

# COMMERCIAL BUILDING PERMIT APPLICATION

## CITY OF GRAFTON, NORTH DAKOTA

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**SECTION 1**                      **GENERAL INFORMATION**                      *(to be completed by applicant)*

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Owners Address: \_\_\_\_\_ Project Value: \$ \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Excavator: \_\_\_\_\_ Roofer: \_\_\_\_\_  
Electrician: \_\_\_\_\_ Plumber: \_\_\_\_\_  
Mechanical: \_\_\_\_\_ Masonry: \_\_\_\_\_

New Commercial Building-[]      New Industrial Building-[]      Addition-[]  
Re-roof-[]      Exterior wall-[]      Other Alterations (list) \_\_\_\_\_[]  
*(check all that apply)*

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_  
Yard Depth:      Front \_\_\_\_\_ ft.      Back \_\_\_\_\_ ft.      Lot Area \_\_\_\_\_ sq. ft.  
Building or Addition Size:      Length \_\_\_\_\_ ft.      Width \_\_\_\_\_ ft.      Height/Stories \_\_\_\_\_ ft.  
Floor Area:      1<sup>st</sup> floor \_\_\_\_\_ sq ft.      2<sup>nd</sup> floor \_\_\_\_\_ sq ft.      Basement \_\_\_\_\_ sq. ft.  
Off Street Parking Spaces:      No. \_\_\_\_\_      Area \_\_\_\_\_ sq ft.

As Owner or Builder, I hereby grant permission to enter the premises, agree to comply with the provisions of City Ordinances and request that the City conduct all inspections required by City Ordinance.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

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**SECTION 2**                      **DESIGN INFORMATION**                      *(To be completed by applicant or contractor)*

Design Information and material type, for the following items must be provided if not detailed in the plans.

Footings: *width & thickness* \_\_\_\_\_  
Foundation and/or Basement: *thickness & height* \_\_\_\_\_  
Rafters: *type & placement o.c.* \_\_\_\_\_  
Joists: *type & placement o.c.* \_\_\_\_\_  
Walls and Covering: *stud size & int. & ext. covering* \_\_\_\_\_  
Roof Covering: *type* \_\_\_\_\_  
Special Construction: \_\_\_\_\_

**SECTION 3**                      **REQUIRED DOCUMENTS**                      **(see page 2)**

**REQUIRED DOCUMENTS**  
(new construction or additions)

- [ ] 1) Plot plan showing location on site, dimensions & utility locations
- [ ] 2) Floor Plan showing room size, location & egress
- [ ] 3) Pre-construction Elevation Certificate from a registered engineer
- [ ] 4) Floodplain Development Permit
- [ ] 5) Data on any special construction methods or products used
- [ ] 6) Water-sewer-curb cut/access permit
- [ ] 7) Variance or special use permit (if required)

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**ATTENTION BUILDERS AND CONTRACTORS**

*The City of Grafton is regulated by the State Building Code (2012 International Building Code with amendments) and City Floodplain Ordinance. Please contact the City Building Official at 701-352-1561, with any questions on building code or floodplain regulations.*

*Proper elevation or flood proofing practices are imperative to meet floodplain regulations. Contact an engineer or surveyor **BEFORE** starting work to insure you are building to the correct elevation/standards. Work will be stopped if a copy of the pre construction flood proofing certificate is not on file. An improperly constructed basement or improperly elevated floor could cost the owner thousands of dollars per year in flood insurance.*

Contact the Building Official for inspections:

- 1) prior to pouring the foundation
- 2) when framing is complete
- 3) after electrical and mechanical are installed
- 4) upon completion of the structure

**Notice:** Permits may become void if work is not begun within 180 days or work is suspended or abandoned for 120 days or more.

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**SECTION 4**

*(To be completed by building official)*

Construction Type: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Fire Zone: \_\_\_\_\_ Use Zone: \_\_\_\_\_

Base Flood Elevation: \_\_\_\_\_ Pre-Construction Elevation: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_