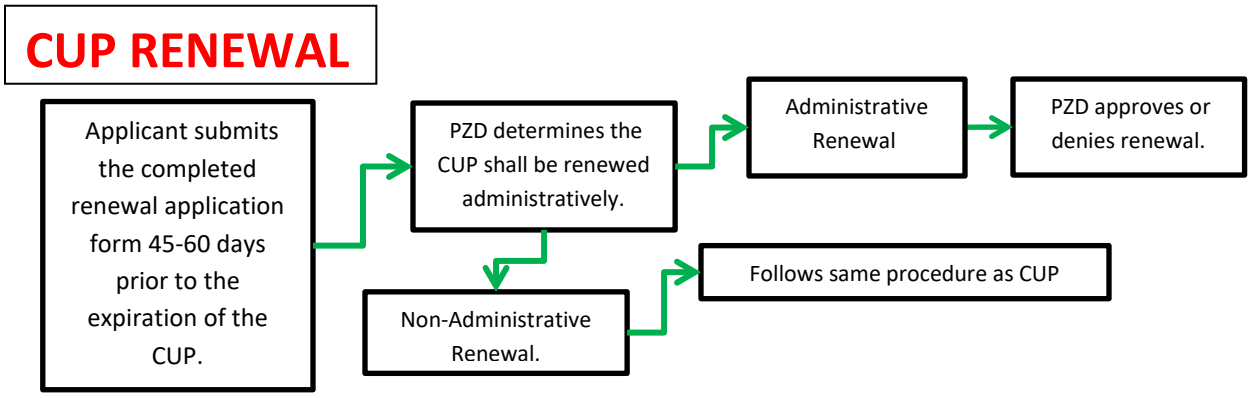
A conditional use permit may be time-conditioned, as appropriate, by the Board of County Commissioners.

INFORMATION TO PROVIDE

The conditional use permit renewal application package must include the following:

- □ Completed application form, with signatures of all property owners, authorizing the conditional use permit renewal. If ownership is a corporation or partnership, a resolution authorizing the conditional use permit renewal, signed by officer, partners or general partner should be provided. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner
- □ Fee – $100
- □ Location map showing the boundaries of the property
- □ Plat or survey (if applicable)
- □ Site plan (if applicable)
- □ Copies of state permits (if applicable)
- □ Proof of compliance with conditions of CUP
- □ Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff during a pre-application meeting

HOW THE CONDITIONAL USE PERMIT RENEWAL PROCESS WORKS



HOW LONG WILL IT TAKE

The time required to process a conditional use permit renewal application varies. However, the average time is 1-5 weeks in order to notify the township.

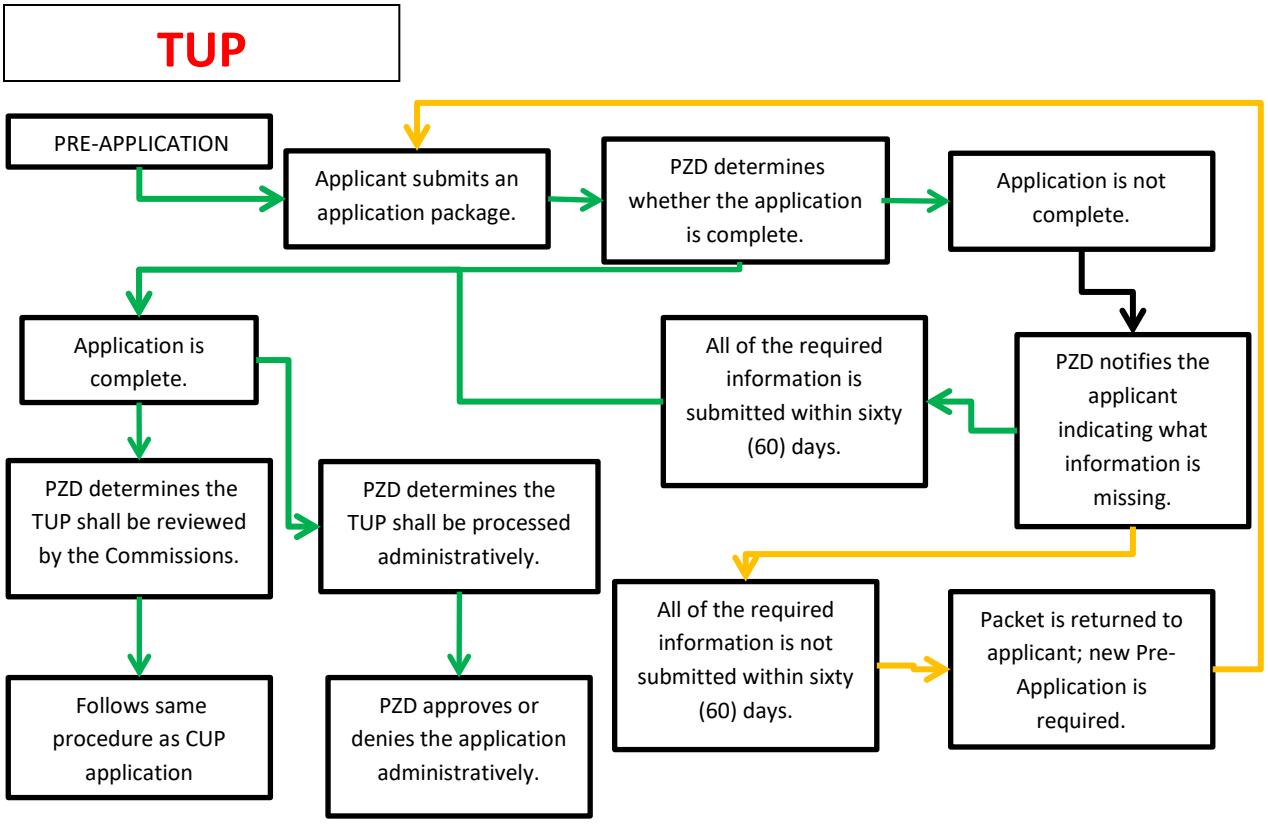
TEMPORARY USE PERMIT

The intent of TUPs is to provide for 1) temporary land uses that benefit the public, and 2) occasional large public gatherings, special occasions or specific events where public or private gathering facilities are necessary for a period not to exceed two consecutive weeks. Activities sponsored by churches, schools and political subdivisions of Williams County are exempt from TUP review. TUPs shall be valid for such period of time as determined by the Planning and Zoning Official with the option of renewal at the discretion of the Planning and Zoning Official. Renewal procedure is the same as for CUPs (see 3-2-4).

INFORMATION TO PROVIDE

- ☐ Completed application form, with signatures of all property owners, authorizing the temporary use permit. If ownership is a corporation or partnership, a resolution authorizing the temporary use permit, signed by officer, partners or general partner should be provided. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner
- ☐ Fee – $35/day
- ☐ Complete application
- ☐ Site plan with parking plan
- ☐ Written description of location of the site and event
- ☐ Hours of the operation and duration of the event
- ☐ Written confirmation from the landowner that the proposed event has been approved and granted on the proposed site
- ☐ Access approved by County Highway or applicable agency
- ☐ Proof of all state and federal permits, copy of the Department of Health, Upper Missouri Health Unit District, or State Transient Merchant License (Attorney General's Office) – whichever license applies to your operation
- ☐ Written plan verifying that sanitation facilities and emergency medical care and transportation will be available.
- ☐ Any information deemed necessary by the applicant
- ☐ Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff during a pre-application meeting

HOW THE TEMPORARY USE PERMIT PROCESS WORKS



HOW LONG WILL IT TAKE

The time required to process a temporary use permit application varies. However, the average time of 1-5 weeks in order to notify the township.

ZONE CHANGE

Zoning is the division of land into zoning districts based on the permitted use of land. These districts have uniform zoning regulations that provide for permitted uses, conditionally permitted uses, setbacks, minimum lot sizes and density.

INFORMATION TO PROVIDE

The zone change application package must include the following:

- □ Completed application form, with signatures of all property owners, authorizing the zone change. If ownership is a corporation or partnership, a resolution authorizing the zoning change, signed by officer, partners or general partner should be provided. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner
- □ Fee – $200
- □ Location map showing the boundaries of proposed zone change
- □ Plat or survey (if applicable)
- □ Site plan (if applicable)
- □ Copies of state permits (if applicable)
- □ Statement of proposed land use and justification for zoning change request with identification of surrounding uses
- □ Any information deemed necessary by the applicant
- □ Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff during a pre-application meeting

HOW THE ZONE CHANGE PROCESS WORKS

Zone changes follow the same process as a CUP. See the CUP flow chart.

HOW LONG WILL IT TAKE

The time required to process a zone change application varies. However, the average time is 8-10 weeks, depending on the complexity of the project.

VARIANCE

A variance is an easing of the provisions of the Williams County Zoning Ordinance that will not be contrary to the purpose and intent of the ordinance or the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this ordinance would result in unnecessary and undue hardship. Establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district.

INFORMATION TO PROVIDE

- Completed application form, with signatures of all property owners, authorizing the variance. If ownership is a corporation or partnership, a resolution authorizing the variance, signed by officer, partners or general partner should be provided. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner
- Fee – $200
- Location map showing the boundaries of the property
- Narrative description the variance request and explanation why the variance is necessary as well as the nature of hardship
- Site plan (if applicable)
- Copies of state permits (if applicable)
- Any information deemed necessary by the applicant
- Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff during a pre-application meeting

HOW THE VARIANCE PROCESS WORKS

Variance requests follow the same process as CUPs. (See figure CUP)

HOW LONG WILL IT TAKE

The time required to process a variance application varies. However, the average time is 8-10 weeks, depending on the complexity of the project.

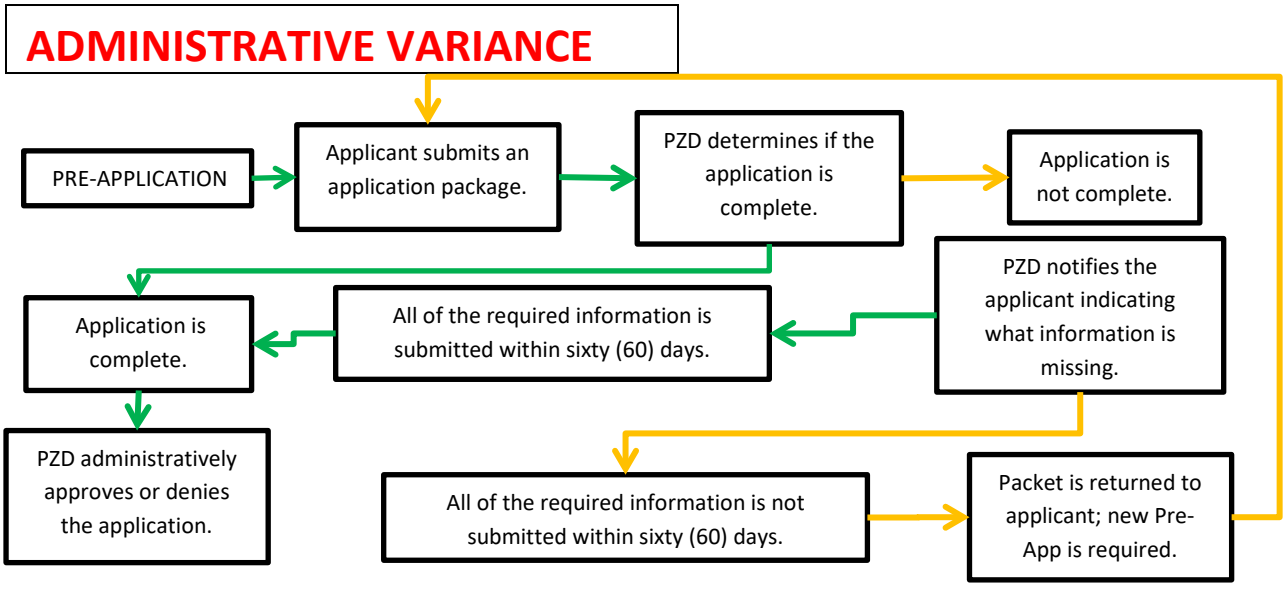
ADMINISTRATIVE VARIANCE

The Director of Development Services shall have the authority to reduce specific design and development standards of the Williams County Zoning Ordinance where the purpose and intent of the ordinance can be achieved, and similar performance obtained by granting a waiver of such standards. This type of variance does not require a public hearing.

INFORMATION TO PROVIDE

- Completed application form, with signatures of all property owners, authorizing the variance. If ownership is a corporation or partnership, a resolution authorizing the variance, signed by officer, partners or general partner should be provided. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner
- Fee – $100
- Location map showing the boundaries of the property
- Narrative description the variance request and explanation why the variance is necessary as well as the nature of hardship
- Site plan (if applicable)
- Copies of state permits (if applicable)
- Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff during a pre-application meeting

HOW THE ADMINISTRATIVE VARIANCE PROCESS WORKS



HOW LONG WILL IT TAKE

The time required to process an administrative variance application is 1 week.

EXEMPTIONS FROM SUBDIVISION REVIEW

Boundary line adjustments, reversionary maps, family farm exemptions, agriculture exemptions, farmstead exemption, and court/arbitrator ordered divisions are exempt from subdivision review provided they comply with the conditions set forth by the Williams County Zoning Ordinance and Subdivision regulations.

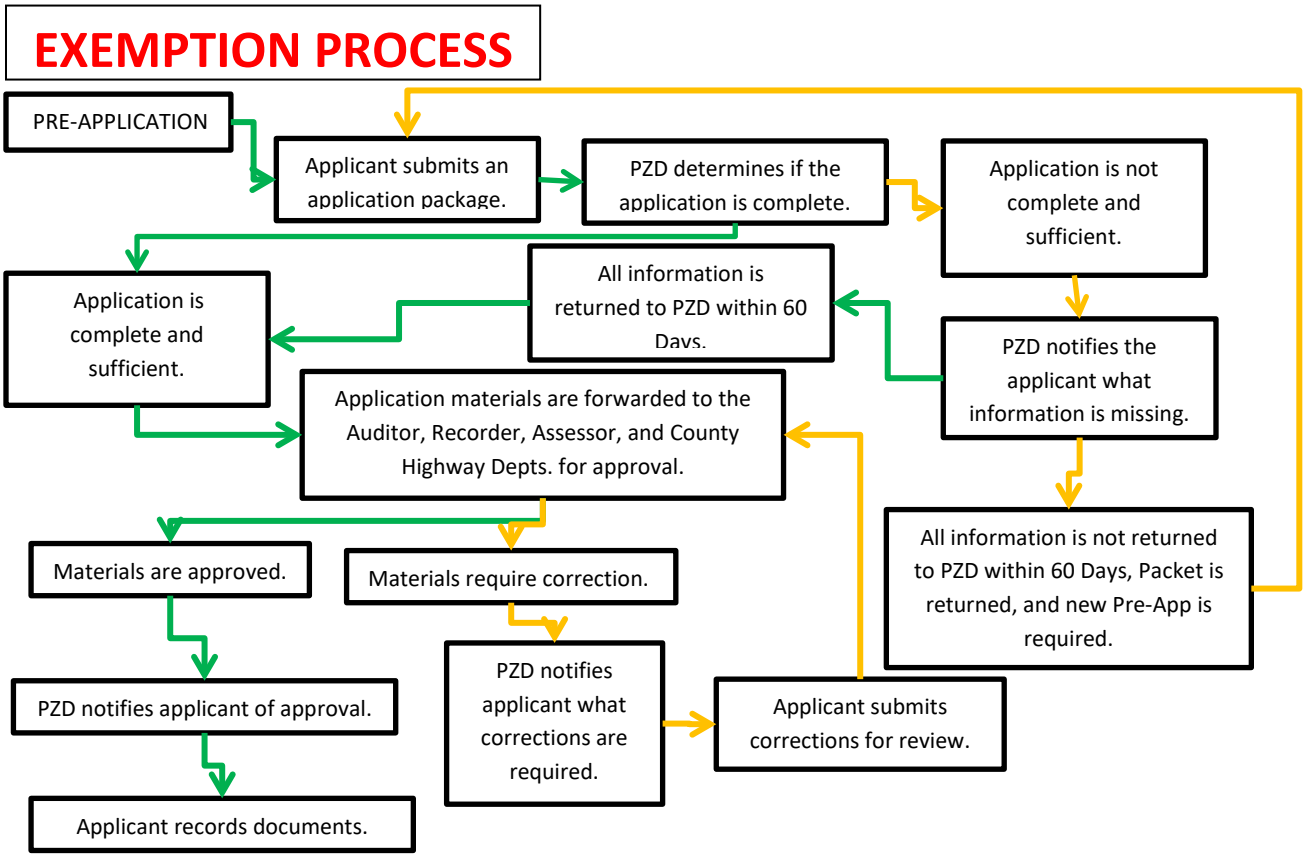
INFORMATION TO PROVIDE

The exempt application package must include the following:

- □ Completed application form, with signatures of all property owners, authorizing the zone change. If ownership is a corporation or partnership, a resolution authorizing the zoning change, signed by officer, partners or general partner should be provided. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner
- □ Commitment of title or an attorney's opinion of title
- □ Deed of ownership transfer
- □ Certificate of survey
- □ Completed and signed Williams County Roadway Easement form (see website)
- □ Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff during a pre-application meeting

HOW THE EXEMPTIONS PROCESS WORKS

SEE FIGURE EXEMPTION PROCESS



HOW LONG WILL IT TAKE

The average time of processing an exemption is 4 weeks.

PLATTING PROCESS – MINOR SUBDIVISION

INFORMATION TO PROVIDE

- □ Minor Subdivision Application
- □ Fee – $500
- □ Minor Subdivision Plat
- □ Attorney's Opinion of Title or current title insurance policy
- □ Boundary Lot Closure Report(s)
- □ Copies of Correspondence with public and private agencies and service providers regarding the subdivision (if applicable)

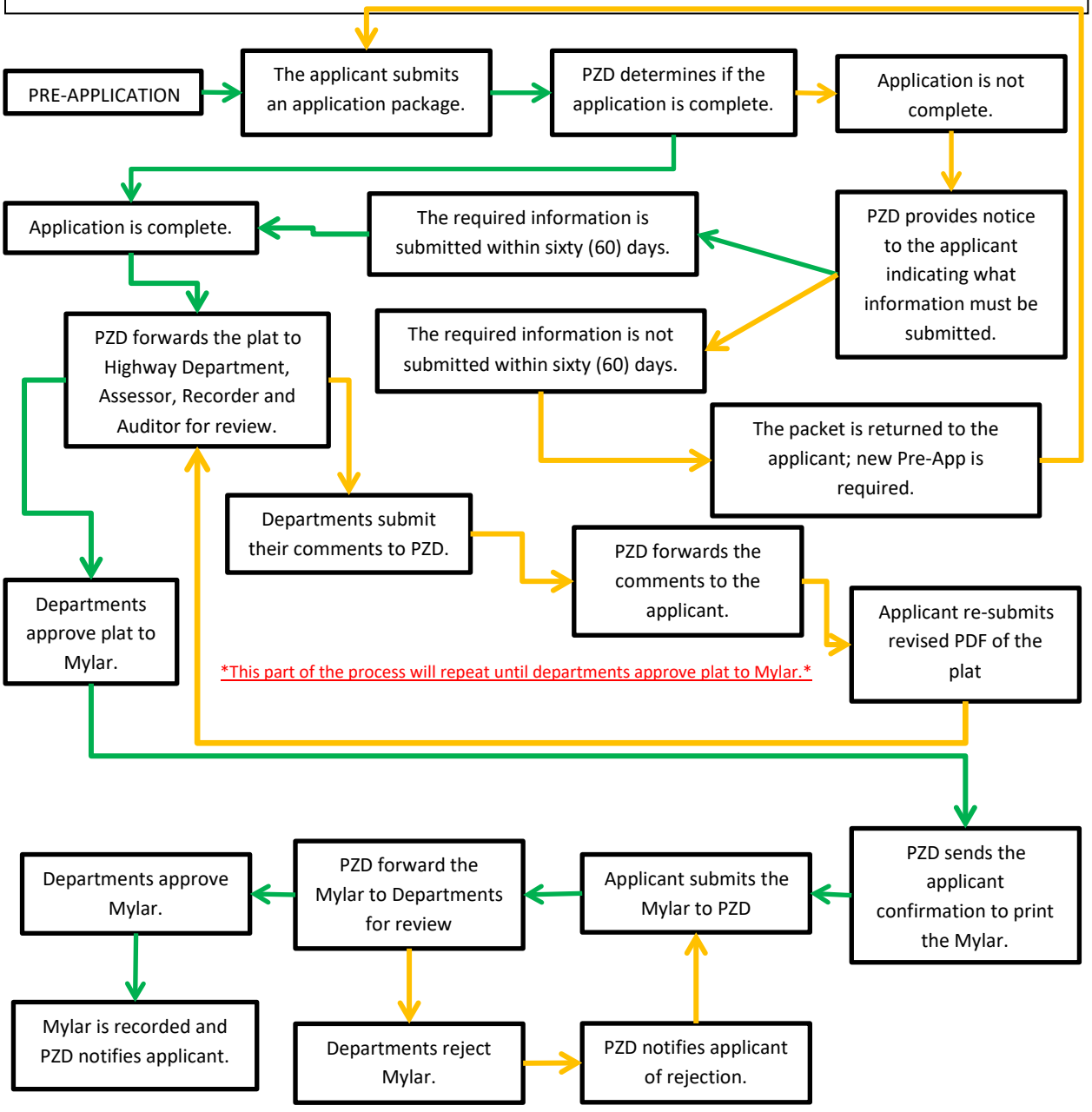
HOW THE MINOR SUBDIVISION PROCESS WORKS

SEE FIGURE MINOR SUBDIVISION

HOW LONG WILL IT TAKE

The time required to process a minor subdivision application varies depending on the complexity of the Plat and on any revisions that result from the County's review. However, the average time is 8 weeks.

MINOR SUBDIVISION (Administrative Review)



PLATTING PROCESS – MAJOR SUBDIVISION

INFORMATION TO PROVIDE

PRELIMINARY PLAT

- □ Preliminary Plat Application
- □ Fee – $500 for the first 5 lots and $50 for each additional lot
- □ Attorney's Opinion of Title or a current title insurance policy
- □ Written consent or acknowledgement of subdivision from pipeline companies when a pipeline easement encumbers the subject property
- □ Copies of all correspondences with public and private agencies and service providers regarding the subdivision
- □ Documentation of legal and physical access to the subdivision
- □ Draft development agreement in conformity with the County's standards
- □ A copy of existing (if applicable) and/or proposed covenants, conditions, & restrictions and deed restrictions, if any
- □ Draft road maintenance and owners' association governing documents
- □ Letters of intent to serve from the utility companies and letters of review from the following agencies:
    - o Rural Fire District
    - o School District
    - o Rural Water Districts
    - o Law Enforcement
    - o North Dakota Department of Health regarding review of the proposed water and sewer systems
    - o U.S. Postal Service, stating that mail services can be provided and what if any on-site facilities will be required
- □ Proposed Preliminary Plat (SEE PRELIMINARY PLAT CHECKLIST)

FINAL PLAT

- □ Final Plat Application
- □ Fee – $500
- □ Development Agreement
- □ Proposed covenants, conditions, & restrictions and deed restrictions, if any
- □ Proposed method of financial security
- □ Consent to platting from all lienholders and mortgagees

- □ Road maintenance and owners' association governing documents
- □ Existing approach/access/encroachment/driveway permits from North Dakota Department of Transportation and/or the local jurisdiction
- □ Traffic impact assessment (if condition required at Preliminary Plat)
- □ Information demonstrating compliance with all conditions of Preliminary Plat approval
- □ All updated documents which are required at the Preliminary Plat stage
- □ Current Attorney's Opinion of Title or title insurance policy
- □ Proposed Final Plat (SEE FINAL PLAT CHECKLIST)

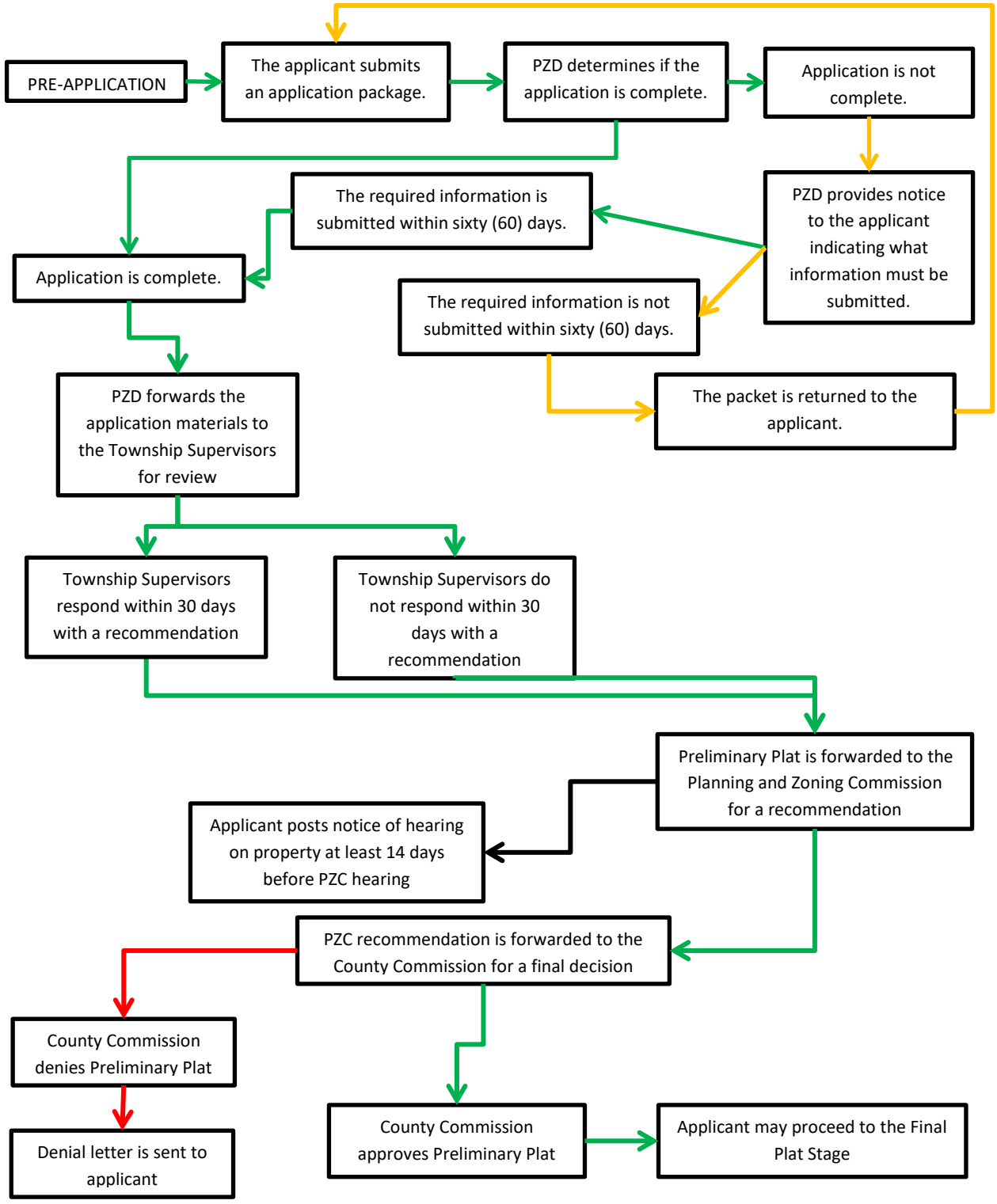
HOW THE MAJOR SUBDIVISION PROCESS WORKS

SEE PRELIMINARY PLAT AND FINAL PLAT FIGURES

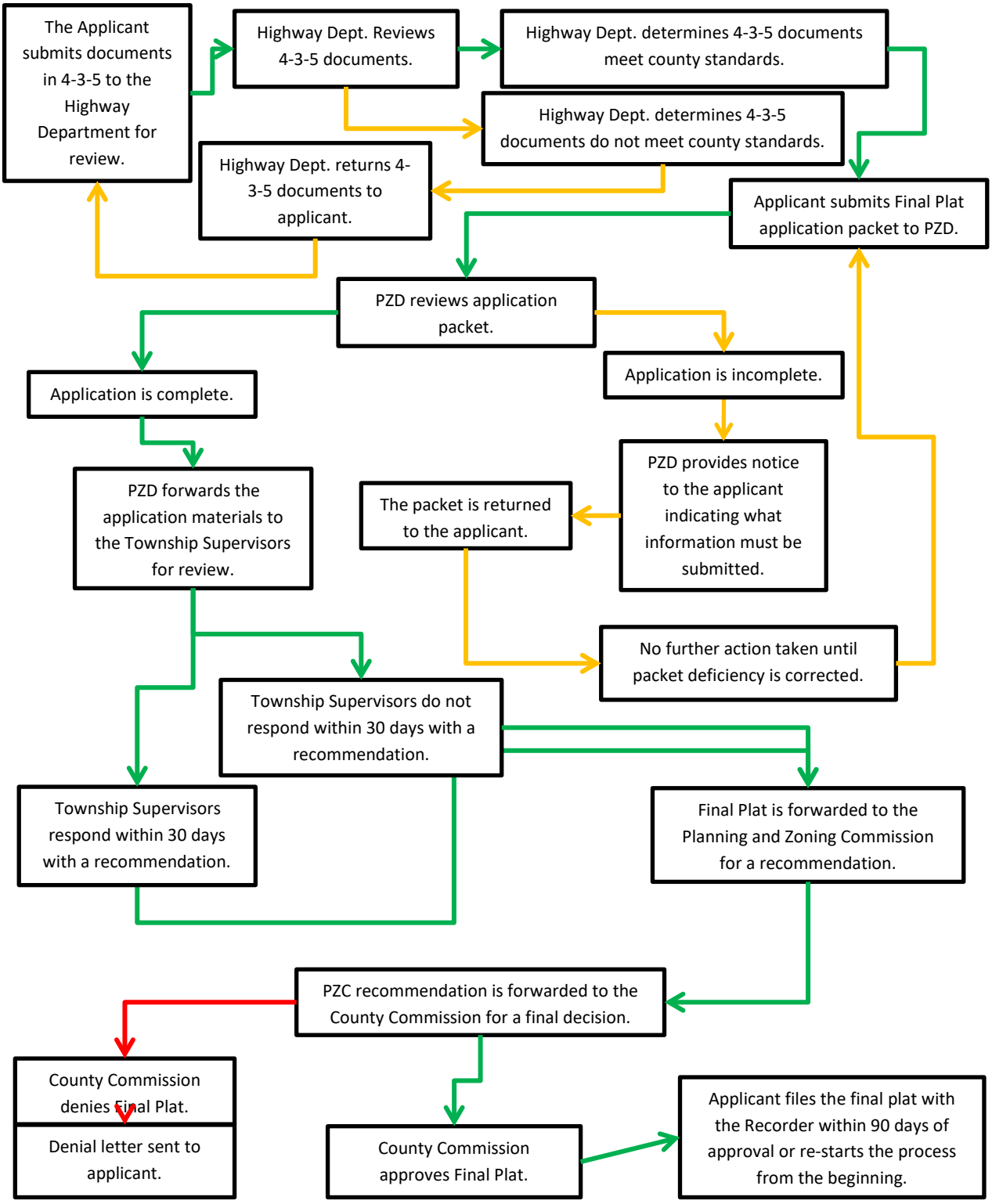
HOW LONG WILL IT TAKE

Due to statutory notification requirements the Preliminary Plat stage will take no less than 60 days. After the Preliminary Plat is approved the applicant has eighteen (18) months to submit a Final Plat, civil plans, approach permit applications, construction cost estimates, and an irrevocable letter of credit to the Highway Department for review. After the Highway Department approves the submitted documents the applicant shall submit them to the Planning Division. From this point it will take approximately 6-8 weeks for a final decision from the County Commission.

PRELIMINARY PLAT (Administrative Review)



FINAL PLAT


The Applicant submits documents in 4-3-5 to the Highway Department for review.
Highway Dept. Reviews 4-3-5 documents.
Highway Dept. determines 4-3-5 documents meet county standards.
Highway Dept. determines 4-3-5 documents do not meet county standards.
Highway Dept. returns 4-3-5 documents to applicant.
Applicant submits Final Plat application packet to PZD.
PZD reviews application packet.
Application is complete.
Application is incomplete.
PZD forwards the application materials to the Township Supervisors for review.
The packet is returned to the applicant.
PZD provides notice to the applicant indicating what information must be submitted.
No further action taken until packet deficiency is corrected.
Township Supervisors do not respond within 30 days with a recommendation.
Township Supervisors respond within 30 days with a recommendation.
Final Plat is forwarded to the Planning and Zoning Commission for a recommendation.
PZC recommendation is forwarded to the County Commission for a final decision.
County Commission denies Final Plat.
Denial letter sent to applicant.
County Commission approves Final Plat.
Applicant files the final plat with the Recorder within 90 days of approval or re-starts the process from the beginning.

PLATTING PROCESS – RE-SUBDIVISIONS

The process for re-subdivisions follows the same process for a major or minor plat with the same requirements as shown with the exception of the fee schedule. The fee depends on the length of time from the platting of the subdivision. If it has been less than a year since the lots involved were subdivided the fee is $2000 per lot up to 5 lots then $50 for each additional lot. If it has been more than a year since the lots were subdivided the fee schedule is the same as the minor or major subdivision fee schedule (depending on the number of lots in the re-subdivision). The Board of County Commissioners must authorize the Chairman to sign the plat prior to recordation.

INFORMATION TO PROVIDE

- □ Subdivision Application
- □ Fee – $500
- □ Re-Subdivision Plat
- □ Attorney's Opinion of Title or current title insurance policy
- □ Boundary Lot Closure Report(s)
- □ Copies of Correspondence with public and private agencies and service providers regarding the subdivision (if applicable)

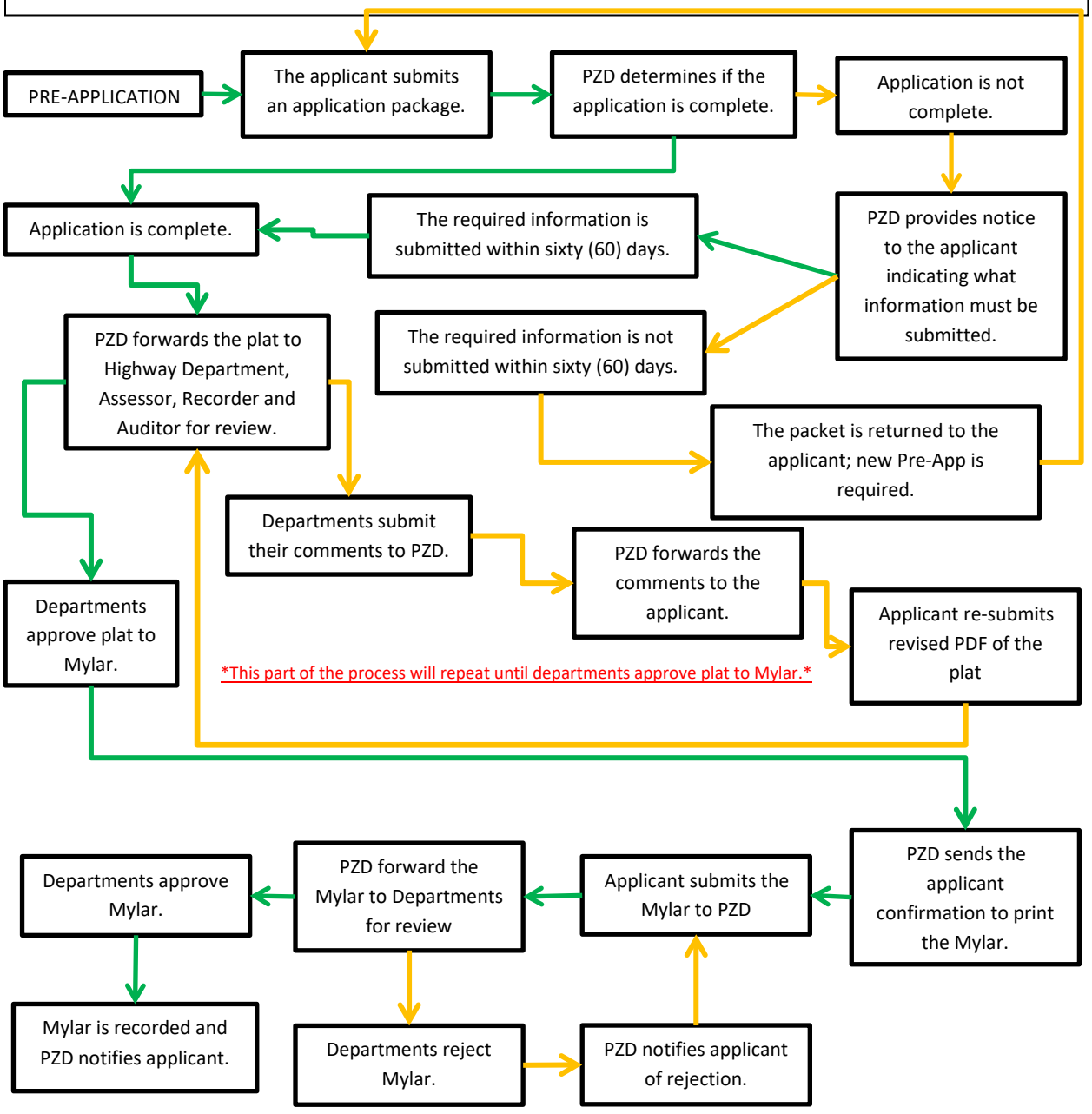
HOW THE RE-SUBDIVISION PROCESS WORKS

SEE FIGURE RE-SUBDIVISION (ADMINISTRATIVE REVIEW)

HOW LONG WILL IT TAKE

The time required to process a re-subdivision application varies depending on the complexity of the Plat and on any revisions that result from the County's review. However, the average time is 8 weeks.

RE-SUBDIVISION (Administrative Review)



BUILDING PERMIT REVIEW PROCESS

A building permit is required before an individual intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure. A permit is also required prior to doing any grading or drainage work. A permit will only be issued after permit fees have been paid and a review has been completed to verify the proposed project meets the minimum requirements of Williams County ordinances and the North Dakota State Building Code.

LOCATION

Williams County Administrative Building (WCAB)
Development Services – Building Division
206 East Broadway
Williston, ND 58801

HOURS

Monday – Friday, 8:00am to 5:00pm
Closed for all government recognized holidays

PHONE

Building Division – 701.577.4567

RESIDENTIAL BUILDING PERMIT REQUIREMENTS

- □ **Parcel ID Number**: This is a 14 digit number that is unique to every parcel. It can be found at http://www.williamsnd.com/tax/search/default.asp
- □ **Project Valuation**: Total cost of the project (materials, labor, etc.). This does not include the cost of the land.
- □ **Legal Description**: Township, Range, Section, and Quarter Description; Include block and lot number if located in a subdivision
- □ **Zoning Designation**: If you do not know what your property is zoned, you can contact the Planning and Zoning Department (701.577.4565), or visit their website (http://www.williamsnd.com/DepartmentDisplay.aspx?ID=26).
- □ **Physical Address**: If the project site has not been assigned an address, one will be assigned when the permit is issued.
- □ **Contractor**: The contractor must be licensed in North Dakota. For residential projects, the owner can be listed as the contractor if they are going to be the occupant of said structure.
- □ **Building Plans**: Plans must be legible, drawn to scale, and show conformance to the applicable state building codes. Each set should include one (1) copy of the following:

- Foundation Plan: Show dimensions, anchor bolts, any hold-down types and locations, connection details, vent size and location, location and size of crawl space access
- Floor Plans: Show all dimensions, room identification, window type and size, location of smoke and carbon monoxide detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks, location and construction details for stairs and handrails
- Elevation Plans: Front, rear and side elevations of the proposed structure.

□ **Site Plan**: This document will show what structures already exist on the property and the proposed structure. One (1) copy of the plan is required showing the following:

- North arrow
- Footprint of proposed and existing structures
- Lot and building dimensions
- Setback dimensions for the following – building(s) to property lines, building to building, building to road(s)
- Driveway location

□ **Grading and Drainage Plans**: To be submitted to the Williams County Water Resource Board.

□ **Township Application**: Some townships require a separate application. Contact your township to see if this is a requirement (www.williamsnd.com)

□ **Copy of Septic Permit Application**: Upper Missouri District Health Unit (701.774.6400)

□ **Copy of Electrical Permit Application**: Mountrail-Williams Electric Cooperative (701.577.3765)

□ **Copy of Water Supplier Agreement**: Williams Rural Water (701.774.8915)

□ **Plumbing Application**: North Dakota State Plumbing Board (701.328.9977)

COMMERICAL BUILDING PERMIT REQUIREMENTS

Regardless of size, when structural work is proposed, commercial projects require that a North Dakota licensed engineer sign and seal the plans. Additionally, commercial projects in excess of 5,000ft^2 require a North Dakota licensed Architect signature and seal.

□ **Parcel ID Number**: This is a 14 digit number that is unique to every parcel. It can be found at http://www.williamsnd.com/tax/search/default.asp

□ **Project Valuation**: Total cost of the project (materials, labor, etc.). This does not include the cost of the land.

□ **Legal Description**: Township, Range, Section, and Quarter Description; Include block and lot number if located in a subdivision

□ **Zoning Designation**: If you do not know what your property is zoned, you can contact the Planning and Zoning Department (701.577.4565), or visit their website (http://www.williamsnd.com/DepartmentDisplay.aspx?ID=26).

□ **Physical Address**: If the project site has not been assigned an address, one will be assigned when the permit is issued.

□ **Contractor**: The contractor must be licensed in North Dakota.

- □ **Building Plans**: Plans must be legible, drawn to scale, and show conformance to the applicable state building codes. Each set should include one (1) hard copy and one (1) digital copy of the following:
    - Foundation Plan: Show dimensions, anchor bolts, any hold-down types and locations, connection details, vent size and location, location and size of crawl space access
    - Floor Plans: Show all dimensions, room identification, window type and size, location of smoke and carbon monoxide detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks, location and construction details for stairs and handrails
    - Elevation Plans: Front, rear and side elevations of the proposed structure.
- □ **Site Plan**: This document will show what structures already exist on the property and the proposed structure. One (1) hard copy and one (1) digital copy of the plan is required showing the following:
    - North arrow
    - Footprint of proposed and existing structures
    - Lot and building dimensions
    - Setback dimensions for the following – building(s) to property lines, building to building, building to road(s)
    - Driveway location
- □ **Grading and Drainage Plans**: For commercial projects: a Storm Water Management Plan, approved by the Williams County Water Resource Board, is required prior to issuance of a building permit.
- □ **Township Application**: Some townships require a separate application. Contact the township to see if this is a requirement (www.williamsnd.com)
- □ **Copy of Septic Permit Application**: Upper Missouri District Health Unit (701.774.6400)
- □ **Copy of Electrical Permit Application**: Mountrail-Williams Electric Cooperative (701.577.3765)
- □ **Copy of Water Supplier Agreement**: Williams Rural Water (701.774.8915)
- □ **Plumbing Application**: North Dakota State Plumbing Board (701.328.9977)

SIGN PERMIT REQUIREMENTS

- □ One (1) complete, to-scale sets of detailed plans, including:
    - Dimensions and height of sign
    - Installation details
    - Structural calculations signed and sealed by a North Dakota Licensed Engineer
    - *Pole Sign* - Foundation details, signed and sealed by a North Dakota Licensed Engineer, including reinforcements and connection details for post to foundation and for sign to post
    - *Wall Sign* – Reinforcement and connection details for sign to wall, signed and sealed by a North Dakota Licensed Engineer
- □ One (1) set of site plans
- □ Electrical permit application, if applicable.

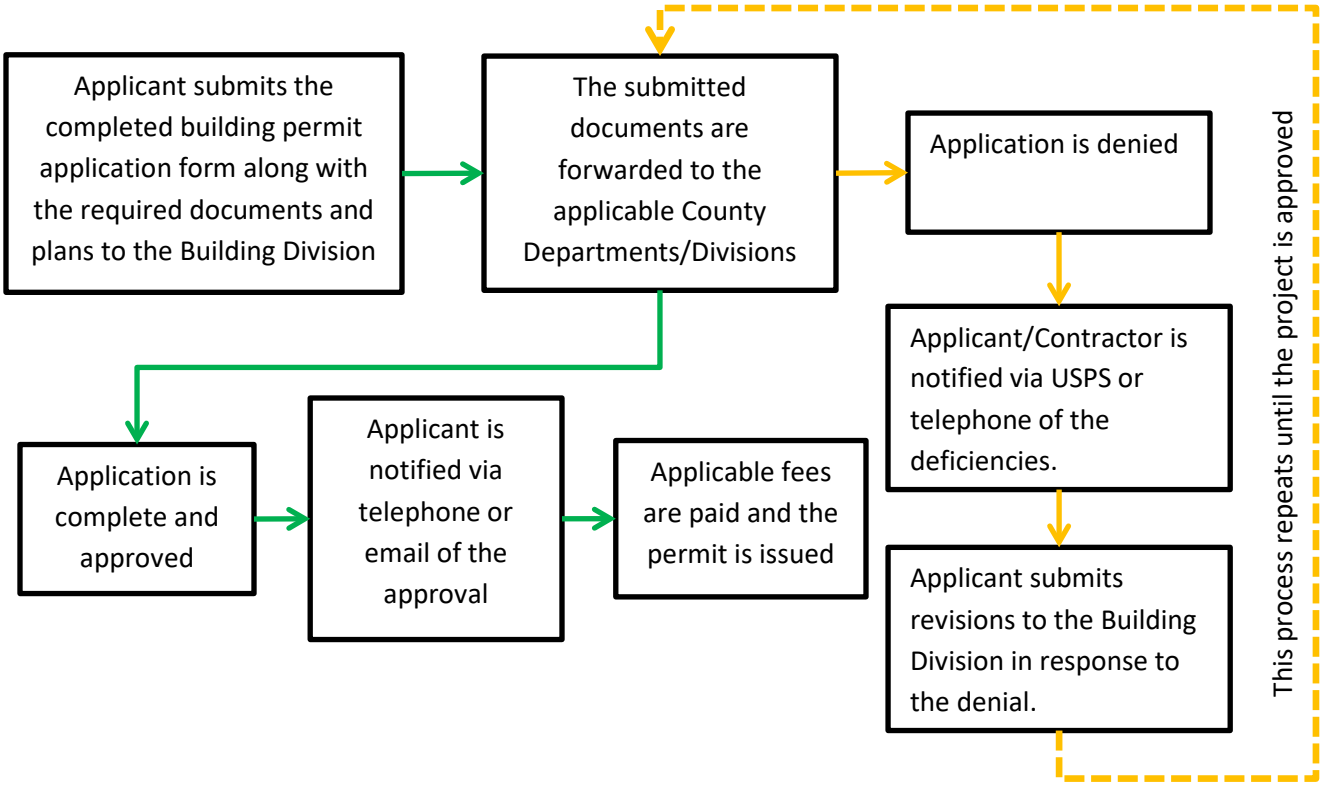
GRADING AND DRAINAGE PERMIT REQUIREMENTS

- □ **Grading and Drainage Plans**: One (1) copy of Civil Plans signed and sealed by an engineer
- □ **Storm Water Management Plan**: approved by the Williams County Water Resource Board

WHO MAY BE INVOLVED

Building Division
Planning and Zoning Division
Highway Department
Water Resource Board

HOW THE BUILDING PERMIT REVIEW PROCESS WORKS



HOW LONG WILL IT TAKE

Note that these timelines are based on a complete submission by the applicant. Any missing or incorrect information can result in a longer review time.

Residential – 3 to 7 business days
Commercial – 20 business days
Sign – 3 to 7 business days
Grading and Drainage – 10 to 12 business days

COST

Fee Schedule	
Building Permits	
Minimum:	$75
Valuation up to $5,000,000	$4 per $1,000
Valuation over $5,000,000	$1 per $1,000
Other Fees	
Plan Review:*	25% of the building permit fee, capped at $5,000
Plan Review after 2nd incorrect submittal	$75
Temporary Certificate of Occupancy	$75 for Residential $150 for Commercial
After Hours Inspection	$75 per hour (two hour minimum)
Special Inspection	$75
*applicable to all commercial projects, except grading, with a valuation over $100,000	

INSPECTION PROCESS/CERTIFICATE OF OCCUPANCY

After a building permit is issued and construction begins, Williams County inspectors must verify that the structure is being built to meet the minimum requirements of all applicable Williams County ordinances and building/fire codes. This is accomplished by conducting required building inspections.

HOW TO SCHEDULE AN INSPECTION

To schedule an inspection you will need to leave a voicemail on the Building Inspection Line at (701) 577-4576 with the following information:

1) Building Permit Number
2) Type of inspection you are requesting
3) Assigned address of where the inspection is to occur
4) Contact name and telephone number

HOW LONG WILL IT TAKE?

Inspections are scheduled for the next business day unless a later date is specified by the requestor. Inspections called in before 8:00am are scheduled that same day. Inspections are generally conducted between 9:00am and 4:00pm.

CONTRACTOR RESPONSIBILITES REGARDING INSPECTIONS

- An approved set of plans must be on the work site
- The building permit must be on the work site
- The address must be posted at all times and visible from the street

COST

The typical building inspection fees are included as a part of the building permit fees. Please see the "Fee Schedule" Table on page 23 for costs associated with special inspections and inspections outside of regular business hours.

DEMOLITION PERMIT

A demolition permit is required to demolish any building that requires a building permit to construct. The purpose of this permit is to ensure that the property is clear of debris and other health hazard material and that the utility connections have been plugged and sealed.

INFORMATION TO PROVIDE

- □ **Parcel ID Number**: This is a 14 digit number that is unique to every parcel. It can be found at http://www.williamsnd.com/tax/search/default.asp
- □ **Project Valuation**: Total cost of the project (materials, labor, etc.). This does not include the cost of the land.
- □ **Legal Description**: Township, Range, Section, and Quarter Description; Include block and lot number if located in a subdivision
- □ **Contractor**: The contractor must be licensed in North Dakota.

HOW LONG WILL IT TAKE

A demolition permit is typically issued within 5 -7 business days.

INSPECTIONS

- □ Inspection prior to any backfilling or cover up.
- □ Final Inspection.

COST

Same fee schedule as required for a Building Permit

ADDRESSING & STREET NAMING

Typically, an address is assigned as a part of the building permitting process. On occasion though, there is an older structure or farm stead that was never assigned an address. Oil wells and empty lots are not assigned an address in Williams County. All addressing is done in the Building Division of the Development Services Department. Street naming is done in conjunction with the Plat Review Process. Please reference the Williams County Addressing and Street Naming Policy for more specific information.

LOCATION

Williams County Administrative Building (WCAB)

Development Services – Building Division
206 East Broadway
Williston, ND 58801

HOURS

Monday – Friday, 8:00am to 5:00pm
Closed for all government recognized holidays

PHONE

Building Division – 701.577.4567

WHAT TO PROVIDE TO REQEST AN ADDRESS

- Completed Address Application
- Site plan indicating the location of the structure in reference to the property lines
- GPS coordinates in decimal degrees (if available)

TIMELINE

Address requests are typically processed within 2-3 business days.

COST

There is no fee for an address.

DIRECTORY

Building Division……. **701.577.4567**
206 East Broadway, Williston, ND 58801
Monday – Friday, 8:00am to 5:00pm

Building Inspection Line……. **701.577.4576**
Call to schedule Building Inspections

Development Services……. **701.577.4565**
206 East Broadway, Williston, ND 58801
Monday – Friday, 8:00am to 5:00pm

Electrical Inspections…….. **701.400.5895**
1929 N. Washington Street, Suite A-1
Bismarck, ND 58507-7335
Greg Rockstad, North Dakota District 5 Electrical Inspector

Fire Inspector…… **701.577.4514**
206 East Broadway, Williston, ND 58801
Monday – Friday, 8:00am to 5:00pm

Highway Department……. **701.577.4521**

5218 141st Ave NW, Williston, ND 58801

Monday – Thursday, 7:00am to 5:30pm
Friday, 8:00am to 2:00pm

Mountrail-Williams Electrical Cooperative…….. 701.577.3765
218 58th St. West, Williston, ND 58801
Monday – Friday, 8:00am to 5:00pm

North Dakota One Call…… 800.795.0555
Call before you dig! **or 811**

Planning and Zoning Division……. 701.577.4565
206 East Broadway, Williston, ND 58801
Monday – Friday, 8:00am to 5:00pm

Upper Missouri District Health Unit…….. 701.774.6400
110 W. Broadway Suite 101, Williston, ND 58801
Monday – Friday, 8:00am to 5:00pm