



# MORTON COUNTY

STATE OF NORTH DAKOTA

BUILDING DEPARTMENT  
Building Inspector

701.667.3325 • mortoncountytax@mortonnd.org

Permit:	Parcel ID:	Date:
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SITE ADDRESS:  LEGAL DESCRIPTION:

OWNER:  PHONE:  ZONING CODE:

BUILDING CONTRACTOR:  CONTRACTOR PHONE:

BILLING NAME AND ADDRESS:  EMAIL ADDRESS:

DESCRIPTION OF BUILDING:

(IE: HOUSE, GARAGE, SHOP, ECT)

TYPE OF CONSTRUCTION:  TYPE OF FOUNDATION:

(IE: WOOD, STEEL, POLE, ECT)

APPROACH PERMIT NUMBER:  SEPTIC PERMIT:  FLOOR PLANS:

CLASS OF WORK: NEW      ADDITION      ALTERATION      REPLACEMENT

Property located in Flood plain, if yes Elevation Certificate Required:      YES      NO

OTHER INSTALLATIONS NEEDED (PLBG, HTG, ELEC, GAS)\*      YES      NO

**\*Separate applications are required; Plumbing & Electrical inspections are to be done by the State Of ND Board of Inspections  
Plumbing- 701-328-9979    Electrical – 701-328-9522**

APPLICANT MUST COMPLY WITH SUBDIVISION COVENANTS CERTIFICATE OF OCCUPANCY IS NOT REQUIRED FOR ADDITIONS, ALTERATIONS, GARAGES OR SHOPS. NO SURVEY OF THE PLOT BEFORE CONSTRUCTION IS REQUIRED BUT THE CONTRACTOR AND/OR THE PROPERTY OWNER IS RESPONSIBLE TO MEET ALL OF THE SETBACK REQUIREMENTS PER ZONING OR PLAT REGULATIONS. THE PLOT MUST BE SURVEYED BEFORE CONSTRUCTION IF THE PROPERTY LINES CAN NOT BE ESTABLISHED TO THE SATISFACTION OF THE BUILDING INSPECTOR.

**FEE SCHEDULE**

BUILDING PERMIT FEES ARE BASED ON TOTAL VALUE OF: NEW CONSTRUCTION, ADDITIONS, ALTERATIONS, & REPLACEMENT INCLUDING BASEMENT AND ATTACHED GARAGES. FLOOR PLANS MUST BE INCLUDED.

BASEMENT SQ. FT. UNFINISHED/FINISHED	1 <sup>ST</sup> FLOOR SQ. FT.	2 <sup>ND</sup> FLOOR SQ. FT.	GARAGE SQ. FT. ATT/DET	TOTAL SQ. FT.	DECK SQ. FT.	OUT/OTHER BLDG

**FEE**

Construction Value	<input style="width:100%;" type="text"/>
Permit Fees	<input style="width:100%;" type="text"/>

**THIS PERMIT IS NULL & VOID IF CONSTRUCTION AS AUTHORIZED IS NOT STARTED WITHIN 180 DAYS OR IF CONSTRUCTION IS SUSPENDED FOR A PERIOD OF 180 DAYS AFTER CONSTRUCTION IS STARTED.**

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A PERMIT FOR THE CONSTRUCTION, INSTALLATION, REPLACEMENT, ALTERATION OF A BUILDING AS HEREIN SPECIFIED, AGREEING THAT ALL SUCH CONSTRUCTION SHALL BE IN STRICT ACCORDANCE WITH APPLICABLE COUNTY AND/OR STATE REGULATIONS AND/OR ORDINANCES AND TO SAVE MORTON COUNTY HARMLESS FROM ANY AND ALL DAMAGES.

SIGNATURE OF OWNER/CONTRACTOR/OR AUTHORIZED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME OF OWNER/CONTRACTOR/AUTHORIZED AGENT: \_\_\_\_\_

SIGNATURE OF COUNTY OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**SITE PLAN**

SITE ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

TOTAL SITE AREA: \_\_\_\_\_ SQ FT/ACRES

TOTAL AREA OCCUPIED BY BLDG: \_\_\_\_\_ SQ FT

**INSTRUCTIONS**

IN THE BOX BELOW, DRAW YOUR LOT AND SHOW WHERE THE NEW BUILDING AS WELL AS ANY EXISTING BUILDINGS ARE LOCATED. SHOW DISTANCES TO THE PROPERTY LINES, DISTANCES BETWEEN BUILDINGS AND DISTANCE TO THE CENTERLINE OF THE ROAD.

SHOW WHERE THE WATERLINES, GAS LINES, ELECTRIC LINES, SEPTIC TANK AND DRAIN FIELD ARE LOCATED. ALSO SHOW ANY EASEMENTS FOR UTILITIES AND DRAINAGE. **INCLUDE A NORTH ARROW.**



WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHARGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL.

\_\_\_\_\_  
NAMES(S) OF OWNER(S) OF SITE/STRUCTURE

\_\_\_\_\_  
**SIGNATURE OF OWNER(S) OR AUTHORIZED REP**

**MORTON COUNTY**  
NEW CONSTRUCTION QUESTIONNAIRE

Building permit number: \_\_\_\_\_

Phone: (701) 667-3325

**ADDRESS:** \_\_\_\_\_

**ROOF AREA:**

Type of Insulation: \_\_\_\_\_

R or U value: \_\_\_\_\_

Number of inches in ceiling: \_\_\_\_\_

**WALL AREA:**

Exterior sheeting type: \_\_\_\_\_

Sheeting R or U value: \_\_\_\_\_

Wall insulation type: \_\_\_\_\_

Wall R or U value & inches: \_\_\_\_\_

**RIM JOIST:**

Type of insulation: \_\_\_\_\_

R or U value: \_\_\_\_\_

**FLOOR JOIST, CRAWL SPACE AND ETC: (INCLUDING 2012 IRC R501.3\*)**

Type of insulation: \_\_\_\_\_

R or U value: \_\_\_\_\_

**BASEMENT WALL INSULATION: (INCLUDING 2012 IECC R402.2.8\*)**

Type: \_\_\_\_\_

R value: \_\_\_\_\_

Exterior and interior total square footage: \_\_\_\_\_

**ROOF VENTS:**

Square footage of attic area: \_\_\_\_\_

Number of vents: \_\_\_\_\_

Vent area: \_\_\_\_\_

**TYPE OF FOUNDATION:** \_\_\_\_\_

**TYPE OF FRAMING:** \_\_\_\_\_

**MUST COMPLETE FORM AND MEET ALL CURRENT BUILDING CODES\***

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## BUILDING INSPECTIONS

ONCE CONSTRUCTION BEGINS, THE FOLLOWING INSPECTIONS ARE MANDATORY. IT IS THE OBLIGATION OF THE PERMIT HOLDER OR THEIR AGENT TO CONTACT OUR OFFICE TO ARRANGE FOR THESE INSPECTIONS. IF THE STRUCTURE IS COMPLETED WITHOUT THE PROPER INSPECTIONS, THE HOLDER OF THE PERMIT WILL BE ASSESSED A PENALTY FEE.

**ARRANGEMENT TO BE MADE DAY BEFORE NEEDED INSPECTION**

**CALLING OUR OFFICE AT 667-3325.**

1. **FOOTING INSPECTION:** SHALL BE MADE PRIOR TO THE POURING OF ANY CONCRETE FOOTING. TRENCH, RAILS AND REINFORCING BARS (REBAR) SHALL BE IN PLACE AT THE TIME OF INSPECTION.
2. **FOUNDATION INSPECTION:** SHALL BE MADE PRIOR TO THE POURING OF FOUNDATION WALLS OR PIERS IF REINFORCING (REBAR) IS PRESENT. REBAR SHALL BE IN PLACE AT THE TIME OF INSPECTION.
3. **STRUCTURAL (FRAMING) INSPECTION:** SHALL BE MADE AFTER COMPLETION OF STRUCTURAL WORK, BEFORE ANY INSULATION, DRYWALL, LATH OR PANELING, ETC. IS APPLIED, BUT AFTER ANY REQUIRED PLUMBING, ELECTRICAL AND/OR HEATING ROUGH-IN. ALL FRAMING SHALL BE COMPLETED WITH FIRE STOPS, COLLAR TIES, BRIDGING AND NAILERS IN PLACE.
4. **PLUMBING INSPECTION:** *ALL PLUMBING INSPECTIONS ARE MADE BY THE NORTH DAKOTA STATE PLUMBING BOARD. CALL PRIOR TO ANY WORK TO ARRANGE AN INSPECTION SCHEDULE.*
  - a. **TELEPHONE (701)328-9979.**
5. **ELECTRICAL INSPECTION:** *ALL ELECTRICAL INSPECTIONS ARE MADE BY THE NORTH DAKOTA STATE ELECTRICAL BOARD. CALL PRIOR TO ANY WORK TO ARRANGE AN INSPECTION SCHEDULE.*
  - a. **TELEPHONE (701)328-9522.**
6. **SEPTIC SYSTEMS:** *CONTACT WESTERN PLAINS PUBLIC HEALTH FOR PERMIT AND ALL INSPECTIONS OF SEPTIC SYSTEMS.*
  - a. **TELEPHONE (701)667-3370**
7. **FINAL INSPECTION:** SHALL BE MADE BEFORE MOVING INTO ANY NEW HOME. OCCUPANCY PERMIT WILL BE REQUIRED FOR THE LENDING AGENCY. NO OCCUPANCY PERMIT WILL BE GRANTED BEFORE OR WITHOUT A FINAL INSPECTION.

\* IF VALUATION OF WORK IS UNDER ESTIMATED,  
AN ADDITIONAL FEE MAY BE CHARGED.

\* PERMITTEE IS RESPONSIBLE TO NOTIFY  
UTILITY COMPANIES FOR LOCATION OF  
SERVICE LINES BEFORE BUILDING  
CONSTRUCTION BEGINS

\* SMOKE DETECTORS ARE REQUIRED IN ALL NEW,  
ALTERED OR REMODELED RESIDENTIAL CONSTRUCTION

\* ALL PERMITS MUST HAVE AN ACCURATE PLOT  
PLAN OR PERMIT WILL HAVE A WAITING PERIOD  
OF 24 HOURS FOR APPROVAL TO VERIFY  
BUILDING SITE.

NO SURVEY OF THE PLOT BEFORE CONSTRUCTION IS REQUIRED BUT THE CONTRACTOR AND/OR THE PROPERTY OWNER IS RESPONSIBLE TO MEET ALL OF THE SETBACK REQUIREMENTS PER ZONING OR PLAT REGULATIONS. **THE PLOT MUST BE SURVEYED BEFORE CONSTRUCTION IF THE PROPERTY LINES CAN NOT BE ESTABLISHED TO THE SATISFACTION OF THE BUILDING INSPECTOR.** THE FOLLOWING IS A PARTIAL LIST OF ITEMS THE BUILDING INSPECTOR WILL BE CHECKING FOR ON YOUR BUILDING PROJECT. CONTRACTOR IS RESPONSIBLE TO MEET ALL LOCAL UBC REQUIREMENTS.

#### **FIRST INSPECTION – FOOTINGS**

1. STREET ADDRESS POSTED
2. SETBACKS  
A - FRONT, SIDE AND REAR YARD  
B – EASEMENTS  
C – LOT LINE SURVEY STAKES
3. FOOTINGS  
A – DEPTH  
B – WIDTH  
C – REBAR

#### **SECOND INSPECTION – FOUNDATION**

1. FORMS  
A - TRUE & PLUMB  
B - ADEQUATELY BRACED
2. CONDITION OF FOOTINGS
3. REINFORCING BARS

#### **THIRD INSPECTION – FRAMING**

1. BACKFILL OF BUILDING
2. LUMBER  
A – SPECIES B – GRADE C – GIRDERS
3. SILLS
4. FLOOR, WALLS, CEILING & ROOF
5. STAIRS  
A – RISE AND RUN B – HEADROOM
6. ATTIC/CRAWL SPACE VENTILATION
7. CUTS, NOTCHES AND BORED HOLES FOR:
8. PLUMBING, MECHANICAL AND ELECTRICAL
9. WINDOW SIZE, TYPE AND LOCATION
10. FIREPLACE CLEARANCE, FLUE SIZE AND HEIGHT

#### **FOURTH INSPECTION – FINAL**

1. EXTERIOR GRADING
2. EXTERIOR STOOP AND STEPS, RISE & RUN
3. DOORS: SIZE AND SWING

#### **PERIOD OF PERMIT**

THIS PERMIT IS GOOD FOR **180 DAYS** AND BEYOND ONLY IF WORK IS ON A CONTINUING BASIS OR IF NOTIFICATION IS GIVEN THAT WORK IS SUSPENDED. PERMITS WITHOUT SUSPENSION NOTIFICATION MAY BE VOIDED. PERMITS ARE VOID AFTER FIVE YEARS FROM PERMIT APPROVAL DATE. IF PERMIT IS VOIDED A NEW PERMIT APPLICATION MUST BE MADE.

**ARRANGEMENT SHOULD BE MADE DAY PRIOR BY CALLING OUR OFFICE AT 667-3325.**

I CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF THIS PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

\_\_\_\_\_  
SIGNATURE OF OWNER, CONTRACTOR OR AGENT

\_\_\_\_\_  
DATE