

**CITY OF VELVA  
BUILDING PERMIT INSTRUCTIONS**

1) No building permit will be accepted without including permit fee **based on retail contractor price** (Not, do it yourself cost).

\*\$20.00 minimum for any permit (Up to \$1000.00)

\*Residential: Add \$2.00 each additional \$1000.00 (\$400.00 Max)

\*Commercial: Add \$2.00 per each \$1000.00 (\$1000.00 Max)

2) No building permit will be accepted for Building Committee review that does not have a detailed "to scale" drawing with the graph paper included. **Must attend Building Committee meeting.**

3) Any change or deviation from scale drawing will result in a fine and/or re-approval by Building Committee...If Building Committee does not approve – project must be removed at owner's expense.

4) A current daytime & evening phone number of property owner, contractor's daytime & evening phone numbers and an actual street or avenue address in the city limits must be on application.

**I HAVE READ THE ABOVE INSTRUCTIONS AND UNDERSTAND STRUCTURE  
MAY BE REMOVED IF NOT FOLLOWED.**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**City of Velva**  
**GENERAL BUILDING PERMIT INFORMATION**  
**MUST BE PRESENT AT BUILDING COMMITTEE MEETING**

***Failure to obtain a building permit prior to start of construction will constitute a \$100.00 fine***

**When do I need a permit?**

Permits are required for room additions, decks, porches, structural renovations or repairs, demolition work, accessory structures, such as sheds, swimming pools, new roofs (not including re-shingling when no structural work is done) and fences.

Separate plumbing and electrical systems permits are required for the installation, alteration, repair, relocation, replacement or addition to any wiring, piping, or equipment associated with those systems. Also, a zoning permit may be needed when the use of the home is to change.

*Electrical permits are issued and inspections are performed by the North Dakota State Electrical Board (701)239-7103  
Plumbing permits are issued and inspections are performed by the North Dakota State Plumbing Board (701)799-1555.  
North Dakota One Call Concepts: 1-800-795-0555 or 811*

**A permit IS NOT needed to:**

Paint a house (interior or exterior), hang wall paper, replace cabinets and do similar finish work, install concrete sidewalks and within entirely on your property line or insulate an existing building where no structural changes are made. Even though a building permit may not be required there may be zoning requirements that may apply to your project. If you have questions about whether you need a permit for the project you have in mind or to see if it meets zoning requirement, please call the **Building Inspector at 701.338.2660**, Monday through Friday.

**Why do I need a permit?**

The City of Velva's building code requires you to obtain a permit before doing certain types of construction both new and/or remodeling. Permits allow the city to know when you are working on a construction project and that our inspectors know which jobs need to be inspected. A permit also establishes a record of the construction and remodeling history of your property. Review of permit applications ensures that our home meets the zoning requirements such as yard coverage, setbacks and building height.

**What information should I provide when applying for a permit?**

Information requirements can vary depending upon your specific project. For building permits for new construction and addition, you will need to provide a plot plan, together with detailed construction plans, drawn to scale, showing your proposed project. Homeowners may prepare their own plans; however, the Building Inspector/Committee may require that an architect or engineer prepare plans if necessary to ensure accuracy and legibility. Allow adequate time for you or your representative to prepare the plans. When you file your application, include **TWO** identical sets of plans. **You or a person representing you MUST BE PRESENT AT THE BUILDING COMMITTEE MEETING OR YOUR APPLICATION WILL NOT BE PROCESSED.** The Building Inspector/Committee will contact you if additional information is necessary on your application once turned in.

**How long does it take to get a permit?**

Applications for permits should be submitted well in advance of your scheduled starting date so that our staff can help you through the process and issue your permit before you are ready to start work. This is especially true during the summer construction season. The Building/Planning Commission meet the 2<sup>nd</sup> Monday of every month, however, the Committee will make exceptions on larger projects.

**Is there a charge for a permit?**

There is a charge for permits. Building permit charges are based upon the value of the project (material and labor). This will be calculated by the building inspector after your permit has been approved.

**Who inspects the work?**

With your permit, we will provide information about when and who to call for inspections. Our inspectors will inspect your work several times during the course of construction for such things as footings, framing, insulation, rough-in (water and Sewer) and mechanical work and building final inspection. You will need to contact our office to schedule an inspection; no work shall proceed or be covered until the requested inspection has been signed off.

*Call City Hall at 701.338.2660 Monday through Friday to arrange for inspection.*

**How can I get more information?**

The Building Inspector can be reached located at Velva City Hall 101 1<sup>st</sup> St. W to answer any further questions you may have. You may also view the city ordinance policy and procedure manual.

## BUILDING PERMIT CHECK LIST:

Please make sure all the information is accurate and correct. All blanks must be filled in to be accepted.

- Correct Date of Permit Application
- Correct Parcel ID #- This information can be located on your water bill or you can call City Hall at 701-338-2660 and we can obtain that information for you.
- Correct Daytime and Evening Phone Numbers for Contact Purposes- Land line and Cell phone numbers are required
- Correct Owner's Name
- Correct Physical Address (property where work is being done)
- Correct Name of the Improvement
- Correct Dimensions of the Building/Structure L X W X H in Feet
- Correct Scale Drawing- There is a graph provided on the back to complete your scaled drawing of your property, home and ALL buildings. There is an example in the pack to review.

All this information should be accurate and complete before bringing it back to City Hall

**Youself or someone representing you must be present at the Building Committee Meeting or application will not be processed**

If you have any questions in regards to the application please call City Hall at 701-338-2660

City of Velva Building Permit Application

Applicants must complete ALL sections that apply to their project

**SEPARATE APPLICATIONS ARE REQUIRED FOR PLUMBING AND ELECTRICAL PERMITS**

**\*APPLICANTS MUST BE PRESENT AT THE BUILDING COMMITTEE MEETING FOR PERMIT APPROVAL\***

Date of Application: \_\_\_\_\_ Permit #: \_\_\_\_\_

**Project Type**

\_\_\_\_ New Building      \_\_\_\_ Alteration      \_\_\_\_ Demolition      \_\_\_\_ Foundation Only

\_\_\_\_ Relocation      \_\_\_\_ Addition      \_\_\_\_ Repair      \_\_\_\_ Fence      \_\_\_\_ Deck

\_\_\_\_ Shed      \_\_\_\_ Mobile or Manufactured Home Setup      \_\_\_\_ Other

\*Description of Project: \_\_\_\_\_ Dimension of New Building(s): \_\_\_\_\_

\*Estimated Cost of Project: DIY \_\_\_\_\_ (Contractor Cost or Retail, if known) \_\_\_\_\_

**If water/Sewer needs to be connected, the Public Works Department must be notified 24 Hours prior to trenching by calling 701-338-2660**

**OWNER**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property ID: \_\_\_\_\_ Cell: \_\_\_\_\_

Is this the address where the project will take place? Yes: \_\_\_\_ No: \_\_\_\_

If No, please provide the address of the work site below:

Address: \_\_\_\_\_ City: \_\_\_\_\_ Property ID: \_\_\_\_\_

**CONTRACTOR**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Builders License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**PROPERTY INFORMATION**

Is the Property Zoned: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Will this project be tied into a current structure: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Current Property Description (Mark All that apply)**

\_\_\_\_\_ One Family \_\_\_\_\_ One Story \_\_\_\_\_ Two Story

\_\_\_\_\_ Two or More Family (# of Units) \_\_\_\_\_

\_\_\_\_\_ Hotel/Motel (# of Units) \_\_\_\_\_ Other

\_\_\_\_\_ Attached Garage \_\_\_\_\_ Detached Garage \_\_\_\_\_ N/A

**Frame Type**

\_\_\_\_\_ Wood \_\_\_\_\_ Steel \_\_\_\_\_ Concrete \_\_\_\_\_ Masonry \_\_\_\_\_ Other

**Foundation Type**

\_\_\_\_\_ Wood \_\_\_\_\_ Block \_\_\_\_\_ Concrete

**Roof Type**

\_\_\_\_\_ Asphalt Shingles \_\_\_\_\_ Wood Shingles \_\_\_\_\_ Metal \_\_\_\_\_ Tile \_\_\_\_\_ Other

**Primary Type of Heating**

\_\_\_\_\_ Gas \_\_\_\_\_ Oil \_\_\_\_\_ Electric \_\_\_\_\_ Coal \_\_\_\_\_ Other

**Type of Sewage Disposal** \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_ Septic

**Type of Water Supply** \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_ Well/Cistern

**Mechanical** A/C \_\_\_\_\_ Yes \_\_\_\_\_ No Fire Suppression \_\_\_\_\_ Yes \_\_\_\_\_ No

**New Project Description**

DESCRIBE YOUR PROJECT (List: Rehab or New): \_\_\_\_\_

HOME/SHOP: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Footage

GARAGE: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Footage

OUT BUILDING(S)/SHED/ETC: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Footage

DECK: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Footage

OTHER: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Footage

PLEASE ADD ANY NOTES IF NECESSARY: \_\_\_\_\_

\_\_\_\_\_

**STRUCTURE(S) CURRENTLY ON PROPERTY**

**\*All combined structures on property including requested project, must fall under total build area**

**\*Property owners cannot build on more than 30% of Lot\***

LOT SQ FOOTAGE: \_\_\_\_\_ X 30% = \_\_\_\_\_ Total Build Area Allowed\*

**Application Information:**

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF FEES AND CHARGES ASSOCIATED WITH THIS APPLICATION TO INCLUDE ANY HOOK UP FEES. **\$3,000 HOOK UP FEE FOR ANY LOT WITHOUT A HOMESTEAD.**

APPROVED PERMITS ARE VALID FOR ONE YEAR FROM THE DATE OF APPROVAL. REVIEWALS ARE SUBJECT TO ADDITIONAL FEES.

PERMITS REMAIN VALID AS LONG AS WORK IS PROGRESSING AND REQUIRED INSPECTIONS ARE REQUESTED AND CONDUCTED. A PERMIT SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN ONE YEAR AFTER THE ISSUANCE OF THE PERMIT OR IF THE AUTHORIZED WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AFTER THE TIME OF COMMENCING WORK. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN ONE YEAR OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

ALL PERMITS MUST BE SUBMITTED WITH A TO SCALE ATTACHED SITE/PLOT PLAN DIAGRAM.

ALL STRUCTURES ON RESIDENTIAL LOTS MUST BE A DISTANCE OF SIX (6) FEET FROM ANY PROPERTY LINE AND SETBACK. ACCESSORY BUILDINGS MUST BE AT LEAST TEN (10) FEET AWAY FROM ANY OTHER BUILDING ON THE SAME LOT AND TWELVE (12) FEET FROM ANY BUILDING ON THE ADJOINING LOT NEAREST THE LOT LINE AND TWENTY-FIVE(25) FEET FROM THE INSIDE OF THE CURB ALONG ANY STREET.

BUILDINGS ALONG ALLEY WAYS WILL BE DEALT WITH ON A CASE-BY-CASE BASIS TO DETERMINE SETBACK

PLOT PLAN MUST BE COMPLETED ON ATTACHED SITE/PLOT PLAN DIAGRAM.

I HEREBY ACKNOWLEDGE THAT I HAVE MADE THIS APPLICATION AND THAT THE ABOVE INFORMATION IS CORRECT. I AGREE TO COMPLY WITH ALL CITY ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION. I UNDERSTAND THAT THE PERMIT SHALL BE ISSUED AFTER THE BUILDING INSPECTOR HAS HAD A REASONABLE TIME TO EXAMINE THE APPLICATION AND AMENDMENTS THERETO AND THE LOCATION OR BUILDING SITE. I UNDERSTAND IT IS MY RESPONSIBILITY TO CONTACT THE STATE FOR ELECTRICAL AND PLUMBING INSPECTIONS. SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL AND PLUMBING. WORK UNDER THIS PERMIT MUST COMMENCE WITHIN 60 DAYS OF PERMIT ISSUANCE AND, ONCE COMMENCED, WORK MAY NOT BE SUSPENDED FOR MORE THAN 365 DAYS. PERMITTEE MUST COMPLY WITH ALL CODES AND ORDINANCES APPLICABLE TO THE WORK. ISSUANCE OF THIS PERMIT DOES NOT GRANT ANY AUTHORITY TO ERECT, MODIFY OR USE ANY STRUCTURE IN VIOLATION OF ANY CODE OR ORDINANCE. ALL REQUIRED INSPECTIONS, INCLUDING FINAL INSPECTION, MUST BE REQUESTED BY THEIR PERMITTEE. IN CONSIDERATION FOR CONNECTION TO CITY UTILITIES, PERMITTEE AGREES TO PAY ALL APPLICABLE UTILITY FEES AND CHARGES PURSUANT TO CITY ORDINANCE. THIS PERMIT CREATES NO WARRANTIES WITH REGARD TO CONSTRUCTION OR CODE COMPLIANCE. THE INSPECTIONS UNDER THIS PERMIT ARE FOR THE BENEFIT OF THE PUBLIC AND NOT THERE PERMITTEE AND THE INSPECTIONS DO NOT CREATE A DUTY TO THE PERMITTEE, THE OWNER OR TO A SUBSEQUENT PURCHASER WITH REGARD TO QUALITY OF CONSTRUCTION OR CODE COMPLIANCE.

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF NORTH DAKOTA AND CITY ORDINANCES OF THE CITY OF VELVA. ALL INFORMATION ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

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**SIGNATURE OF APPLICANT**

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**DATE**



## Planning Committee: Department Use Only

Local/Planning commission to complete this section (Environmental control)

A: Zoning: \_\_\_\_\_ B: Flood Zone: \_\_\_\_\_

C: Variance Granted: \_\_\_\_\_ D: Renaissance Zone: \_\_\_\_\_

\_\_\_\_\_  
Printed Name                          Signature                          Approve/Disapprove                          Date

\_\_\_\_\_  
Printed Name                          Signature                          Approve/Disapprove                          Date

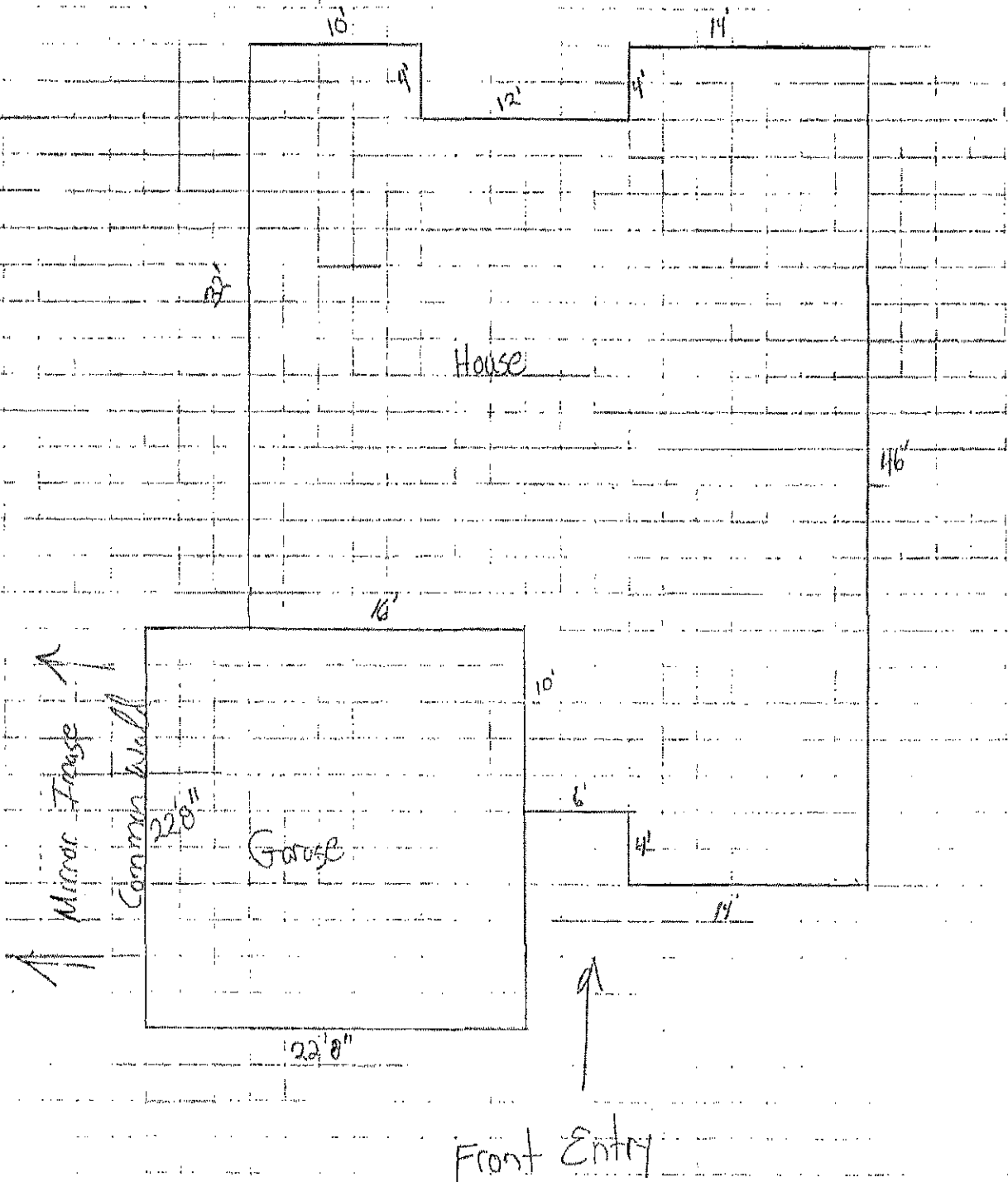
\_\_\_\_\_  
Printed Name                          Signature                          Approve/Disapprove                          Date

\_\_\_\_\_  
Printed Name                          Signature                          Approve/Disapprove                          Date

\_\_\_\_\_  
Printed Name                          Signature                          Approve/Disapprove                          Date

# Example

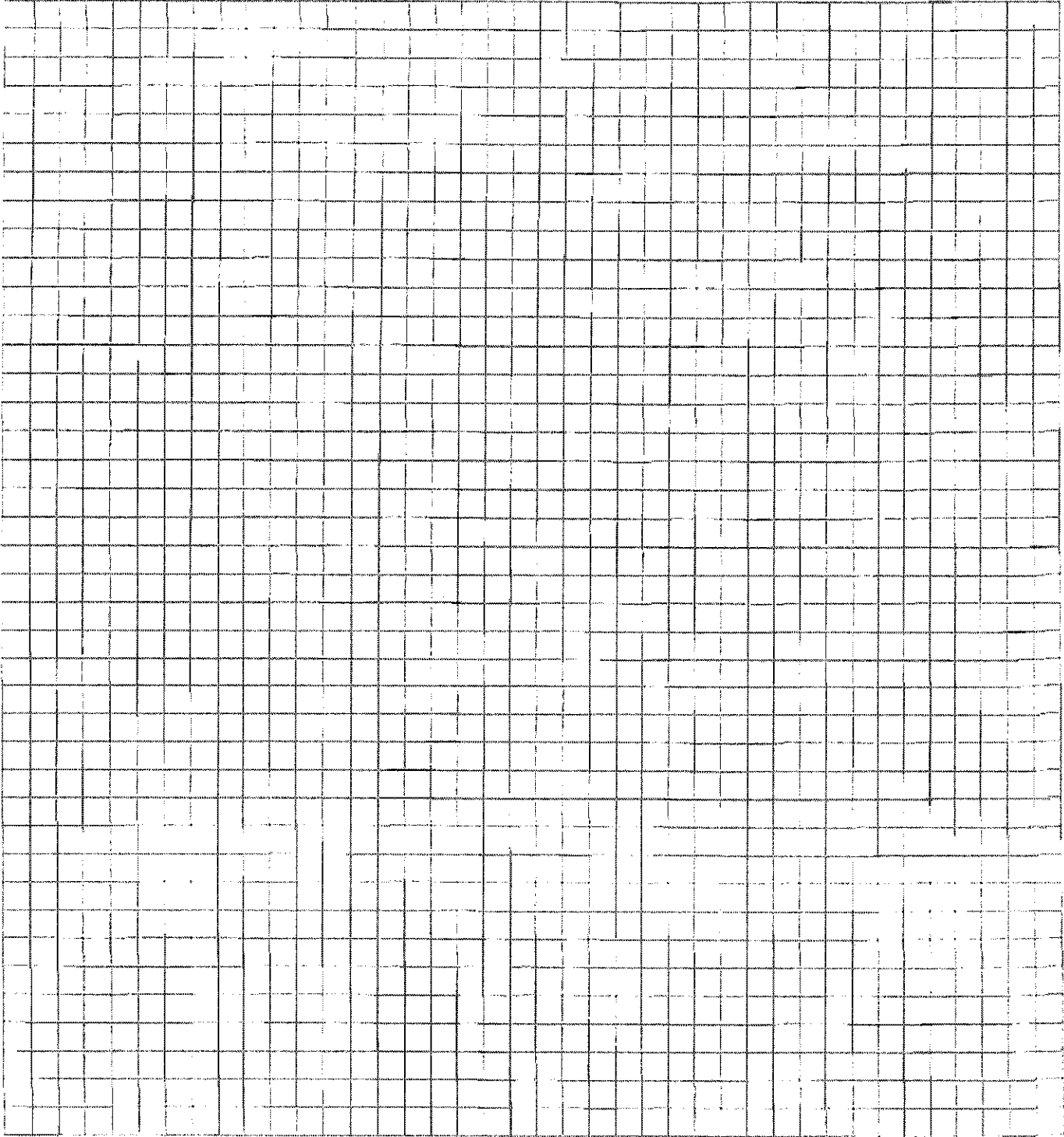
NOTE:  
SCALE = 2 FT PER SQUARE



**\*\*IMPORTANT\*\***

**ALL BUILDINGS ON THIS PROPERTY MUST BE LISTED ON THIS DRAWING.**  
**DRAWINGS MUST BE RULER DRAWN TO SCALE.**  
**YOU ARE RESPONSIBLE FOR THE ACCURACY OF YOUR LOT BOUNDRIES.**

Site or Plot Plan For Application Use



Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance or the permit if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

