



## Building Permit Information

### NO CONSTRUCTION MAY BEGIN UNTIL BUILDING PERMIT HAS BEEN ISSUED BY THE CITY

The following situations pertain to building permit requirements, but are not limited to:

Applications must be approved by council before Building Permit is issued.

After building permit application has been filled out completely call Clay at 701-680-9274

All building permit applications must be approved by Clay Chose before being added to the agenda for council approval.

#### Permit Required

##### (Residential Property)

1. Generally speaking, any exterior improvement that may add value to the property.
2. Replacement of windows and exterior doors in a residence (property value has increased)
3. Replacement of siding (property value increased)
4. Replacement, enlargement or new construction of a deck on residence (Code Administrator shall check for property lines)
5. Replacement of, or new construction of an outbuilding, or adding to your property a shed, garage, or covered carport (Check for property line)
6. Intent to cut the city street curb.
7. Construction of fences (check for property line) Must be 3 feet from property line.
8. Demolition of a residence
9. The placement of a propane tank by a homeowner.

#### Permit Required

##### (Commercial Property)

1. Exterior front renovation (fire zone requirement)
2. Interior renovation (asbestos inspection requirement)
3. Signage addition to building or replacement of existing signage
4. Replacement of roof or shingles

#### Generally No Permit Required

##### (Residential Property)

1. Replacement of shingles
2. Sidewalks on private property. Sidewalks on city right of way property may be permitted after consultation with city street supervisor.
3. Replacement of a single window or door in a residence and the window must be of the same size as the replaced window.
4. Replacement of steps on a residence
5. Planting of hedges & shrubbery (Can be no closer than 3' from property line unless agreed upon by the adjacent neighbor.)
6. Interior improvements are exempt

### CHARGES

❖ Price of Permit

**\$3 per \$1000** of the projected cost **Minimum** Charge of \$25 **Maximum** Charge of \$400

❖ Trench Charge \$904

❖ Sewer Charge \$452

**THE CITY DOES NOT EMPLOY A LICENCED SURVEYOR. ANY MEASUREMENTS BY THE CITY STAFF ARE ONLY GOOD FAITH ESTIMATES, AND YOU RELY ON THEM AT YOUR OWN RISK.**