



# CITY OF DICKINSON

99 2ND STREET EAST • DICKINSON, ND 58601

PHONE: 701-456-7744 • FAX: 701-456-7723

[www.dickinsongov.com](http://www.dickinsongov.com)

## COMMERCIAL BUILDING PERMIT APPLICATION

PERMIT APPLICANT IS:  Owner  Designer  Contractor  Other \_\_\_\_\_  
 TYPE OF CONSTRUCTION:  Wood  Metal  Masonry  Other \_\_\_\_\_  
 TYPE OF WORK:  New\*\*  Addition\*  Alteration\*  Site Improvement: \_\_\_\_\_

Explanation of Work	Description of Project:		
	_____		
Site	Project Site <b>Address and Legal Description:</b> <b>**all new construction must have address verification from Stark County Emergency Management (Contact Jolyn Bliss @ 456-7607)</b>		
	_____		
Owner	Owner		Contact Person
	Owner Address		Phone Number
	City, State, Zip		Email Address
Contractor	Contractor		Contact Person
	Contractor Address		Phone Number
	City, State, Zip		Email Address
Design Firm	Designer		Contact Person
	Firm Address		Phone Number
	City, State, Zip		Email Address
	Structural Engineer (if Applicable)		Mechanical Engineer (if Applicable)

Project	Desired Start Date: _____		
	Sub Contractors: _____		
	(if applicable) Plumbing _____		
	Mechanical _____		
	Electrical _____		
	Concrete _____		
Excavation _____			

Zoning	Zoning District (See Zoning Map @ <a href="http://www.dickinsongov.com">www.dickinsongov.com</a> )	Land Use For Property	
	Proposed Landscaping Width (See Section 39.08 for standards)	Describe Landscaping (Submit Landscape Plan)	
	Existing Zoning Approvals (SUP, Variance, Etc.)	New or Expansion of Existing Use	Other Information

Site Plan	Actual Setbacks (North, South, East, West)	Height of Building(s)	
	Total Square Footage of Building	Number of Paved Parking Spaces	
	Driveway Width	Easements Shown on Plans	Building Coverage % and Impervious Surface %

I hereby certify that I have read and examined this application and know the same to be true and correct. I hereby certify that I have been authorized by the owner to act as his agent in applying for and obtaining this permit. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I further apply for a Building Permit and acknowledge that the information above is complete and accurate and this application is not a permit and all work will be performed in accordance with the conditions of the permit, the approved plans and specifications, and the North Dakota State Building Code. I will also allow work to remain accessible and exposed for inspection purposes. Furthermore, I grant City Staff access onto the subject property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once the application has been reviewed and processed we will contact you (or other contact person). Please provide contact information for this application. **Building Permits must be picked up 30 days from notification, or they will be cancelled!**

Printed name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Required Items:**

(Plans must be ¼ inch scale)

**Engineering Checklist** \*must be submitted along with application (\*\*not required for interior alterations)  **MEP's**  **1 hard copy/1 PDF**

**Site Plan**  **Footing & Foundation Details**  **Floor Plans (all levels)**  **Elevations**  **Structural**

**Landscape Plan**  **Pictures of Site** (prior to NEW construction) **Application Fee (choose one/due at submittal):**

**\$40** (exterior only/site improvement)

**\$60** (interior only) or

**\$100.00** (interior & exterior)

Estimated cost:

\$ \_\_\_\_\_

All applications must have **ALL** information completed and all plans submitted at the same time.  
**Partial plans and or applications will not be accepted.**



PROJECT NAME/ADDRESS:

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TYPE OF PROJECT:     Plat     Public Infrastructure     Site Plan

NOTE: This checklist is intended to help applicants submit a complete set of plans according to the City's Ordinances. It is not a substitute for reading all City Ordinances. Failure to submit these items will require the City to reject the application and submitted items, and delay the initiation of permit review. This checklist is NOT an all-inclusive list of submittal materials. After initial review, the City reserves the right to require additional documentation/information if it is deemed necessary.

Please make sure all items are included for your project type (Plat, Public Infrastructure, or Site Plan). If you chose to mark any of the items with an "N/A" an explanation will be required.

**PLAN COPIES REQUIRED:** One (1) PDF disc/flash drive (single page files will not be accepted), and one (1) paper copies of all plans and reports

Staff Check  
(Office use only)

Plat

Public  
Infrastructure

Site Plan

### CHECKLIST ITEMS

■ (Blacked out square indicates item NOT required)

SUPPORTING DATA:			
		■	Traffic Study (as required by City Engineer):
		■	Geotechnical Report, including analysis of in situ soils, examination of seasonal high groundwater vs. basement floors, and intended discharge of detention basins (i.e., infiltration vs. piped discharge).
		■	Stormwater Management Plan – see required information below.
			PDF Files of ALL items submitted to the City
STORMWATER MANAGEMENT:			
			Project Location Map
		■	Soils Map
			FEMA FIRM maps
			Wetland Inventory maps
		■	Tributary area maps, including off-site tributary areas with time of concentration flow paths and distances.
		■	Runoff Curve Number calculations, antecedent moisture condition 2.
		■	100-, 10-, and 2-year runoff hydrograph modeling and detailed stage-discharge-storage calculations.
		■	Rainfall depths and intensities 1.9, 3.1, & 4.6 for the 2, 10, and 100 year, 24-hour event respectively.
		■	Rainfall distribution: SCS Type II.
		■	Analysis of existing depressional storage, if present.
		■	Restrictor design and details.
		■	Overland flow calculations, including scaled tributary area maps keyed to design calculations, and channel and weir calculations, including roadway typical sections.
		■	Marked-up grading plan showing calculated water surface throughout site during the 100-year event, reflecting maximum 18-inch yard ponding, minimum setbacks from building lines, minimum one foot freeboard to adjacent foundation openings, and maximum 6-inch pavement lot ponding.
		■	Storm drain calculations, including indication of hydraulic grade line vs. bed slope design, velocities during design event between two and ten feet per second, runoff coefficient calculations, scale tributary area map keyed to structure labels, time of concentration calculations to upstream end. Hydraulic grade line design needs to reflect use of tailwater at downstream end, and one foot of freeboard below structure rims during 10-year event.
		■	ROW pavement drainage spread analysis using the 10-year storm event, including inlet grates capacity (assuming 50% clogging) and bypass flow calculations (10-year event must not encroach beyond ½ of the inside driving lane of pavement).
		■	Downstream path of stormwater from the site to the receiving channel, and proof or adequacy of the downstream channel/pipe and receiving channel
GENERAL INFORMATION:			
	■		Plan/Profile plan sheets at 1"=50' scale, 1" = 5' Vertical
	■		Date, bar scale, north arrow & legend.
	■		Date of all plan preparations and/or revisions
	■		Right of way and Easements labeled and dimensioned
	■		Current zoning/requested zoning (if a change is desired).
	■		Seal & signature of licensed engineer
EXISTING CONDITIONS:			
		■	Location, width & names of streets, bike paths, easements, utility & RR ROW, tree cover, floodplains, water courses, floodways, wetlands, historically or archaeologically sensitive areas, parks & other public open spaces, permanent buildings & structures on site plus a minimum of 50 feet in all directions (additional distance may be requested during pre-application conference by the City Engineer).

## CHECKLIST ITEMS

(Blacked out square indicates item **NOT** required)

Staff Check (Office use only)	Plat	Public Infrastructure	Site Plan	Item Description
				Existing uses of the property including the location of all existing structures showing those that will be removed & those that will remain, such as: old wells, if any; septic tank systems and outlets, if any; and/or farm drains, inlets and outfalls, if any.
				Location Map
				The location, size, & elevation within the subdivision & in the adjoining streets & property of existing sewers, water mains, culverts, drain pipes & electric & gas utility lines proposed to serve the property to be subdivided.
				Easements, clearly identified, with the width, length, etc. (existing and proposed).
<b>PROPOSED CONDITIONS/SITE PLAN:</b>				
				Total acreage
				Proposed building setback lines with dimensions, maximum building coverage & impervious area on lot.
				Floor area for building foot print & gross floor area of structure, finished floor elevation, building height & number of stories.
				Building elevations and/or Architectural renderings of all building elevations
				Signage plan (include location(s), height, and composition).
				Percentage of lot coverage (hard surface and green surface) & building coverage.
				Typical cross-sections and locations of parking lots and driveways, location of underground utilities, sidewalk & bike path width & thicknesses.
				Relationship of all streets to any proposed access points.
				Layout & size of sewers, water mains, culverts, underground facilities, floodplains, floodways, historically and/or archaeology sensitive areas, wetlands, storm water detention facilities, overland release routes, light poles, & other major improvements.
				Landscaping plan (must meet the size requirements of the Ordinance and provide the required screening/buffering, at a minimum).
				Lighting plans (including type of fixtures, height, location, and photometric grid analysis).
				Trash enclosure location and/or details.
				Approved USPS pickup and delivery locations with supporting USPS forms. Please contact Vern Anvik to coordinate this item: vern.d.anvik@usps.gov.
				Emergency Sirens
				Describe any outdoor storage and/or display areas and proposed screening of such areas per Section 39.08 "Landscaping and Screening Standards"
				Proposed utility, drainage and access easements including any vacations of existing easements or ROW.
<b>CONSTRUCTION PLANS:(sheets can be combined depending on size and complexity of site)</b>				
				Cover sheet with location map, name, address, email and phone number of developer and design engineer, notification requirements and note on City Standards.
				Details, using City standards wherever applicable.
				Overall utility plan.
				Interior signage and striping plan with parking spaces enumerated.
				Grading plan showing existing and final contours, flow arrows, percent of slope, and method of drainage proposed (catch basins, culverts, ponding)
				Electrical / Photometric plan (street lights and signals).
				Erosion Control Plan
				Plan and profile sheets, where applicable. 1"=50' scale, 1" = 5' Vertical
<b>ROADWAY INFORMATION:</b>				
				Street and right-of-way widths adjacent to site. Include street names.
				Scope of improvements at entrances.
				Entrance intersection geometry, including AutoTurn plots of relevant design vehicles (fire truck, WB-67).
				Intersection sight-distance triangle analysis.
				Lighting plan that includes landscaping locations, signing and pavement markings
				USPS coordination to locate cluster mailbox units.
				Ingress Egress
<b>UTILITY INFORMATION:</b>				
				Location, length and size of off-site improvements, if applicable.
				-Any offsite work must be accompanied by a City permit, fully executed easement or written permission from property owner.

**Minimum Requirements Needed Prior to Issuance of Certificate of Occupancy:**

- All construction must be complete per approved plans.
- Licensed engineer stamped As-Built drawings must be submitted in PDF and CAD format.
- All fees related to the project must be paid, including any inspection fees.
- Must be built in accordance with City of Dickinson Municipal Code.
- Landscaping requirement must be installed.
- Final on-site inspection and approval by the Building, Engineering, and Fire Departments.

**Please note: All Engineering Plan Reviews require prepayment. The rate for plan review is \$200.00 per hour. Once your completed application is received an estimate will be made and you will be notified of that amount.**