



Building Permit

***Build, Remodel, Demolish, or Remove*

Office Use Only	
Date Received: _____	Application #: _____
Total Fees: \$ _____	Check: _____ Cash: _____ MO: _____
Application Approved? YES <input type="checkbox"/> NO <input type="checkbox"/>	Date of Approval / Rejection: _____

Applicant Information

Owner's Name: _____ Date: _____

Physical Address: _____
Street Address City State ZIP Code

Mailing Address: _____
Street Address / P.O. Box City State ZIP Code

Phone: _____ Email: _____

Parcel # _____ Legal Description: _____

Project Information

Estimated Cost: \$ _____ (include materials and labor)	
Purpose of Permit: _____	
Water? YES <input type="checkbox"/> NO <input type="checkbox"/>	Sewer? YES <input type="checkbox"/> NO <input type="checkbox"/>
Use of Building: _____	Roofing Type: _____
Construction Type: _____	Type of Heating: _____
Foundation Type: _____	Siding Type: _____
Building Size: _____	Lot Size: _____

Attachments Required

_____ Set of plans describing the work to be covered by the permit. Including where structure sits on lot and distance from structure to front lot line and side lot line

_____ Copy of the deed where structure is to be located

_____ Tax Statement

City of Rolla · 14 First Street SE · PO Box 1200 · Rolla, ND 58367-1200

Phone: 701-477-3610 · Fax: 701-477-9633 · cityofrolla@utma.com

The City of Rolla is an equal opportunity provider and employer. It is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, national origin, political affiliation, age, handicap, or other non-merit factors.

Building Permit Information

Terms and Conditions:

- The permit must be filled out in its entirety.
- Parcel number can be obtained from the County Tax Assessor at the Rolette County Courthouse.
- If criteria does not apply to this permit, enter N/A.
- Applicant is responsible to arrange inspection with the City Building Inspector prior to submitting permit for review by Rolla City Council.
 - Building Inspector: Rich Patton, 701-278-2276
- Homeowner may not begin the project until approval is granted by the Rolla City Council. Requests are reviewed at the regular meetings held on the 3rd Wednesday of the month.
- Approved permits are valid for one year after date of approval.
- Demolition of a structure requires a building permit and must be approved by the Rolla City Council.
- Must include a drawing-to-scale of the building project.
- Minimum dimensional standards and maximum lot coverage criteria available for review in Rolla City Auditor's office.

Fee Schedule:

- Commercial or apartment-type building: **\$150.00**
- Single dwelling home or duplex: **\$100.00**
- Exterior storage shed or patio: **\$ 10.00**
- Fence, garage, and other construction: **\$ 25.00**

Penalties:

- Building without permit:
 - Fees listed above are doubled and must still comply with Uniform Building Code
 - Owner subject to criminal and civil penalties of UBC
 - Building Contractor liable for criminal and civil penalties of UBC
- Failure to post copy of building permit during construction:
 - \$25.00 - \$100.00

***Following approval of the permit by the City Council, a copy will be mailed to the homeowner.*