



Building Permit Application Requirements

The following is required in order to process your building permit application:

- **Parcel ID Number (PIN)** – 14-digit number unique to every parcel. Search Property Information by owner name or property address on the Williams County website, williamsnd.com, to identify your parcel number.
- **Project Valuation** – Total cost of the project including materials and labor.
- **Legal Description** – Township, Range, Section, and Quarter Description. Include block and lot number if located within a subdivision.
- **Physical Address** – If the site does not have an address, one will be assigned when the permit is issued.
- **Contractor** – Must be licensed in North Dakota. The owner can be listed as the contractor for residential projects.
- **Building Plans** – Must be legible, drawn to scale, and show conformance with the applicable state building codes. Building plans for commercial projects must be signed and sealed by a North Dakota licensed Engineer. All plans should include 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** – Must be legible, drawn to scale, and include the following:
 - North arrow
 - Footprint of proposed and existing structures
 - Lot and building dimensions
 - Setback dimensions: building(s) to property lines, building to building, building to road(s)
 - Driveway location and required parking stalls
- **Grading and Drainage Plan** – A Storm Water Management Plan (SWMP) may be required for commercial projects
- **Copy of Septic Permit Application** – Upper Missouri District Health Unit
- **Copy of Electrical Permit Application** – Mountrail-Williams Electric Cooperative
- **Copy of Water Supplier Agreement** – Williams Rural Water District
- **Copy of Williams County Approach Permit** for new residential development taking access from a County Road



Building Permit Application

Parcel ID #: _____

Project Valuation Amount: \$ _____
Total Cost (materials and labor)

Legal Description: T____ N ____ R____ W Section: _____

Physical Address of Job Site: _____, _____, ND _____

Description of Project:

Applicant Contact Information:

Owner Name: _____
Mailing Address: _____
Phone: _____
Email: _____

Contractor Contact Information:

Contractor Name: _____
ND License #: _____
Mailing Address: _____
Phone: _____
Email: _____

Type of Permit:	Permit Requirements:		Office Use Only
<input type="radio"/> Commercial <input type="radio"/> Residential <input type="radio"/> Modular <input type="radio"/> Manufactured <input type="radio"/> Accessory <input type="radio"/> Remodel <input type="radio"/> Sign <input type="radio"/> Site Grading	1 Electronic and 1 Paper Copy: <ul style="list-style-type: none"> <input type="radio"/> Foundation Plan <input type="radio"/> Floor Plans <input type="radio"/> Elevation Plans <input type="radio"/> Site Plan <input type="radio"/> Grading and Drainage Plans 	Additional Required Documents: <ul style="list-style-type: none"> <input type="radio"/> Copy of Septic Permit application <input type="radio"/> Copy of Electrical Permit Application <input type="radio"/> Copy of Water Supplier Agreement 	Permit # _____ Permit Fee _____ Review Fee _____ Other Fees _____

This application will be deemed null and void unless the permit is issued within 90 days and work has started within 180 days.

The applicant certifies all information given is correct and accurate and complies with appropriate ordinances and building codes.

Signature: _____

Date: _____