



113 4th Street East—2nd Floor
Williston, North Dakota 58801 (701) 577-8115

Commercial Building Permit Application

PROJECT INFORMATION

Project Name:	Estimated Cost:		
Property Location (Legal Description - Lot, Block, Addition):	Property ID # REQUIRED		
Property Address:	Existing Use of Land/Bldg:		
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel:	Proposed Use of Land/ Bldg:		
Parcel Size (sf):	Number of Stories:	Units:	Overall Height:
Detailed Project Description: (please fill out separate permit for each building, if multiple buildings):	Total Square Footage of Building:		
	Number of Off-street parking spaces required:		
	Number of Off-street parking spaces provided:		

PROPERTY OWNER:

Name	Daytime Telephone Number:
Mailing Address:	Email:

CONTRACTOR

Name:	Name and Email of Contact Person :	
Mailing Address:	Daytime Phone #:	ND License #:

CONTACT PERSON (FOR PURPOSE OF PROCESSING THIS APPLICATION):

Name of Contact Person:	Name of Firm, if applicable:
Mailing Address:	
Daytime Phone Number:	Email Address:

CONSTRUCTION TYPE & OCCUPANCY

SUB CONTRACTORS

Zoning District:	Plumbing:	ND License #
Occupancy Classification:	Heating:	ND License #
Type of Construction:	Electrical:	ND License #

By signing this application, I certify that all information and statements provided on this application and all other documents submitted along with this application are true and correct. I further certify that all work will be done in compliance with all applicable law, codes and ordinances of the City of Williston.

Signature of applicant

Date



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Commercial Building Permit Checklist

PLAN INFORMATION

- Two (2) full sets of plans to scale. If available, please also provide an electronic copy.
 - Name, address and telephone number of owner/developer
 - Name of proposed development Legal description of property
 - Name & contact info of engineer, surveyor and architect.
 - North direction indicator Scale including graphic or numeric scale
 - Life Safety Plan All dimensions

EXISTING CONDITIONS

- Parcel boundary lines of the property with dimensions and area (platted dimensions)
- Location of any non-access control lines, with dimensions and area (platted dimensions).
- Location, width and identification of existing easements (both public and private)
- Building setback dimensions
- Existing topographical features, contour lines for slopes greater than five percent, and existing drainage patterns.
- Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, and any other manmade features, dimensioned and clearly distinguished from proposed improvements.
- All adjacent and on-site streets, including dedicated right-of-way width, pavement widths, curb and gutter locations, curb elevations (or street elevations where no curb is in place), sidewalks and curb ramps.
- Within and/or adjacent to property: existing municipal utilities including light poles, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, and any other stormwater facilities (location and size).
- The boundaries of any floodway, floodway fringe, 100-year floodplain, streams and/or wetlands.

PROPOSED CONDITIONS

- Limits of any proposed demolition.
- Proposed street cuts and any street land and/or sidewalk closures.
- Proposed new and/or relocated municipal utilities including mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with distance to building), inlets and any other stormwater facilities (location and size), including sidewalk trench drains.
- Proposed buildings and structures, with locations, footprints, entrances, area by floor, furnished floor elevation, building construction type, number of stories, and distance of buildings from other buildings and/or property lines. The building construction type and the use of automatic fire suppression systems should be clearly indicated.
- Proposed driveways, including distance from lot lines, width at top, and relationship to non-access control lines. Any proposed driveway closures. For rural roadway approaches, add the location and diameter of culverts.
- Proposed off-street parking areas, including dimensions, elevations, setbacks and number of spaces. List number of parking spaces provided and how calculated.
- Proposed sidewalks and/or trails, both on-site and within adjacent right-of-way, with locations and dimensions.
- Proposed crosswalk ramps at corner lots.
- Proposed fencing, if located across a drainage easement, and all proposed retaining walls (location and height). Dumpster (or any other solid waste handling facilities) location, size of dumpster (verify need with Public Works), dimensions of concrete pad (must be level and a minimum of 4" concrete), and any proposed screening labeled with height and material (there must be a 24" clear zone on all sides of pad and no overhanging structures, vegetation or utilities). **Contact Public Works regarding dumpster enclosures.**



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PROPOSED CONDITIONS (cont)

- Proposed fire access features, including location of hydrants, location and dimension of fire lanes, and height of any overhead obstructions. A 45-foot turning radius is needed for adequate clearance for turns. A minimum vertical clearance of 13'6" is needed to accommodate vehicles.
- Proposed contours lines for slopes greater than five percent.
- Copy of recorded common use agreement if multiple-family, commercial or industrial with separate ownership (common water, sanitary or drainage facilities; common access drives, lanes and lots; access easement to backyard area.)

LANDSCAPE PLAN REQUIREMENTS

A landscaping plan is required for the construction of any principal commercial, industrial, institutional, or multi-family building; for the installation of any parking area or the expansion of any existing parking area by six or more required off-street parking spaces; and for a change in the use of the property that requires rezoning to a more intensive zoning classification or a special use permit.

Copies of the City's landscaping and screening ordinance can be found online at www.cityofwilliston.com. Ordinance No. 1007.

Please make sure to include the following on your landscape plan:

- North point and scale
- The boundary lines of the property with dimensions and areas
- The location of all driveways, parking areas, sidewalks, structures, utilities, or other features, both existing and proposed, affecting the landscaping of the site.
- The location, common name, scientific name to the species level, size and quantity of all existing trees, shrubs or other vegetation intended for use in meeting the requirements of the City's landscaping and screening requirements.
- The location, common name, scientific name to the species level, size and quantity of all proposed landscape materials.
- The location and height of any proposed earthen berms, masonry fences, or other features used to meet the City's landscaping or buffer yard requirements.
- The location of any existing and/or proposed easements.
- The square footage of each interior parking lot landscaping area and the overall square footage of all interior parking lot landscaping areas shown.

CONTACT INFORMATION

Submitting Plans by USPS:
City of Williston
Development Services
PO Box 1306
Williston ND 58802

Submitting plans by UPS or FedEx:
City of Williston
Development Services
113 4th Street East, 2nd floor
Williston ND 58801

Building Safety - (701) 577-8115
Public Works - (701) 577-6368
Planning Dept - (701) 577-8107



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Commercial Building Permit Code Summary

PROJECT & CONTACT INFORMATION

Name of Project _____ Address (if known) _____

Proposed Use _____

Owner or Authorized Agent _____ Phone: _____

E-Mail _____

Contractor _____ State License No _____

E-Mail _____

GENERAL CODE DATA

- New Construction Renovation (Existing Bldg.) Tenant Build-out Alteration Addition
- Scope of Work:**

Existing Buildings

Will the building remain in operation during construction? Yes No

If yes add provisions for rigid safety barriers and dust barriers to protect the public during construction in accordance with the applicable provisions of IBC Chapter (Yellow safety tape is not an acceptable means of protection.)

Renovations

Is the work in this building or space a change of occupancy? Yes No

Historic Buildings

Is this building is a Historic Building? Yes No

Life Safety Plan

Provided Yes (If yes, Drawing No._____) No

Accessibility (Chapter 11)

Design conforms to ICC Standard A117.1. Yes No (If no, explain condition that will not allow building to be accessible.)

Special Inspections

I have reviewed the requirements of IBC Section 1704 on Special Inspections and will perform the applicable required inspections as part of my responsibilities acknowledged under my letter of supervision. Yes No

Prefabricated Metal Buildings

Required metal building erection drawings included on or with architectural drawings, engineered stamp? Yes No

Engineered foundation drawings included with the metal building drawings? Yes No

Pre-Engineered Trusses

Live Loads shown _____ Wind Loads shown _____

Certification from manufacturer (Sealed) _____