



*City of Dickinson & Stark County*

99 2nd Street East • Dickinson, ND 58601

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

[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: \_\_\_\_\_  
**LOCATION OF WORK:**  **City**  **ETZ**  **County**

Explanation of Work	<b>Description of Project:</b>  _____		
Site	<b>Project Site Address and Legal Description:</b> <b>all applications 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	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)	

# COMMERCIAL BUILDING PERMIT APPLICATION

<b>Project</b>	Desired Start Date: _____ Sub-Contractors: (if applicable) <table style="margin-left: 200px; margin-top: 10px;"> <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:	_____										

<b>Zoning</b>	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

<b>Site Plan</b>	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). <b>Building Permits must be picked up within 14 days of notification.</b>	
<b>*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.</b>	

**Required Items:**  
**(Plans must be 1/4 inch scale)**

- Engineering Checklist  
  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)  
**Plan Review Fee (choose one/due at submittal):**  
 \$40 (exterior only/site improvement)  
 \$80 (interior only)  
 \$120.00 (interior & exterior)

\*Estimated cost of project:

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

**Partial plans and or applications will not be accepted.**