

Commercial Building Permit Application

Required for All Commercial New Construction, Demolition, Additions, or Interior Remodeling (within City limits)

***North Dakota One Call Law must be complied with if excavation will be done.**

PO Box 67 Ray, ND 58849	<input type="checkbox"/> Paid – Receipt # _____
\$25.00 APPLICATION FEE	

Project Information

Project Name:	
Project Street Address:	
Legal Description of Project Site:	
Property Owner's Name:	Phone Number of Owner:
Property Owner's Mailing Address:	
Existing Use of Property:	Type of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Demolition
Property Located in Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Footprint (sf):
Number of Stories:	Total Square Footage of Building (sf):
Proposed Use of Property/Building:	Number of Off-Street Parking Spaces Required:
Zoning Classification:	Number of Off-Street Parking Spaces Provided:
Projected Date of Completion:	Projected Cost of Project: \$

Contractor

Company:	
Job Site Supervisor:	Cell Phone Number:
Mailing Address:	
Office Phone Number:	ND Contractor License #:

The undersigned hereby makes application for a permit to **(Circle One: Construct Alter Add To Remove)** the above described property and hereby agrees to complete work as described above on or before the date given. It is understood that if all provisions of this application are not fulfilled it will constitute a violation of the Building Ordinance of the City of Ray. The purpose of this application is for City and County Notification and Williams County Tax Equalization Information.

I swear that the information given above is true and correct.

Signature of Applicant: _____

Date: _____

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To Be Completed by City Staff:

Legal Survey by Licensed Surveyor Submitted: yes no
Excavation Permit Required? yes no

Plans Submitted: yes no

Comments: _____

Permit Approved: yes no Date of Commission Meeting _____

By Order of the Ray City Commission:

(City Auditor or Deputy Auditor)

County Permit Required yes no

Permission is hereby granted for the above described property under the express conditions that all work on said building shall conform to the ordinances governing building, plumbing, and electrical work. All water and sewer connections are to be made by a licensed plumber or licensed water/sewer contractor, electrical work by a licensed electrician, and all work must be inspected by the Williams County Building Inspector before being occupied or put in use.

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The following information is required with all building permits submitted for approval. This list is meant to supplement any Williams County permit requirements. If discrepancies between this and Williams County requirements occur, the more stringent shall apply.

I. Legal Lot Survey

- A. Legal description and site address
- B. Name of builder
- C. Proposed building footprint including distances to property lines, streets, roads, alley, and easements
- D. Lot dimensions and area
- E. Location of all driveways, street light poles, junction boxes, hydrants, storm inlets, and utility boxes in the lot, boulevard or curb.
- F. Must be completed, stamped, and signed by a Registered Land Surveyor

II. Project Plans

A. General Information

- i. Two (2) full sets of plans to scale. If available, please also provide an electronic copy.
- ii. Name, address, and telephone number of engineer, surveyor, and architect.
- iii. North direction indicator
- iv. Scale including graphic or numeric scale
- v. Date (original and all revisions) shown on all sheets
- vi. All dimensions

B. Existing Conditions

- i. Parcel boundary lines of the property with dimensions and area (platted dimensions)
- ii. Location of any non-access control lines, with dimensions and area (platted dimensions)
- iii. Location, width, and identification of existing easements (both private and public)
- iv. Building setback dimensions
- v. Existing topographical features, contour lines for all slopes, and existing drainage patterns.
- vi. Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, and any other manmade features, dimensioned and clearly distinguished from proposed improvements.
- vii. All adjacent and on-site streets, including dedicated right-of-way width, pavement widths, curb and gutter locations, curb elevations (or street elevations where no curb is in place), sidewalks and curb ramps.
- viii. Within and/or adjacent to property: existing municipal utilities including light poles, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, and any other storm water facilities (location and size).
- ix. The boundaries of any floodway, floodway fringe, 100-year floodplain, streams and/or wetlands

C. Proposed Conditions

- i. Limits of any proposed demolition
- ii. Proposed street cuts and any street land and/or sidewalk closures
- iii. Proposed new and/or relocated municipal utilities including mains and service lines (locations and size), connections, disconnections, curb stops and valves, manholes, hydrants (with distance to building), inlets and any other storm water facilities (location and size), including sidewalk trench drains.
- iv. Proposed buildings and structures, with locations footprints, entrances, area by floor, furnished floor elevation, building construction type, number of stories, and distance of buildings from other buildings

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and/or property lines. The building construction type and the use of automatic fire suppression systems should be clearly indicated.

- v. Proposed driveways, including distance from lot lines, width at top, finished surface material (concrete or asphalt), thickness, and relationship to non-access control lines. Any proposed driveway closures. For rural roadway approaches, add the location and diameter of culverts.

Proposed Conditions (continued)

- vi. Proposed off-street parking areas, including dimensions, elevations, setbacks, finished surface material (concrete or asphalt), thickness, and number of spaces. List number of parking spaces provided and how calculated.
- vii. Proposed sidewalks both on-site and within adjacent right-of-way, with locations and dimensions. Proposed crosswalk ramps at corner lots. Sidewalks will be constructed of concrete to a minimum thickness of four inches.
- viii. Proposed fencing and all proposed retaining walls (location and height).
- ix. Dumpster (or any other solid waste handling facilities) location, size of dumpster (verify need with Public Works), dimensions of concrete pad (must be level and a minimum of 4" concrete), and any proposed screening labeled with height and material (there must be a 24" clear zone on all sides of pad and no overhanging structures, vegetation or utilities). **Contact the City regarding dumpster enclosures.**
- x. Proposed fire access features, including location of hydrants, location and dimension of fire lanes, and height of any overhead obstructions. A 45-foot turning radius is needed for adequate clearance for turns. A minimum vertical clearance 13'6" is needed to accommodate vehicles.
- xi. Proposed contours lines for all slopes.
- xii. Copy of recorded common use agreement if multiple-family, commercial, or industrial with separate ownership (common water, sanitary or drainage facilities; common access drives, lanes, and lots; access easement to backyard area)

III. Excavation Permit Application

- A. Only required if the proposed project includes tunneling under or excavating any street, alley, or other public place.
- B. A copy of the permit application can be obtained from the City of Ray office.
- C. The permit application must be completed and submitted with this Building Permit Application, and the necessary fees paid for both.