

# BUILDING PERMIT APPLICATION

No. \_\_\_\_\_

## CITY OF MINTO

Parcel # \_\_\_\_\_

PO BOX 342

Minto ND 58261

Project Completed \_\_\_\_\_

701-248-3858

NAME: \_\_\_\_\_

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

PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

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

CHECK ONE:  NEW  ADDITION  REMODEL  REPAIR  MOVE  REPLACE

DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

START DATE: \_\_\_\_\_ ESTIMATED COST TO COMPLETE \$ \_\_\_\_\_

IF APPLICABLE: SIDING TYPE: \_\_\_\_\_ PATIO/DECK TYPE: \_\_\_\_\_

**IF NEW CONSTRUCTION OR ADDITION**, complete the following:

1. WHAT WILL BUILDING BE USED FOR: \_\_\_\_\_

2. BUILDING SIZE: LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ 3. # STORIES: \_\_\_\_\_

4. FULL BASEMENT?  YES  NO FOUNDATION TYPE: \_\_\_\_\_

5. OUTSIDE FINISH: \_\_\_\_\_

6. ROOFING TYPE: \_\_\_\_\_

7. GARAGE (IF APPLICABLE):  ATTACHED  DETACHED

A sketch of the plan showing the location of and relationship of all existing and proposed buildings and structures is required.

Include drawings with application (grid available on back side of this form).

**ALL APPLICATIONS MUST BE APPROVED BEFORE WORK BEGINS.**

I hereby certify that the information given and attached is correct and that if building permit is issued, all work will be done in accordance with the regulations of the City of Minto Building & Zoning Ordinances. After work is completed a walk-through may be required by tax assessor.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

- ✓ Work must be completed in one (1) year or permit shall expire.
- ✓ A building permit is required for any improvements or additions to a permanent structure.
- ✓ All storage buildings and fences require a permit.
- ✓ Sidewalk Ordinance must be followed.
- ✓ No trees are allowed to be planted on the boulevard.
- ✓ Permits are to be turned in to City Hall with the proper fees paid and then will be reviewed by the Planning Board for approval. (Fee schedule on back)

Fee: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

**RESIDENTIAL/COMMERCIAL PERMIT FEES AS OF September 1st, 2022.**

<u>BUILDING PERMIT SCALE</u>	<u>PERMIT FEE</u>
\$0 - \$25,000	\$25.00
\$25,001 - \$150,000	\$50.00
\$150,001 & Above	\$100.00
Maximum for non-profit	\$25.00

**ALL REMODELING/NEW ADDITIONS/UPDATES TO HOMES OR PROPERTY NEED A PERMIT.  
BY ORDER OF MINTO CITY COUNCIL.**

**ACTION TAKEN**     APPROVED     DISAPPROVED    **-FOR ZONING USE ONLY-**

Zoning Board Approval Date: \_\_\_\_\_

Council Approval \_\_\_\_\_

Auditor Signature \_\_\_\_\_

(REVISED SEPT 2022)

**DRAWINGS:**

