

\*\*\*\*\*PLEASE SUBMIT A DETAILED PLAN OF YOUR PROJECT\*\*\*\*\*

# CITY OF BOTTINEAU – CONSTRUCTION PERMIT APPLICATION

**CONSTRUCTION MUST BEGIN IN 45 DAYS OR PERMIT WILL BE VOID / FEE IS NON REFUNDABLE**

PERMIT # \_\_\_\_\_  
DATE: \_\_\_\_\_  
LEGAL OWNER: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
LEGAL DISCRPTION: \_\_\_\_\_

APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_  
THIS PERMIT IS VALID FOR \_\_\_\_\_ 1 YEAR FROM DATE.  
SIGNATURES REQUIRED FOR APPROVAL:  
MAYOR: \_\_\_\_\_  
COUNCIL MEMBER: \_\_\_\_\_  
CITY AUDITOR: \_\_\_\_\_  
CITY SUPERINTENDENT \_\_\_\_\_  
PLANNING COMMISSION MEMBERS (3):

PLAT# : \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
ESTIMATED COST: \_\_\_\_\_  
USE: \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
BLDG. INSPECTOR: \_\_\_\_\_  
CERTIFICATE OF OCCUPANCY: YES NO  
FEE : \_\_\_\_\_ PD: \_\_\_\_\_ BILL: \_\_\_\_\_  
IF YES, NEED FURTHER APPROVAL FROM STATE.

LOT SIZE: \_\_\_\_\_  
CURRENT ZONING \_\_\_\_\_  
IN CITY FLOOD ZONE: YES NO

PURPOSE: CONSTRUCT MOVE REMODEL DEMOLISH

USE: RESIDENTIAL COMMERCIAL MULTI-FAMILY SPRINKLERS NEEDED: YES NO

CONSTRUCTION: FRAME BRICK BRICK VENEER BLOCK STEEL POLE SIPS OTHER \_\_\_\_\_

GRADE LEVEL COMPARED TO OTHER LOTS: SAME OTHER \_\_\_\_\_

FOUNDATION: BLOCK CONCRETE WOOD SLAB FOOTINGS OTHER \_\_\_\_\_  
FOUNDATION SIZE: ( \_\_\_\_\_ X \_\_\_\_\_ )

FENCING: TYPE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ # OF LINEAR FEET: \_\_\_\_\_ FENCING REQUIREMENT GIVEN \_\_\_\_\_

BASEMENT: NONE PARTIAL ( \_\_\_\_\_ %) FULL FINISH OF BASEMENT \_\_\_\_\_ # & TYPE OF ROOMS IN BASEMENT: \_\_\_\_\_

OVERHANG: SIZE \_\_\_\_\_ SIZE/HEIGHT: STORIES: \_\_\_\_\_ OTHER: \_\_\_\_\_

SIDING: MASONITE COLORLOCK WOOD STEEL VINYL BRICK BLOCK OTHER \_\_\_\_\_

ROOFING: ASPHALT STEEL WOOD OTHER: \_\_\_\_\_ # OF BATHROOMS: \_\_\_\_\_

HEATING: FORCED AIR OIL GAS ELECTRIC CEILING BASEBOARD IN FLOOR RADIANT  
OTHER \_\_\_\_\_ # OF FIREPLACES \_\_\_\_\_

# OF BEDROOMS: MAIN FLOOR: \_\_\_\_\_ BASEMENT: \_\_\_\_\_ UPPER LEVEL: \_\_\_\_\_

EXISTING WATER & SEWER: YES NO NEED HOOKUP: YES NO NEW METER: YES NO  
(WATER/SEWER SERVICE LINES ARE THE RESPONSIBILITY OF THE PROPERTY OWNER) BREAK PAVEMENT: YES NO

DISTANCE FROM LOT LINES: FRONT \_\_\_\_\_ SIDE: \_\_\_\_\_ REAR \_\_\_\_\_

GARAGES: ATTACHED DETACHED # OF STALLS \_\_\_\_\_ PLUMBING: YES NO HEATING: YES NO  
CONCRETE DRIVEWAY: YES NO PAVED DRIVEWAY: YES NO

# OF SHEDS: \_\_\_\_\_ SIZE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ SET-BACK: \_\_\_\_\_

I HEREBY AGREE TO COMPLY WITH ALL CITY ORDINANCES AND ND STATE LAWS REGULATING BUILDING CONSTRUCTION. I UNDERSTAND THAT THIS APPLICATION IS TO BE ACTED UPON BY THE CITY PLANNING COMMISSION, CITY OFFICIALS AND THAT **NO** CONSTRUCTION SHALL BEGIN UNTIL APPLICATION HAS BEEN APPROVED BY SAID OFFICIALS. TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION CONTAINED HEREIN IS COMPLETE AND TRUE.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE SUBMIT A BLUE PRINT/DRAW A BASIC SKETCH OF YOUR PROPOSED PLAN**

**VOID FOR INFORMATION ONLY!**

**CITY OF BOTTINEAU**  
**CERTIFICATE OF OCCUPANCY PERMIT**  
ISSUED IN CONJUNCTION WITH CITY BUILDING PERMIT

LEGAL OWNER: \_\_\_\_\_ STRUCTURE OWNER: \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROJECT: RESIDENTIAL    COMMERCIAL    MULTI-FAMILY

TYPE OF CONSTRUCTION:    NEW                      REMODEL

DESCRIPTON OF PROJECT: TO BE ATTACHED TO BUILDING PERMIT APPLICATION ALONG WITH CONSTRUCTION PLANS, SITE PLANS, ETC.

BUILDING PERMIT # \_\_\_\_\_

STRUCTURAL CONTRACTOR: \_\_\_\_\_ MECHANICAL CONTRACTOR: \_\_\_\_\_  
LICENSE #: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

PLUMBING PERMIT # \_\_\_\_\_ ELECTRICAL PERMIT # \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_  
LICENSE #: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

IF THIS PROJECT IS A "SELF" CONTRACTOR PROJECT, PLEASE NOTE THAT HERE. \_\_\_\_\_  
(SELF CONTRACTORS ARE REQUIRED TO HAVE A STATE ELECTRICAL & PLUMBING INSPECTION)

CONTRACTORS AND/OR SELF CONTRACTORS ARE RESPONSIBLE FOR FOLLOWING CITY CODES, ORDINANCES, STATE LAW & UNIFORM BUILDING CONSTRUCTION.

- There are "5 points of inspections"
1. Permit process -set backs, information
  2. Structural Inspection (Foundation & Framing)
  3. Mechanical (Heating/Air)
  4. Plumbing
  5. Electrical

If at any time during the Inspection process, the Building Inspector or the Planning Commission may issue a stop order if violations are found.

SPECIAL CONDITIONS OF THIS PERMIT:  
FLOOD ZONE, SPRINKER SYSTEMS, FIRE ZONES, EASEMENTS, ZONING & ANNEXATIONS PENDING, ETC.

\_\_\_\_\_  
\_\_\_\_\_

VOID - INFORMATION ONLY!

I HEREBY AGREE TO COMPLY WITH ALL CITY ORDINANCES, STATE LAW & UNIFORM BUILDING CONSTRUCTION CODES. I UNDERSTAND THAT THE APPLICATION IS TO BE ACTED UPON BY THE CITY PLANNING COMMISSION, CITY OFFICIALS AND THAT **NO** CONSTRUCTION SHALL BEGIN UNTIL THE APPLICATION HAS BEEN APPROVED BY SAID OFFICIALS. TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION CONTAINED HEREIN IS COMPLETE AND TRUE.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

FOR BUILDING INSPECTOR USE ONLY:

STEP 1: DATE OF INSPECTION: \_\_\_\_\_ SIGNED: \_\_\_\_\_

STEP 2: DATE OF INSPECTION: \_\_\_\_\_ SIGNED: \_\_\_\_\_

STEP 3: DATE OF INSPECTION: \_\_\_\_\_ SIGNED: \_\_\_\_\_

STEP 4: DATE OF INSPECTION: \_\_\_\_\_ SIGNED: \_\_\_\_\_

STEP 5: DATE OF INSPECTION: \_\_\_\_\_ SIGNED: \_\_\_\_\_

VOID. for information only!

## Zoning set back requirements

### R-1

Side yard: 7 1/2' from overhang  
1 1/2 stories in height or 24' high  
35' front yard  
25' rear yard

### R-2

Side yard: same as above  
2 stories in height or 32' high  
25' front yard  
Rear yard same as above

### R-3

Side yard: same as above  
3 stories in height or 35' high  
Front yard: same as R-2  
Rear yard: same as R-2

### R-4

Side yard: 5' with a combined total of side yards not less than 15'  
3 1/2 stories in height or 40' high  
20' front yard  
25' rear yard

### B-1

Side yard when abutting against residential lots: 5'  
10' from residential on the rear side  
15' rear yard required when abutting against a public alley  
20' rear yard when no public alley or street exists  
Adjacent to street: 5'  
20' front set back  
2 1/2 stories in height or 35'

### B-2

No setbacks required unless abutting against a residential district then you need 10'  
3 stories in height or 45'

### M

50' front set back (to allow for parking, etc.)  
Side yard: 15', if abuts against residential district-25'  
Rear yard: if abuts against residential district-30'  
No storage within 10' of a residential district

### Accessories Buildings (sheds)

Cannot be built prior to the main building  
Cannot encroach upon front yards or side yards of a corner lot  
10' from the rear of a house  
5' from side & rear lots

\*This is a guideline to use for sketching & planning your construction. There are more detailed codes that must be conformed to also. Use graph paper to scale. 1 square = 10'. Must be attached to your bldg. permit application.

**City of Bottineau Building Inspector**  
**Dana Grindeland**



701-871-7060 Cell  
701-228-3232 City of Bottineau  
701-228-2543 Fax  
dana.grindeland1@gmail.com

Dana Grindeland

701-871-7060 cell  
701-228-3232 city office  
701-228-2543 fax.