



City of Dickinson & Stark County

99 2nd Street East • Dickinson, ND 58601

Phone 701-456-7815, 701-456-7000

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: _____
 LOCATION OF WORK: City ETZ County

Explanation of Work	Description of Project:		
Site	Project Site Address and Legal Description: <i>All NEW construction applications must provide a copy of an address verification letter from Stark County Emergency Management (Contact Jolyn Bliss @ 456-7607)</i>		
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	License Number (if Applicable)
Design Firm	Designer	Contact Person	
	Firm Address	Phone Number	
	City, State, Zip	Email Address	License Number (if Applicable)
	Structural Engineer (if Applicable)	Mechanical Engineer (if Applicable)	

*USE ENGINEERING GUIDELINES THAT ARE ATTACHED

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Project	Desired Start Date: _____ Sub-Contractors: (if applicable) <table style="margin-left: 200px; border: none;"> <tr><td>Plumbing:</td><td>_____</td></tr> <tr><td>Mechanical:</td><td>_____</td></tr> <tr><td>Electrical:</td><td>_____</td></tr> <tr><td>Concrete:</td><td>_____</td></tr> <tr><td>Excavation:</td><td>_____</td></tr> </table>	Plumbing:	_____	Mechanical:	_____	Electrical:	_____	Concrete:	_____	Excavation:	_____
Plumbing:	_____										
Mechanical:	_____										
Electrical:	_____										
Concrete:	_____										
Excavation:	_____										

Zoning	Zoning District (<i>See Zoning Map @ www.dickinsongov.com</i>)	Land Use For Property	
	Proposed Landscaping Width (<i>See Section 39.08 for standards</i>)	Describe Landscaping (<i>Submit Landscape Plan</i>)	
	Existing Zoning Approvals (<i>SUP, Variance, Etc.</i>)	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: _____
Printed name: _____	Telephone: _____
Email: _____	
Once the application has been reviewed and processed we will contact you (or the contact person). Building Permits must be picked up within 14 days of notification.	
*Applications must have ALL listed items at the time of submittal. Failure to pick up permit(s) will result in cancelation of the permit(s). Cancelation or failure to pay may result in the property being charged or assessed all applicable fees.	

Required Items: (Plans must be 1/4 inch scale)	
<input type="checkbox"/> MEP's <input type="checkbox"/> HARD COPY/1 PDF <input type="checkbox"/> Site Plan <input type="checkbox"/> Footing & Foundation Details	
<input type="checkbox"/> Floor Plans (all levels) <input type="checkbox"/> Elevations <input type="checkbox"/> Structural <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Pictures of Site (prior to NEW construction)	
Plan Review Fee (choose one/due at submittal): <input type="checkbox"/> \$40 (exterior only/site improvement) <input type="checkbox"/> \$80 (interior only) <input type="checkbox"/> \$120.00 (interior & exterior)	
*Estimated cost of project: \$ _____	

GUIDELINE FOR ENGINEERING REQUIREMENTS

*This checklist serves as a guideline only - it is not required to be submitted.

Minor Plat	Preliminary Plat	Final Plat	Plans - Public Infrastructure	Site Plan	ENGINEERING DEVELOPMENT APPLICATION CHECKLIST ITEMS Blacked out square indicates item NOT required
					APPLICATION REQUIREMENTS:
					Applicable Application and Review Fees Paid.
					A Full size plot of the Plat/Plan Sheets (11x17 for plan sets) and included documents, orientated in landscape layout.
					A digital copy of ALL subject materials, including; a set of pdfs, Autodesk CAD files, & shape files.
					A written statement that, at a minimum, addresses the following:
					➤ If the plan proposes any new streets or roadways to access any lot
					➤ If each lot abuts a public or private street
					➤ If all of the land in the application is located within the corporate limits of the City of Dickinson
					➤ If the Applicant owns or intends to purchase surrounding land. If so, please attach description of the property; and
					➤ If the neighbors been informed of the request. If so, please indicate the dates and methods used to inform them
					➤ Addresses changes from the preliminary plat and how any recommendations of preliminary plat approval were met
					➤ No new dedication of public rights-of-way or the construction of new streets is proposed
					➤ Consists of four lots or less, unless waived by the City Administrator or their designated representative
					➤ Proposed subdivision plat does not violate any local, state or federally-adopted law, ordinance, regulation, plan or policy
					Preliminary Storm Water Management Plan as outlined in the Municipal Code.
					Final Storm Water Management Plan [if required per the Municipal Code].
					➤ Tributary area maps, including off-site tributary areas with time of concentration flow paths and distances
					➤ Runoff Curve Number calculations, antecedent moisture condition two
					➤ 100-, 10-, and 2-year runoff hydrograph modeling
					➤ Detailed stage-discharge-storage calculations if utilized in model
					➤ Rainfall depths and intensities 1.9, 3.1, & 4.6 for the 2, 10, and 100 year, 24-hour event respectively
					➤ Rainfall distribution [note type utilized in modeling]
					➤ Analysis of existing depressional storage, if present
					➤ Stormwater Management facility restrictor design and details, if applicable
					➤ Overland flow calculations, channel, and weir calculations
					➤ 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

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					<p>Blacked out square indicates item NOT required</p>
					<ul style="list-style-type: none"> ➤ 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)
					<ul style="list-style-type: none"> ➤ Downstream path of stormwater from the site to the receiving channel, and proof or adequacy of the downstream channel/pipe and receiving channel
					Draft version of Development Agreement if required by City staff.
					Final version of Development Agreement.
					Final Development Agreement fee.
					Any other documentation and/or studies as deemed necessary by the Planning and/or Engineering Departments.
					Preliminary Utility Servicing Plan per the Municipal Code.
					<ul style="list-style-type: none"> ➤ For proposed platting or development outside of the corporate limits, but within the Urban Service Area Boundary, three profiles of existing ground elevation; one at centerline and one on each side of the right-of-way, and daylight lines for the proposed section on both sides of the proposed centerline
					Master plans for the future extension of municipal water and sewer facilities if located within the Urban Service Area.
					Traffic impact study (unless deemed unnecessary by the City Engineering Staff).
					If within the Extra Territorial Zone (ETZ), a formal request to the Southwest Water District for services must be shown as part of the city submittal.
					A location map inset showing the boundary of the project/plat location and covering the area within approximately one-mile radius but not more.
					Must include a legend defining all line types, hatching types, and symbols.
					Border line of one-half (1/2) inch shall be provided on the top, bottom and right sides of the plat or plan sheets, with two (2) inches provided on the left side.
					Include any vacations of existing easements or right-of-way.
					Location and dimensions of proposed utility and drainage easements.
					Accurate outlines and legal description of any areas (not including streets, alleys or public utility easements) to be dedicated or reserved for public use, with the purposes indicated; and of any areas to be reserved by deed covenant for common use of all property owners within the subdivision.
					Geotechnical Report, including analysis of in situ soils, examination of seasonal high groundwater versus basement floors, unless excused by the City Engineer or their representative.
					FEMA FIRMette map for project area.
					Plan/Plat Date.
					Approved USPS pickup and delivery locations with supporting USPS forms. Please contact the Dickinson Postmaster for coordination, 701-225-6702.
					Grading plan showing existing and final contours, flow arrows, percent of slope, and method of drainage proposed (catch basins, culverts, ponding). Minor plats require flow arrows with spot elevations to show lot drainage patterns.
					Current zoning/requested zoning (if a change is desired).
					Annexation application and fee if applicable.
					Emergency Siren Locations, unless excused fire marshal or their representative.
					Name of plat should not duplicate or resemble any existing subdivision within the office of the county recorder.

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					<div style="display: flex; align-items: center; justify-content: center;"> <div style="width: 15px; height: 15px; background-color: black; margin-right: 5px;"></div> Blacked out square indicates item NOT required </div>
					The name shall appear across the top of the plat in CAPITAL LETTERS without underlines and shall be identical to the name of the plat as recited in the dedication paragraph of the plat and in the recording certificate(s). The name of the municipality shall not be shown adjacent to the plat name in the title, nor should the word Final, Replat or Rearrangement be used.
					Plat names should be short and simple. Symbols that cannot be easily replicated by a standard keyboard or irregular marks in plat names are not allowed. Hyphens, apostrophes, commas, etc., shall not be used in the title.
					Proposed name of the plat shall use "addition" if in City limits, if in the ETZ "subdivision" shall be used.
					Location of plat by section, township and range, to the nearest quarter section, shall be noted on plat.
					All quarter-quarter sections or government lots shall be identified by gray lettering on the plat.
					Submit Plat on high quality Mylar sheet [32 x 34 inches minimum size].
					<ul style="list-style-type: none"> ➤ If more than one sheet is required, an index sheet on high quality Mylar of the same dimensions, showing the entire plat on one sheet must be submitted, all sheets must be numbered, of the same size, and include matchlines
					Mathematical solutions for closure of all lots, outlots, parks, boundaries and ties to lot clusters.
					Notification of Interest, Dedication or Donation, and Owner(s) Acknowledgement(s). Include legal names and addresses of all parties.
					Governing Body Approval Certificates.
					Surveyor Certificate and Acknowledgement. Include legal name and address.
					Scale of plat, which shall be one inch equals one hundred feet (1"=100') or less, shown graphically.
					North point indication with North oriented toward the top of the plat, unless that is not practicle, then North should be oriented toward the left.
					All numeric dimensions and narrative designations (lot and block numbers, for example) shall be oriented so they can be read from either the bottom or the left-hand side of the plat.
					A note on the plat shall state the basis for the geographical orientation of the plat (All data must be albe to be converted to a standard state plane designated projection with standard GIS software). This should include:
					<ul style="list-style-type: none"> ➤ The coordinate system, datum and GEOID
					<ul style="list-style-type: none"> ➤ GPS Coordinates of Starting points and Survey Corners
					<ul style="list-style-type: none"> ➤ Types of distances shown on the plat, Grid or Ground, and combined scale factor
					<ul style="list-style-type: none"> ➤ The Basis of Bearing, Grid North or True North, and a description of which line on the plat was used to determine North, and/or the convergence angle that was used
					Bearings or azimuths (expressed to the nearest second) shall be shown along all lines of the plat except where the lines are interior lines and are clearly parallel with adjacent lines.
					Boundary line of subdivision shall be depicted based on an accurate traverse, with angular and lineal dimensions indicated for all segments.
					The legal description of all plats must be shown on Sheet 1.

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					Plats which include section lines where right-of-way along said section lines has not previously been deeded for public use, must include that dedication in the platting of the property. Including plats in the ETZ.
					Accurate locations of all monuments including:
					<ul style="list-style-type: none"> ➤ The plat must depict that durable magnetic markers have been set at all angle and curve points prior to recording the plat
					<ul style="list-style-type: none"> ➤ Any monument or permanent evidence of the survey shall have affixed thereon the license number of the land surveyor certifying the plat
					<ul style="list-style-type: none"> ➤ No previously existing survey corner posts, reference monuments or landmarks evidencing property lines will be removed or destroyed by the land surveyor making the new survey. They should be shown on the plat and identified in the legend with type and size of monument found
					<ul style="list-style-type: none"> ➤ All lot lines and/or block lines shown on the plat shall terminate at the perimeter of the segment shown by a symbol, which depicts a marker set by the responsible land surveyor or a found monument
					<ul style="list-style-type: none"> ➤ Any judicial landmark, used as plat monument, must be shown and designated as J.L.M. on the plat. If a judicial landmark is called for in the description and was not found, there shall be no judicial landmark monument symbol shown and the location shall indicate J.L.M. Not Found
					<ul style="list-style-type: none"> ➤ All United States Public Land Survey corners or any witness monuments, which either control the location of the boundary of the plat or are a part of the plat, shall be shown. These corners shall be labeled with reference to section, township and range. The type of monument and by whom set, if known, shall also be designated
					<ul style="list-style-type: none"> ➤ All plats must show plat boundary references with distance and direction to at least two existing United States Public Land survey corners and shall be referenced to the plat by true angles and distances, providing a minimum of two (2) ties to the plat
					<ul style="list-style-type: none"> ➤ Wherever plat boundary lines extend into any existing public ways, the angle points, points of curvature, and points of tangency of the right-of-way line shall be shown and monumented
					A durable benchmark described on the plat with its location and elevation to the nearest hundredth of a foot must be noted along with the datum used.
					Exact location, width and name of all rights-of-way within and adjoining the subdivision, and the exact location of all alleys and or multi-use trails within the subdivision.
					The plat shall have four distinct line widths according to the following (Widest to Narrowest):
					<ul style="list-style-type: none"> ➤ Boundary of Plat
					<ul style="list-style-type: none"> ➤ Blocks, Outlots, and Parks
					<ul style="list-style-type: none"> ➤ Lots and Tracts
					<ul style="list-style-type: none"> ➤ Easements, Center Lines, Survey Lines, Water Boundaries not establishing parcel boundaries, Section Lines, Description Lines, etc.
					The plat shall have distinct lettering sizes according to the following (Largest to Smallest) with 10 point text being the minimum:
					<ul style="list-style-type: none"> ➤ Plat Name
					<ul style="list-style-type: none"> ➤ Block Numbers
					<ul style="list-style-type: none"> ➤ Public Way Names
					<ul style="list-style-type: none"> ➤ Lot Numbers and Tract Letters
					<ul style="list-style-type: none"> ➤ Boundary Dimensions

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					➤ Block, Outlot and Park Dimensions
					➤ Lot, Tract and Survey Line Dimensions
					➤ Easement, Description and similar data
					Block and Lot Numbers:
					➤ All blocks shall be numbered consecutively with Arabic numerals beginning with numeral 1, without the word block unless the plat consists of only one block, then the word BLOCK must be spelled out and shall precede the Arabic numeral 1
					➤ All lots in each block shall be numbered consecutively with Arabic numerals beginning with numeral 1, without the word lot unless the plat consists of only one lot in a one block plat, then the word LOT must also be spelled out and shall precede the Arabic numeral 1
					➤ Blocks are bounded by plat boundaries, public ways, outlots, parks, or bodies of water
					Dashes between degrees, minutes, and seconds must not be used.
					Square footage or acreage of land within the subdivision, each individual lot, and the total area in streets shall be noted on the plat. If the subdivision crosses a quarter-section line, the acreage within each quarter section must also be noted.
					Distances shall be shown for each individual line of each lot within the plat, along the actual lot lines where practical .
					All distances shall be expressed in feet and hundredths of a foot. However, public way widths or easement widths need not be expressed to the hundredth of a foot if they are exact values, i.e. 66 or 33 etc. These widths may be defined in the legend.
					Right-of-way radius length need not be shown when the right-of-way is concentric with the dimensioned center line curve data.
					Radii, deltas, and lengths of all curves based on arc definitions shall be noted on the plat.
					All curved lines shall show the central angle expressed to the nearest second, and radius and arc lengths expressed to the nearest hundredth of a foot.
					Segments of center line curves shall show arc length and central angle only. Each arc length and central angle shall be shown to the same technical precision as noted above.
					Non-tangential curves must be labeled "not tangent" at the point of non-tangency. The long chord direction and long chord length must be shown. Abbreviate as follows:
					➤ C. Brg. denotes chord bearing
					➤ C. Az. denotes chord azimuth
					➤ C. denotes chord
					Central angle, arc length and radius length shall be shown on all curved lines that are not concentric with dimensioned center line curve data.
					The use of L= for the length of curve is optional, however, if the length of any curve is labeled L= then every length of curve on the plat must be so labeled.
					Dashed radial lines at the ends of large curves, whose direction is difficult to establish, shall be extended far enough toward the radius point to clearly indicate the direction of curvature.
					Curve tables are discouraged and will only be allowed when the size of the curves make a table necessary.
					Curve data shall be complete on both sides of the public way as well as center line. The right-of-way data shall contain no less than the central angle and arc length for the necessary two functions of the curve.

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					Location and dimension of all non-access lines and any access points within a continuous non-access line shall be depicted on the plat.
					100 year floodplain and floodway elevations and topographic contours with a minimum contour interval of two (2) feet for the portion of the plat lying within a designated floodplain, along with the datum used, must be noted on the plat.
					Any water boundary abutting or lying within the plat boundaries shall be shown and identified on the plat as a solid line delineating the existing shore line.
					The distance along each lot line from the survey line to the water boundary shall be shown as a dashed survey line and labeled with sufficient mathematical data to compute a closure of said parcel; and the date the water elevation (to the tenth of a foot) was measured shall be shown (meander line).
					If any type of waterway, pond, channel, etc. is present on the property being platted, the highest known water elevation shall be indicated on the plat. If the data is not available from the North Dakota State Water Commission, the United States Army Corps of Engineers, FEMA map service center, or any other appropriate governmental unit, then state that the information is not available.
					Whenever and wherever a plat boundary corner or any block, lot, outlot, park or tract corner falls within a wet land, witness plat monuments shall be set. A survey line and all other pertinent data may be required.
					Fencing note shall be shown, if required.
					All restrictive airport noise, clear zone and approach zone elevations as established by the latest available data, where applicable.
					Any recorded easement existing prior to platting, are encumbrances upon the property being platted and shall be shown on the plat. The recorded document number must be shown but, shall not be mentioned in the plat dedication.
					The purpose of any easement created on the plat must be clearly stated, and shall be limited to public utilities/drainage easements as deemed necessary for the orderly development of the land encompassed within the plat.
					Temporary easements shall not be shown on the plat.
					Certification from Stark County that all taxes are paid in full.
					Park Department fees paid by the applicant – Attach a receipt from the Parks Department.
					Show existing and proposed access points along public right-of-way within or adjacent to the subdivision. Including, adjacent access points within one-quarter (1/4) mile of the plat if it is located in the ETZ.
					The name of any public way adjoining the plat boundary, not within the plat boundary, shall be shown in gray letters, this includes another public way that intersects the adjoining one. The width of any adjoining public way must be shown in solid Arabic numerals.
					Where an adjoining right-of-way has been surveyed according to the plat of record and is shown upon the plat or registered land survey, the Document Number or Book and Page numbers of the recorded description shall be shown.
					When the boundary of a plat is the center line of a traveled public way, the center line must be labeled.
					When a right-of-way line has been monumented by the road authority, the right-of-way must be labeled and the controlling monumentation must be shown and identified.
					Label the following, within the site plus a minimum of 50 feet in all directions (additional distance may be required) with names, locations, and widths / dimensions as applicable:

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					➤ All existing or previously platted streets, including the type and width of surfacing
					➤ Railroad right-of-way
					➤ Utility easements
					➤ Storm water detention facilities, overland release routes, floodplains, water courses, floodways, or wetlands
		■			➤ Parks, public land or multi-use trails or crosswalks
■		■	■		➤ Permanent buildings or structures
			■		➤ Corporate boundaries
			■		➤ Section lines
■		■			➤ Existing water mains, storm sewers, sanitary sewers, culverts, bridges, poles, light poles, pipelines and other utility structures, indicating pipe sizes, grades, and exact locations along with any other major improvements
		■			➤ Oil wells, old or current wells, septic tanks and outlets, farm drain-tile, inlets and outfalls
		■	■		➤ Existing zoning
			■		➤ Boundary lines of tracts of subdivided and un-subdivided land. Owners' names must be shown for any adjacent tracts within the extraterritorial jurisdiction
					Indicate a 300 foot radius from all oil wells which only allow construction of non-habitable structures.
			■	■	Adjoining unplatted areas shall not be designated as "unplatted."
			■	■	Adjoining lakes, streams or rivers shall be shown and identified.
			■	■	When a measured distance between found monuments is inconsistent with the distance as shown on a previously recorded plat, the recorded distance, as well as the measured distance shall be shown. A symbol designated in the legend, or the name of the previously recorded plat shall follow the recorded distance.
			■	■	When platting property from a description of record and the dimensional calls in the description are inconsistent with the measured dimensions, the record dimension, as well as the measured dimension shall be shown. The record dimension shall be followed by either the term "Deed" or a symbol which is noted in the legend with a description of the record.
		■	■	■	Underlying platted property must be shown including plat name, blocks, lots, public ways together with names and widths, etc., when replatting property.
			■	■	When replatting property, refer to plat distance only. Do not include bearings, delta angles or angles from underlying plats.
			■	■	Plat boundary lines shall be labeled as recited in the description.
			■	■	In the event the plat's legal description identifies any part of a lot, outlot, registered land survey tract, section, government lot, etc., the identifier must be dotted on the plat.
			■	■	Arrowed lines that are used with dimensions or descriptors shall be dashed or dotted.
			■	■	All section, quarter section, quarter-quarter section and government lot lines that are related to the property being platted; called for in the description; or used as a reference for the plat, shall be shown and identified on the plat.
			■	■	Where a specific parcel is recited in the description as being an exclusion to the basic plat parcel, and is not part of the plat, the work EXCEPTION shall be used to label and identify the excluded parcel. On the graphic portion of the plat the work Exception must be shown in solid, fine lined capital letters in the area being excluded.

