

# WARD COUNTY BUILDING PERMIT REQUIREMENTS / GUIDELINES

Requirements for Building permits:

1. **1 set of plans to scale.** Plans must list **total square footage, including foundation.** They must also list **square footage for decks, porches and entry ways.** Plans must also show **exterior elevations, including all sides of building and all openings in walls such as doors and windows.** A wall section will also need to be completed.
2. Plot plan containing the **legal description, 911 site address and name of the builder and license number.** The plot plan must also show the proposed **building footprint including distances to property lines, lot dimensions.**
3. Unit approval for Sewer, contact the First District Health Unit at 701-852-1376, (801 11<sup>th</sup> Ave SW).
4. The building permit application does not include **plumbing & electrical.**
5. Copy of surveyors stamped certification of soil evaluation (**floodplain**)
6. All living areas of any building in the floodplain must be **1 foot about the flood elevation**
7. Any variances and special use permit applications approval will be required from the Ward County Planning & Zoning Commission which conducts public hearing meetings on the **third Thursday of every month.** All applications and documents can be located on the Ward County website (<http://www.co.ward.nd.us/>).

The fees for a building & alteration permits are \$4.50 per \$1,000 per the estimated construction costs.

Appointments for building inspections are setup through this office.

It is the permit holder's responsibility to call for an inspection, for **footings, cement walls, framing and completion.**

Call 24 hours in advance to schedule an appointment for an inspection.

Contact information

Aaron Rust	Cell phone	Office
857-6429	701-721-3245	857-6430