

Permit not valid until Council review

BUILDING PERMIT ORDINANCE
Residential Version

BE IT ORDAINED BY THE CITY COUNCIL OF BUFFALO, NORTH DAKOTA, AS FOLLOWS:

BUILDING PERMITS

1. Purpose

The purpose of this Ordinance is to assure compliance with building requirements, and to assure the comfort, convenience, safety, health and welfare of the people of the city of Buffalo, North Dakota.

2. Building Permit Required

No building, structure, or concrete work shall be erected, constructed, enlarged, altered, moved, relocated or excavation made thereof, or work begun thereon until a building permit has been issued by the city. All building permit applications must be submitted to the City Auditor.

3. Residential Building Permits

- a. Class "2A" Building Permit. A Class 2A building permit is required to be submitted for all new home construction. The fee is \$250.00 with \$25.00 due at the time of application. The class 2A permit expires one year from the date it is issued. If the building is not completed within one year from the date of issuance, then the remaining \$225.00 must be paid. If it is completed within the one year time frame, the remaining \$225.00 fee is waived. The City Council may grant one six-month extension upon the request of the applicant.
- b. Class "2B" Building Permit. A Class 2B building permit is required for all residential additions, detached garages (structures larger than 12' x 12'), siding, replacing of windows or doors, etc. The fee is \$150.00 with \$15.00 due at the time of application. The Class 2B permit expires six months from the date it is issued. If construction is not completed within six months from the date of issuance, then the remaining \$135.00 must be paid. If construction is completed within the six month time frame, the remaining \$135.00 fee is waived. The City council may grant one three-month extension upon the request of the applicant.
- c. Class "2C" Building Permit. A class 2 C building permit is required for all yard sheds or accessory structures (smaller than 12' x 12'), decks, above and underground fences, kennels, landscaping, permanent playground equipment, etc. The fee is \$100.00 with \$10.00 due for the permit at the time of application. The Class 2C permit expires three months after the date of issuance. If the construction is not complete within the three month time frame, the remaining \$90.00 must be paid. If the construction is completed within the three-month time frame, the remaining \$90.00 fee is waived. The City Council may grant one 45 day extension upon the request of the applicant.
- d. Class "2D" Building Permit. A Class 2D building permit is required for all interior remodeling. There is no application fee and no expiration date, but the applicant must submit the application and be issued a building permit.

4. Regulation of Permits

- a. The fees contained in this ordinance may be amended by resolution of the City Council.
- b. A variance request must accompany a building permit application if a variance is needed for the proposed construction. The fee for variance requests shall be \$25.00.
- c. The issuance of a permit upon plans and specifications shall not prevent the building inspector from thereafter requiring the correction of errors in said plans and specifications or from preventing building operations being carried on there under, when in violation of this code or of any other ordinance of the city of Buffalo, North Dakota.
- d. The issuance or granting of a permit or approval of plans and/or specifications shall not be deemed or construed to be a permit for, or an approval of, any violation of any of the provisions of this code. No permit presuming to give authority to violate or cancel the provisions of this code shall be value, except insofar as the work or use which it authorized is lawful.

5. Penalty

Any person violating any provision of this ordinance shall be guilty of an infraction and shall be subject to a fine not to exceed \$500.00. Each day such violation continues shall be considered a separate offense.

**CITY OF BUFFALO
BUILDING PERMIT APPLICATION
RESIDENTIAL VERSION**

TODAY'S DATE: _____

APPROX. START DATE: _____

ESTIMATED COST:
\$ _____

(Labor, Materials, Wiring, Htg, Plumbing)

CLASS OF WORK: NEW _____ ADDITION _____ ALTERATION _____ MOVE _____
 REPAIR _____ DEMOLISH _____

LEGAL DESCRIPTION: _____

JOB ADDRESS _____

OWNER/CONTRACTOR (Name/Address): _____

Phone No(s): _____

DESCRIBE WORK IN DETAIL: TYPE, USE OF CONSTRUCTION, etc. (Attach drawing showing the location of all structures on this lot, including the new request, and indicate (in feet and inches) how far the new building or improvement is from all property lines (not from street). This must be included with your request or it will not be reviewed.

PERMIT APPLIED FOR: CLASS "2A" _____ "2B" _____ "2C" _____ "2D" _____

IS A VARIANCE NEEDED? _____ If yes, requires additional paperwork.

HAVE YOU READ AND UNDERSTOOD THE DESCRIPTION OF THE BUILDING PERMITS, THE FEES, TIME LIMITATIONS, ETC. AS DESCRIBED ABOVE? YES / NO (circle one)

DO YOU AGREE TO THE TERMS LISTED ABOVE? YES / NO (circle one)

I CERTIFY THAT TO MY BEST BELIEF AND KNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN AND ATTACHED HERETO IS TRUE AND CORRECT. I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND DESCRIPTION OF THE BUILDING PERMITS, THE FEES, TIME LIMITATIONS, ETC. DESCRIBED ABOVE.

DATE _____ SIGNATURE OF APPLICANT _____

FOR USE BY ZONING BOARD/CITY COUNCIL ONLY:

CLASS OF PERMIT _____ PERMIT FEE _____ PAID _____

IS VARIANCE NEEDED? _____ VARIANCE FEE _____ PAID _____

ACTION TAKEN: APPROVED _____ DISAPPROVED _____

COMMENTS/CONTINGENCIES _____

DATE _____

CHAIRMAN ZONING BOARD/CITY AUDITOR