

BUILDING PERMIT APPLICATION

City of Velva, ND; 101 1st St W; Velva, ND 58790

Phone: 701-338-2660

Email: velvand@srt.com

For City Use Only:

Building Permit #: _____

Date Received: _____

Date Paid: _____

Printed Name of Applicant: _____

Legal Description:

Lot # _____ Block # _____ Addition _____ Parcel # _____

Description of Proposed Work:

Use of Structure: _____

Contractor Fees: \$ _____ **Cost of Materials:** \$ _____

New – Residential

- House or House Addition
- Remodel
- Attached Garage
- Detached Garage/Shed
- Modular/Manufactured Home
- Deck/Porch

Moving Permit – Residential

- House
- Shed
- Other _____

Commercial

- Architect - Required
- Non-Architect (includes maint. permits)

Fence Permit – Residential/Commercial

- Residential Commercial
- Wood Chain Vinyl Other: _____

Demolition (Asbestos inspection and lab fees not included)

- Residential Commercial
- Removal Site: _____

Refer to Chapter 8 of the Velva Municode for all Building Permit Application questions

Please print:

Job Site Address: _____

Owner's Name: _____ **Phone #** _____

Owner's Address: _____ P.O. Box _____

Contractor: _____ License # _____ Phone # _____

Electrician: _____ License # _____ Phone # _____

Plumber: _____ License # _____ Phone # _____

HVAC: _____ License # _____ Phone # _____

I hereby certify that the facts as set forth and attached in this permit application are true and correct. If a Building permit is issued, all work to be done in, around, and upon said property or any part thereof, shall conform in all respects to Ordinances of the City of Velva regarding the construction, alterations, erection, repairing, or demolition of said buildings in the City Limits and that this permit if granted, may be revoked at any time upon violation of any provisions of said Ordinances. This permit is valid for a period of one (1) year from the date of issuance. Application for permit shall include two complete sets of plans and Building Permit application forms.

~This form must be filled out in its entirety before the permit is considered~

Signature of Applicant: _____ Date: _____

*Signature of Owner: _____ Date: _____

**Required if different than applicant*

Note: Please submit two sets of Plans on a new house or house addition application.

Please complete applicable items and submit two copies.

New House or House Addition

- Site plan showing existing and proposed structures.
- Elevation drawing (exterior view) of front, rear, sides of structure.
- Floor plan of and each floor (as applicable).
- Section drawing showing footing, foundation, wall section detail.
- Manufacturer's engineered truss drawings (acceptable upon delivery).

Attached Garage

- Site plan showing existing and proposed structures.
- Elevation drawing (exterior view) of front, rear, sides of structure.
- Floor plan of structure.
- Section drawing showing footing, foundation, wall section detail.
- Manufacturer's engineered truss drawings (acceptable upon delivery).

Deck

- Site plan showing existing and proposed structures.
- *Section drawing showing footing size, post size, beam size, joist size, decking, height above grade, guardrail, cantilevers, anchoring, flashing, connectors, and hanger types, grade and species of lumber.
- *Plan view showing length & width of deck, beam location, post and joist spacing, stair location and type of lumber.

Porch

- Site plan showing existing and proposed structure.
- *Section drawing showing footing size, post size, and post placement.

Detached Structure (Garage, Pole Building or Shed)

- Site plan showing existing and proposed structures.
- Elevation drawing (exterior view) of front, rear, sides of structure.
- Floor plan of structure.
- *Section drawing showing footing, foundation, wall section detail.
- Manufacturer's engineered truss drawings (acceptable upon delivery).

Modular/Manufactured Home

- Site plan showing existing and proposed structures.
- Floor plan of the home (including basement) showing length and width of the home, room layout, and use of each room.
- Installation instructions showing the anchoring and support system as designed by the manufacturer.
- Section drawing showing footing and foundation detail. Provide manufacturer's design for the footing size, foundation type, anchoring system, center bearing wall design, damp proofing, foundation insulation and roof slope.

Fence

- Survey of property lines
- Easement/written Agreement
- Permissible fence type _____
- Site plan of existing and proposed structures
- Proposed Structures meet setback and height requirements

***Complete a drawing using Appendix A to Scale (or application will be rejected)**

Valuation: \$ _____
 Building Permit Fees: \$ _____
 City Charges: \$ _____
Total Sum of Charges: \$ _____

Fee for Building Permit(s)

\$25.00 minimum for any permit (Up to \$1,000)
 *Residential: Add \$2.00 each additional \$1,000 (\$400 Max)
 *Commercial: Add \$2.00 each additional \$1,000 (\$1,000 Max)

For use by City of Velva office only

City Building Inspector: _____ Date: _____

Action Taken: Approved Disapproved _____ Date: _____

Building Permit Issued Date: _____

Building Official Notes/Special Conditions:

Please Complete Detailed Site Drawing:

Each square = 2 feet



