

CITY OF HALLIDAY

BUILDING PERMIT FAQ'S

What is a building permit?

Building permits represent official approval from the City of Halliday to move forward with your project. They are intended to guarantee that your project complies with local regulations involving construction, land use, and zoning. These regulations ensure the safety of the building's occupants, the visual and functional quality of the built environment for the community, and the protection of the city's resources.

Why do I need a building permit?

Building permits provide third-party verification that you (or the contractor you hired) completed the work to minimum code requirements. Building codes are designed to ensure safe building techniques, protecting residents from safety risks like structural failures, fire hazards caused by electrical and heating systems, and electrical shock. These requirements help eliminate costly repairs for substandard work and can save money in the long run.

When do I need a building permit*?

Examples of some projects that may require a building permit are:

1. Building a new residence or commercial building or adding onto any existing structure.
2. Moving a residence or commercial building onto a different property.
3. Remodels in your home that require structural, plumbing, or electrical changes.
4. Remodeling a commercial building for a change of occupancy or change of use.
5. Building, installing, or replacing a fence.
6. Pouring a driveway, patio, foundation, sidewalk, curb, or gutter.
7. Building a deck.
8. Building or installing a shed or garage.
9. Demolition of an existing structure.
10. Building a retaining wall.
11. Installing or replacing siding, windows, or exterior doors.
12. Installing or replacing signage.
13. Removing and/or replacing roofing.
14. Installing drain tile.

*Consult with the City of Halliday if planning to construct or maintain any improvement not listed above.

Whose responsibility is it to obtain a building permit for a project?

It is the property owner's responsibility to make sure there is an approved building permit for their project and that it is displayed properly for the duration of the project. However, many contractors will include permit fees in their quotes and will apply for any required permits on behalf of the property owner. Other responsibilities of the property owner include but are not limited to: locating property pins/verifying the property lines; removing and relocating a structure if placed incorrectly; and identifying all easements on the property.

Where can I get a building permit application?

Building permit applications can be obtained at the Halliday City Hall or a printable copy can be found on the city's website.

What is the Building Permit Process?

1. Submit the building permit application to the Building Official at City Hall.
2. The City of Halliday will determine if the application is complete and request additional information or documentation if necessary.
3. When the application is approved, a building permit will be issued. You will be notified that it is ready to pick up, and you can pay for it at City Hall by cash or check. The Building Permit Placard needs to be visibly posted at the project site for the duration of the project.
4. If any inspections are required for your project, request them when appropriate by calling (701) 873-2266.
5. When the project is complete, return your Building Permit Placard to the City Hall office.
6. Upon passing the final inspection, if required, a Certificate of Occupancy will be issued for the property.

BUILDING PERMIT APPLICATION

No. _____

City of Halliday

Parcel# _____

PO Box 438

Halliday, ND 58636-0438

701-938-4680

APPLICANT NAME: _____

ADDRESS: _____

PHONE #: _____ **CELL PHONE #:** _____

OWNER (IF DIFFERENT FROM APPLICANT): _____

ADDRESS: _____

PHONE #: _____ **CELL PHONE #:** _____

LEGAL DESCRIPTION OF PROPERTY: _____

IS PROPERTY LOCATED IN FLOODWAY/FLOODPLAIN? YES NO

CHECK ONE: NEW ADDITION REMODEL REPAIR MOVE DEMOLITION

DESCRIPTION OF WORK TO BE DONE: _____

GENERAL CONTRACTOR: _____ **PHONE:** _____

PLUMBING CONTRACTOR: _____

ELECTRICAL CONTRACTOR: _____

START DATE: _____ **ESTIMATED COST MATERIALS \$** _____ **LABOR \$** _____

IF APPLICABLE:

SIDING TYPE: _____ **PATIO/DECK TYPE:** _____

FENCING TYPE: _____ **ROOF TYPE:** _____

DOES THE PROJECT REQUIRE NEW WATER OR

SEWER? YES NO

IF NEW CONSTRUCTION OR ADDITION. COMPLETE THE FOLLOWING:

1. WHAT WILL BUILDING BE USED FOR: _____
2. BUILDING SIZE LENGTH: _____ WIDTH _____ FINISHED SQ FT _____
3. NUMBER OF STORIES: _____
4. FULL BASEMENT? YES NO FOUNDATION TYPE: _____
5. GARAGE (IF APPLICABLE): ATTACHED DETACHED

A SKETCH OF THE PLAN SHOWING THE LOCATION OF AND RELATIONSHIP TO EACH OTHER & THE LOT LINES OF ALL EXISTING AND PROPOSED BUILDINGS AND STRUCTURES IS REQUIRED. SETBACKS ARE REQUIRED TO BE SHOWN ON DRAWINGS.

**INCLUDE DRAWING WITH APPLICATION (GRID AVAILABLE ON BACK PAGE).
ALL APPLICATIONS MUST BE APPROVED BEFORE WORK BEGINS.**

- ✓ Work must be completed in one year or permit shall expire. You must contact City Hall to get a permit extension.
- ✓ A building permit is required for any improvements or additions to a permanent structure.
- ✓ Permits are to be turned in to City Hall with the proper fees paid. It will be reviewed by the Zoning Board for approval. The Halliday Zoning Board meets the second Tuesday of the month at 6 PM MDT.

I hereby certify that the information given and attached is correct and that if a building permit is issued, all work will be done in accordance with the regulations of the City of Halliday Building and Zoning Ordinances.

APPLICANT'S SIGNATURE

DATE

RESIDENTIAL / COMMERCIAL PERMIT FEES

LESS THAN \$1000.00 \$10.00

MORE THAN \$1000.00 \$25.00 PLUS

\$2.00 FOR EVERY ADDITIONAL \$1000.00

NOT TO EXCEED \$2024.00

ALL REMODEL/NEW ADDITIONS TO HOMES OR PROPERTY NEED A BUILDING PERMIT OR OF HALLIDAY ZONEING COMMISSION

FEE\$ _____ RECEIPT # _____ PERMIT # _____ DATE _____

ACTION TAKEN APPROVED DISAPPROVED

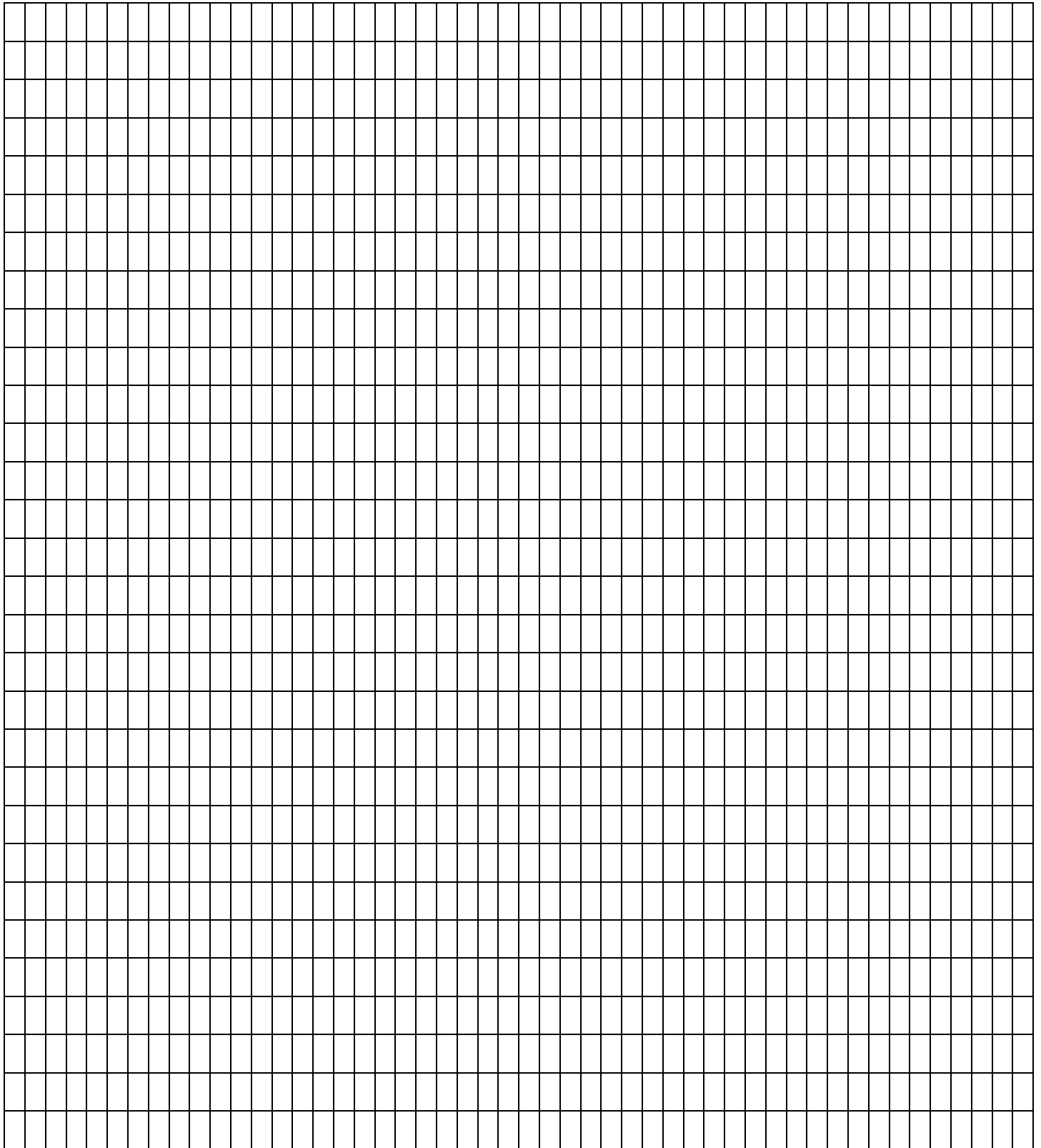
FOR ZONING COMMISSION USE ONLY

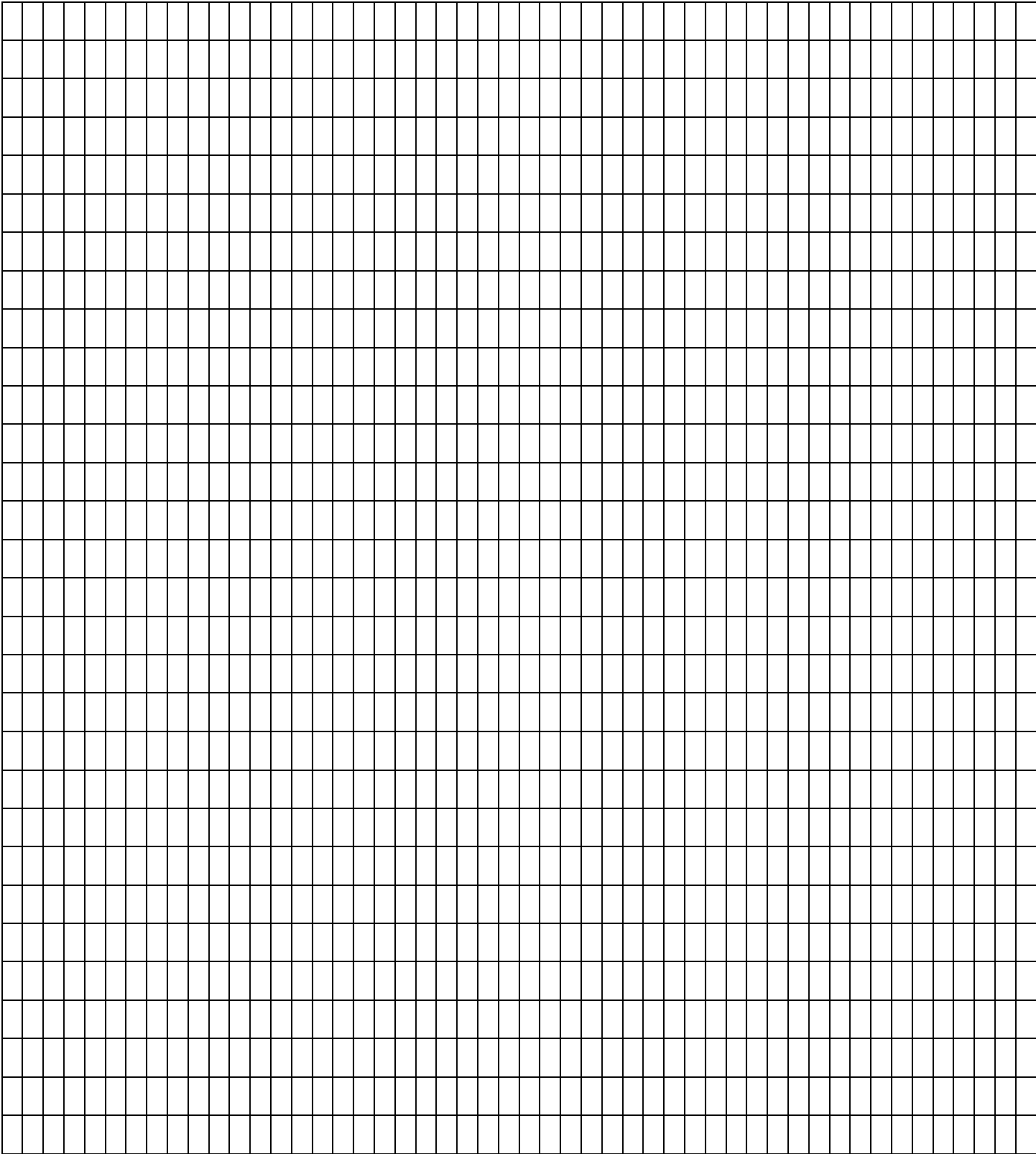
ZONING COMMISSION APPROVAL DATE: _____

AUDITOR SIGNATURE: _____

ZONING PRESIDENTS SIGNATURE: _____

DRAWINGS:





Please attach additional pages if necessary.

CITY OF HALLIDAY

Project	# of Inspections
Mailbox Placement/Minor Maintenance	-
New Roof or Reshingle	-
Signage	-
Sidewalk repair/driveway repair/flat concrete work	-
New Fence	-
New Raised Deck/Patio/porch	1
Shed < 100 SF	-
Shed > 100 SF	-
Excavation	-
Demolition (asbestos inspection and removal required)	-
New Driveway/Curb & Gutter/Repair in boulevard	1
Residential Structural Remodel/Addition	Project Dependent
Commercial Structural Remodel/Addition	Project Dependent
Detached Garage/Shop - Personal/Residential	4
Detached Garage/Shop - Commercial	4
New Commercial/Residential Construction	4

All electrical & plumbing work will need to be inspected by the State of North Dakota.

Projects not listed or don't fit into categories will have a number of inspections at the City of Halliday's discretion.

Any connection to the water or sewer system will require a permit and possible inspection.

CITY OF HALLIDAY

Building Inspections

- ❑ Footing Inspection – Request when footing forms and reinforcing are in place, but prior to the placement of any concrete
- ❑ Foundation/Concrete Slab Inspection – Request when forms and reinforcing are in place, but prior to the placement of any concrete
- ❑ Framing Inspection – Request when structural components are complete and prior to concealing with insulation or finishes.
- ❑ Final Inspection – Request when project is complete, but prior to occupying the structure. NOTE – This inspection may not be requested until all required electrical, plumbing, and mechanical inspections have been completed and the work approved.

Note: While this represents the “required” inspections, additional inspections will be made at the discretion of the building inspector or request of the permit holder if questions arise which necessitate an on-site visit. Failure by the permit holder to make sure that all required inspections are complete may result in the withholding of the Certificate of Occupancy for the project. This could complicate financing, refinancing, or the resale of your property.

City of Halliday:

Phone (701) 938-4680

Building Inspection Contact Information:

Interstate Engineering, Inc.

Phone (701) 873-2266 or (701) 390-6729

Plumbing Inspection Contact Information:

State Board of Plumbing

Phone (701) 328-9979

State Electrical Inspection Contact Information:

North Dakota State Electrical Board

Phone (701) 328-9522

North Dakota One Call (Call before you dig):

1-800-795-0555